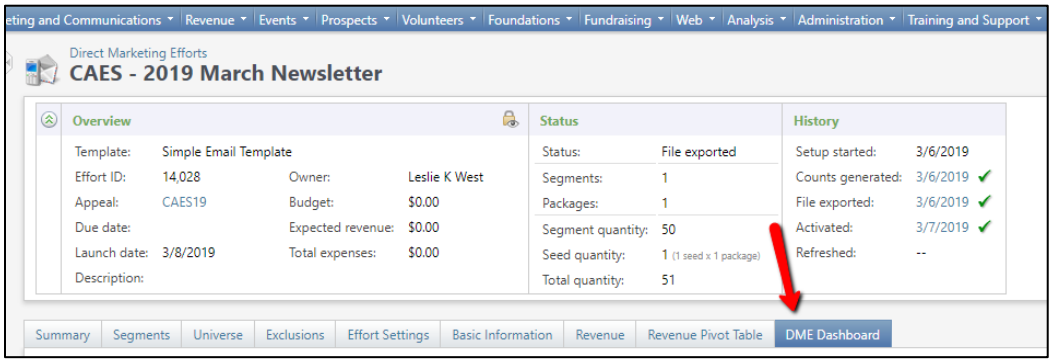
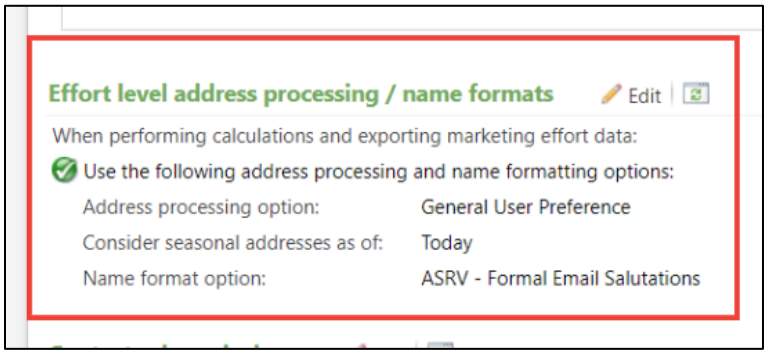
How to Edit Address Processing & Name Formats

Step 1. Within your marketing effort, click on the **DME Dashboard tab** and scroll down to find the **Address Processing & Name Format Options** section. Then click **Edit**.





Important Note: Choosing the correct options depends heavily on what type of communication you are sending. Read the next lines carefully to access the correct instructions for your situation.

If you are sending an EMAIL DME with no salutation, **follow the instructions in GREEN.**

If you are sending an EMAIL DME with an informal salutation, **follow the instructions in TEAL.**

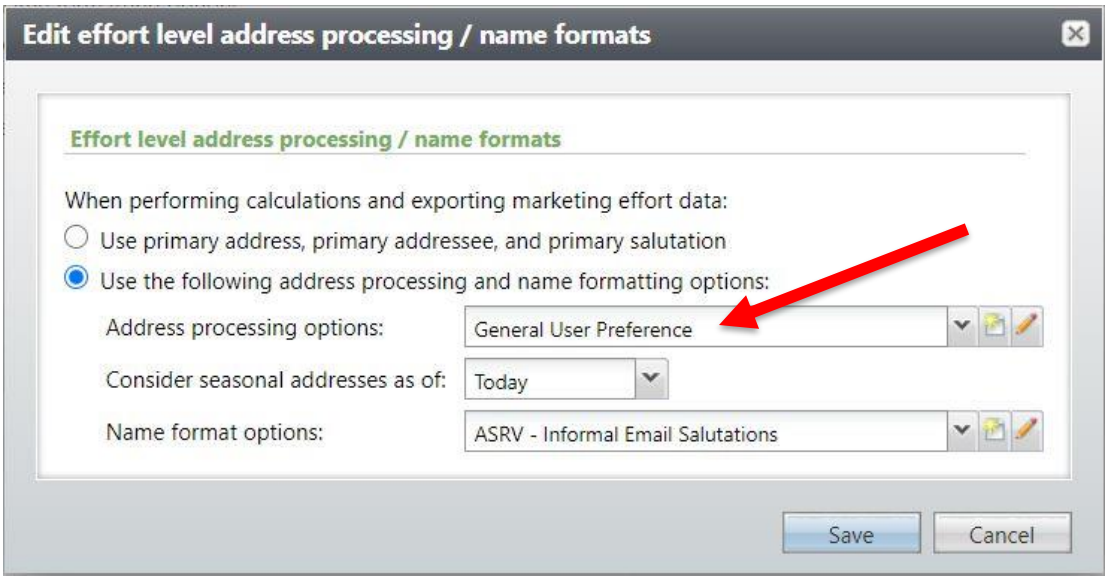
If you are sending an EMAIL DME with a formal salutation, **follow the instructions in PURPLE.**

