

# Bingo / Banko

Quick tutorial to play Bingo 😊

Hej Elvis Presley

Her er din bankoplade med nummer 1.

	10	20			50	60		84
			36		56	66	73	86
5				48	58		78	89

Mvh. Banko Master|

## Prepare plates

- Open Banko.xlsm



Denne projektmappe indeholder makroer. Vil du deaktivere makroer, før du åbner filen?

Makroer kan indeholde virus, der kan beskadige computeren. Hvis denne fil kommer fra en kilde, der er tillid til, skal du klikke på Aktivér makroer. Hvis du ikke har fuld tillid til kilden, skal du klikke på Deaktiver makroer.

[Få mere at vide om makroer](#)

Aktivér makroer Deaktiver makroer

- a. Enable Macros

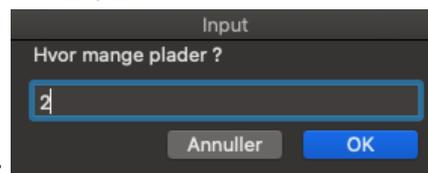
Plade #	Navn	Email
1	Elvis Presley	<a href="mailto:elvis@graceland.com">elvis@graceland.com</a>
2	Darth Vader	<a href="mailto:darth@vader.com">darth@vader.com</a>
3		
4		

- Fil out names and email
- Generate plates for the given number of participants

- a. Press the button:



- b. Enter to participant count:



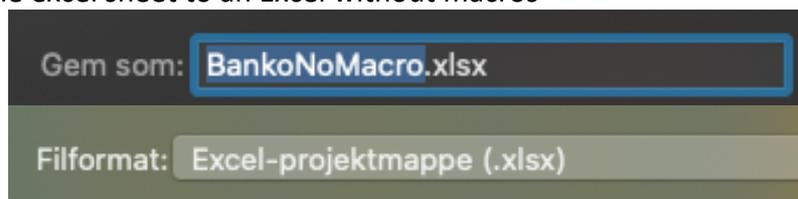
Input

Hvor mange plader ?

Annuller OK

- Now you are ready to send out plates
  - a. Save the excel sheet to an Excel without macros

i.

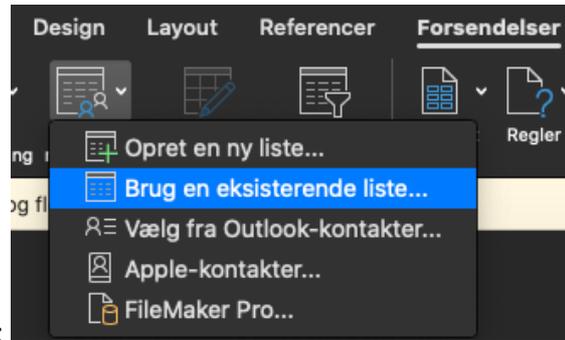


Gem som:

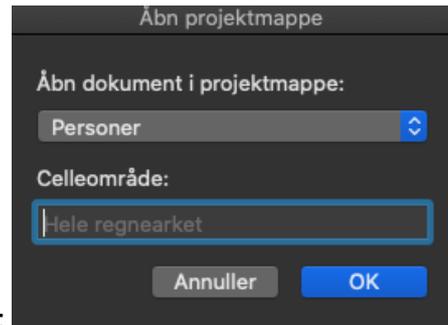
Filformat: Excel-projektmappe (.xlsx)

ii.

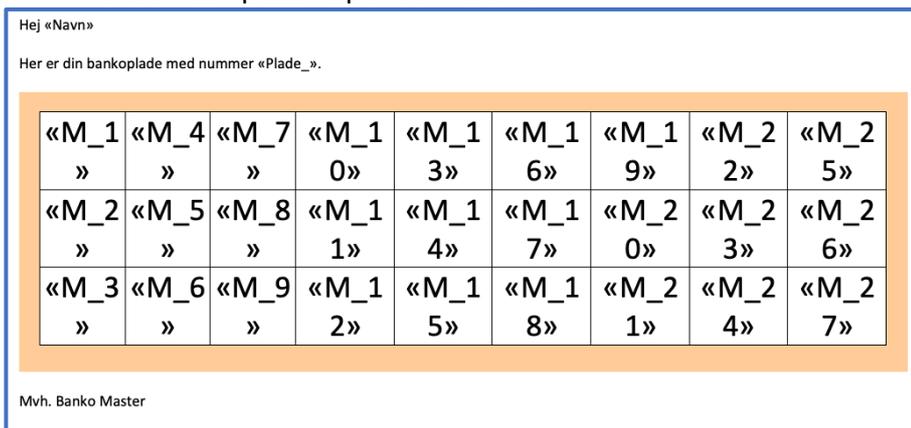
## Import plates and send emails



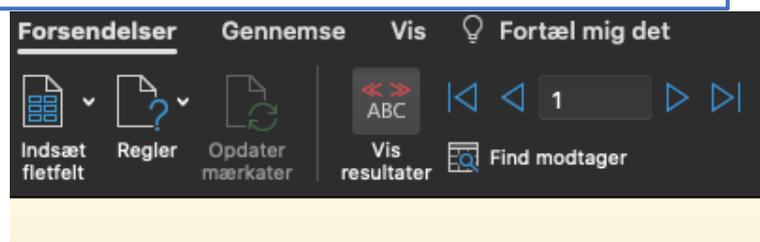
1. Go to "Forsendelse":
2. Open the Excel with no Macro
3. Say yes to open