If you are sending a MAIL DME without forcing in spouses, **follow the instructions in RED.**

If you are sending a MAIL DME and wish to force in spouses, **follow the instructions in navy.**

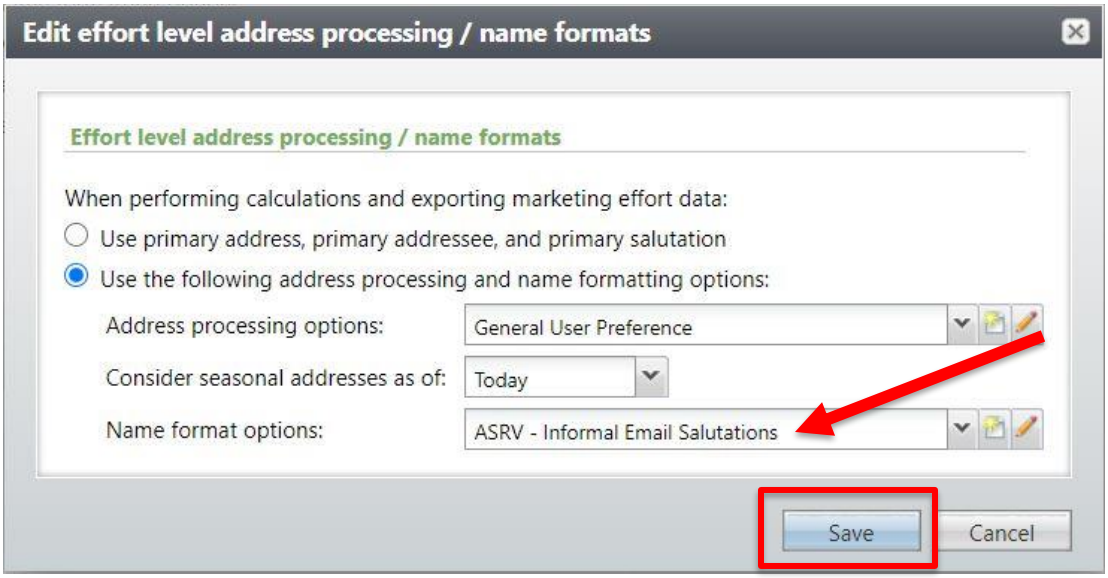
EMAIL with NO Salutation

Step 2. Choose **General User Preference** as the Address Processing Option.



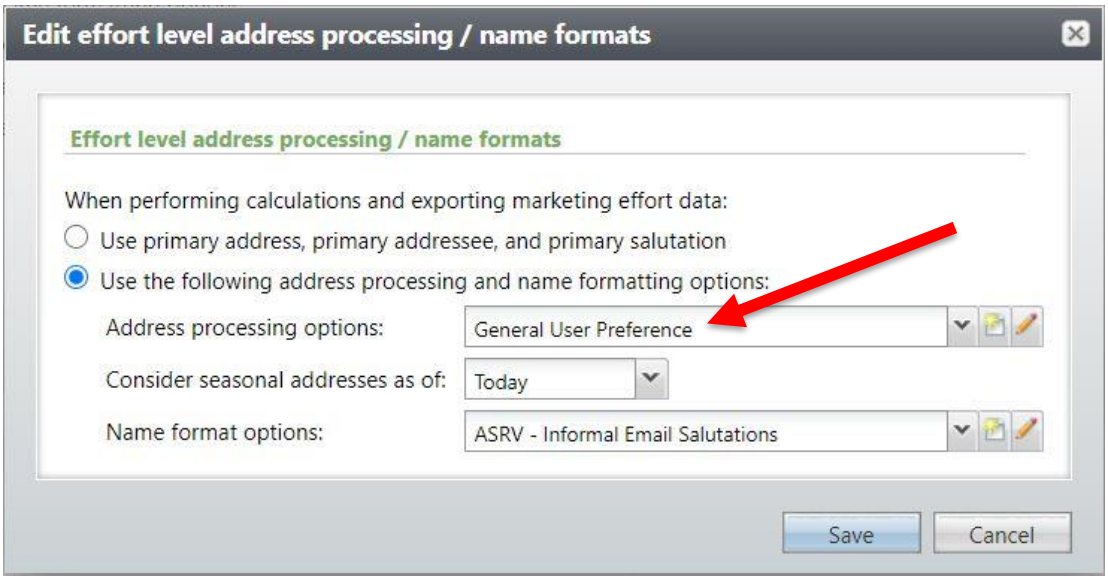
Step 3. Choose **ASRV – Informal Email Salutations** as the Name Format Option.

Click **Save** when you are finished.



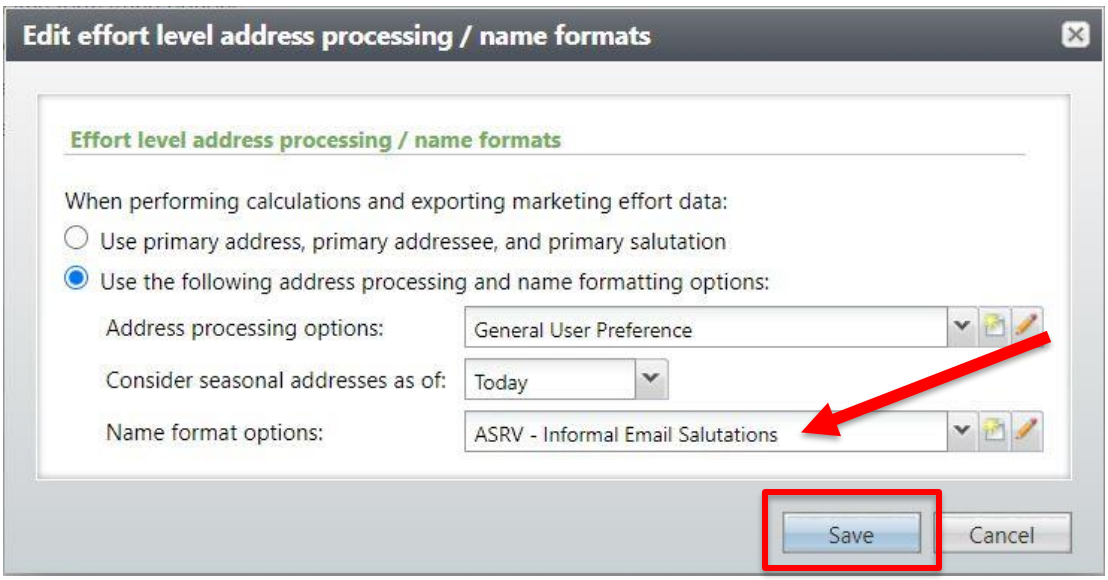
EMAIL with INFORMAL Salutation

Step 2. Choose **General User Preference** as the Address Processing Option.



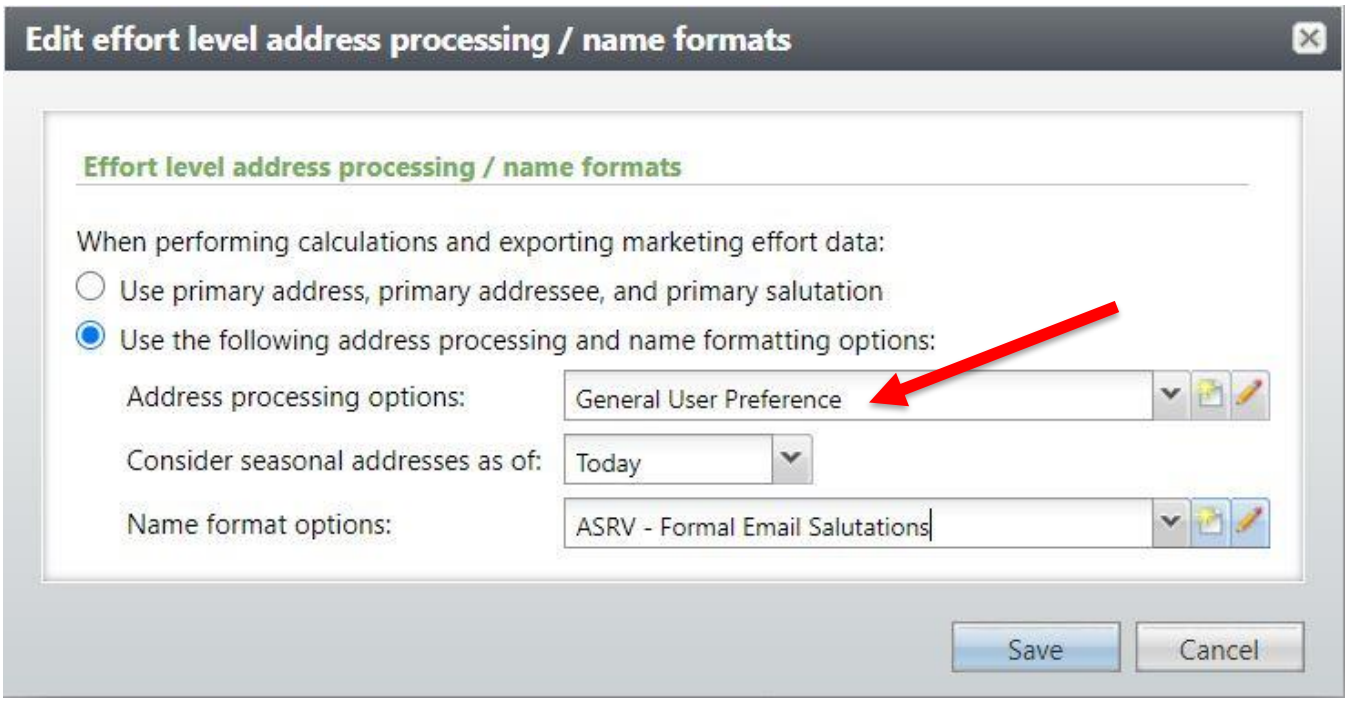
Step 3. Choose **ASRV – Informal Email Salutations** as the Name Format Option.

Click **Save** when you are finished.



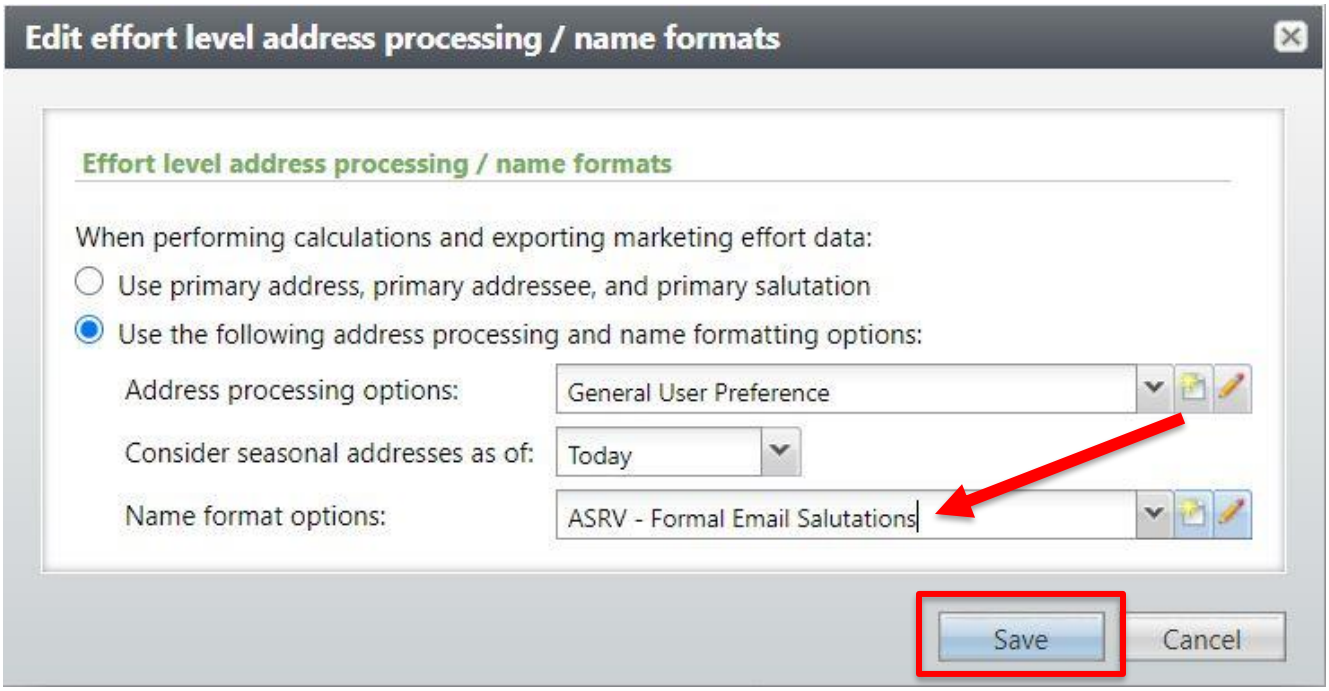
EMAIL with FORMAL Salutation

Step 2. Choose **General User Preference** as the Address Processing Option.



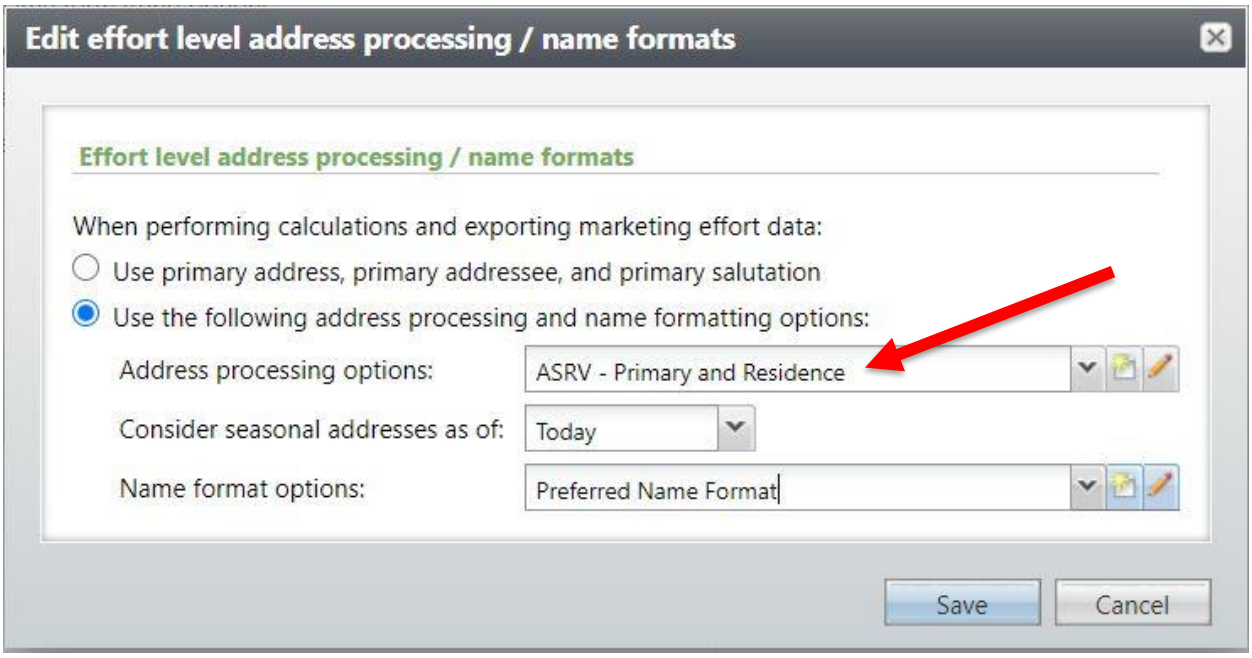
Step 3. Choose **ASRV – Formal Email Salutations** as the Name Format Option.

Click **Save** when you are finished.



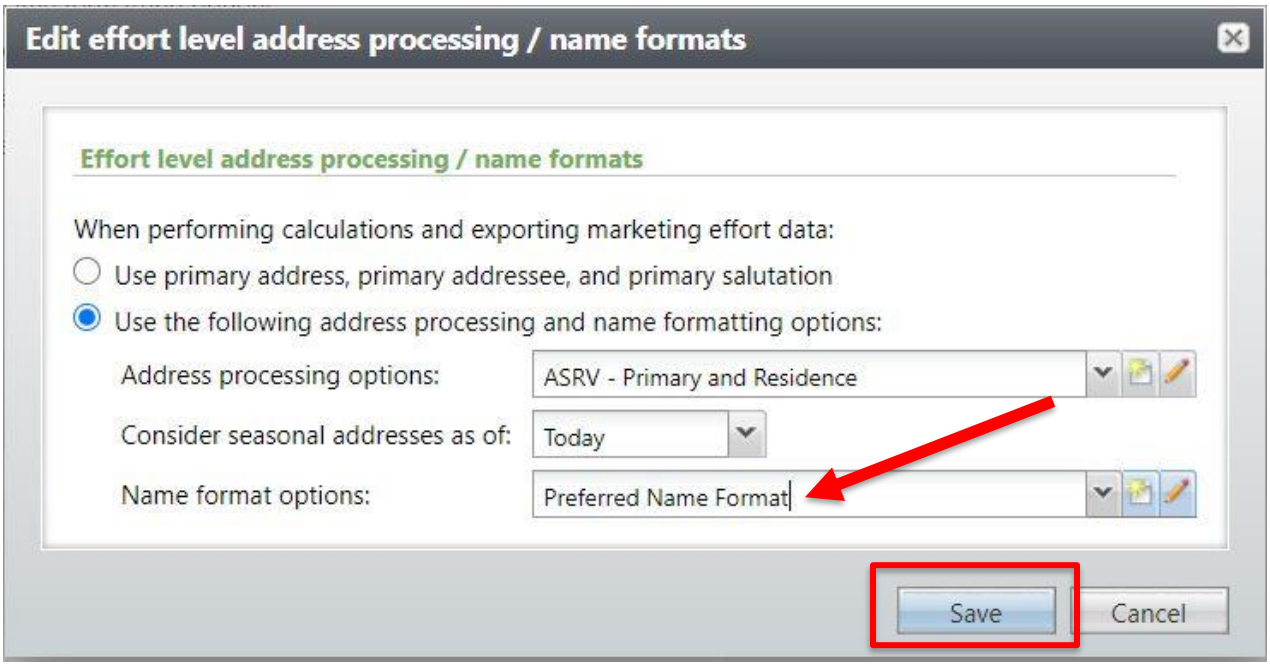
MAIL that does NOT Force in Spouses

Step 2. Choose **ASRV – Primary and Residence** for the Address Processing Option.



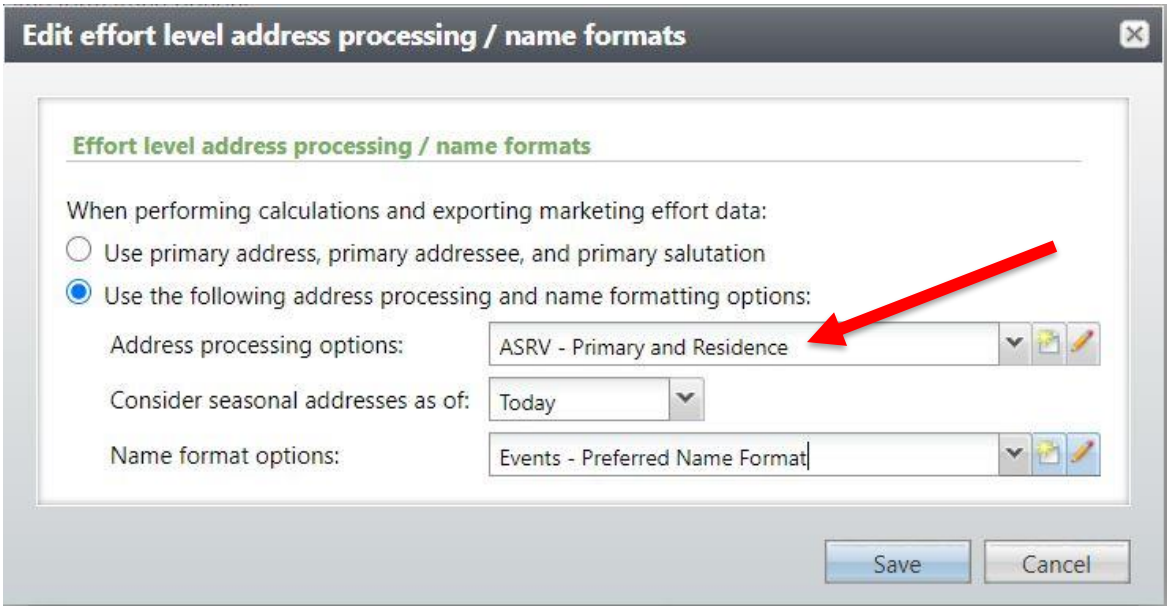
Step 3. Choose **Preferred Name Format** for the Name Format Option.

Click **Save** when you are finished.



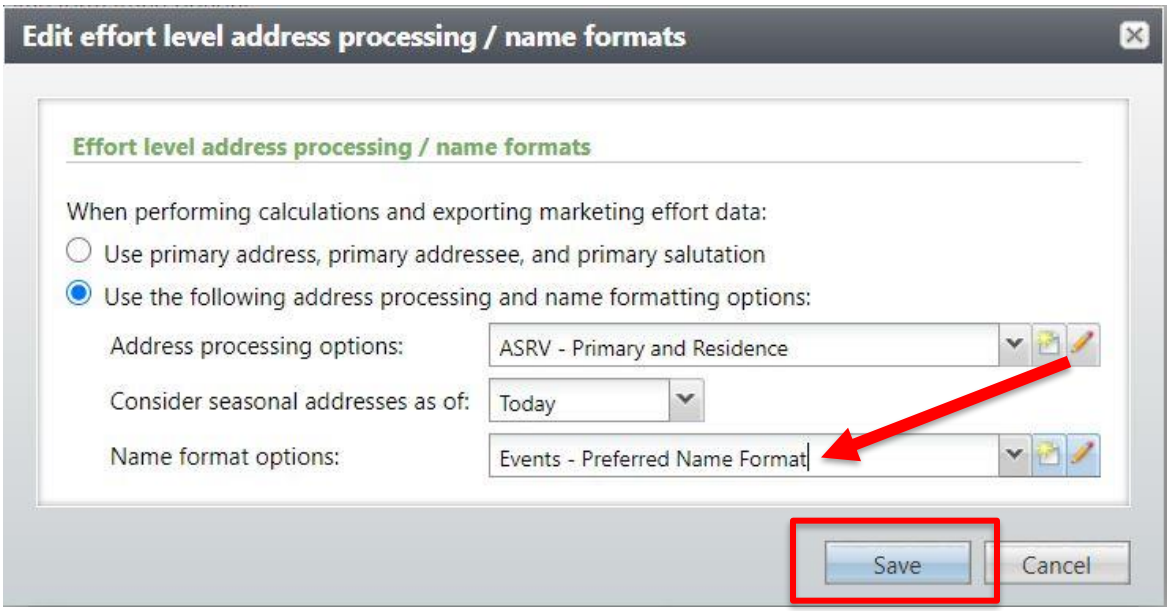
MAIL that DOES Force in Spouses

Step 2. Choose **ASRV – Primary and Residence** for the Address Processing Option.



Step 3. Choose **Events - Preferred Name Format** for the Name Format Option.

Click **Save** when you are finished.



If you have any questions about this instructional guide, or need additional assistance, please contact the Client Services team at askit@uga.edu.

This document was last updated on 7/6/21.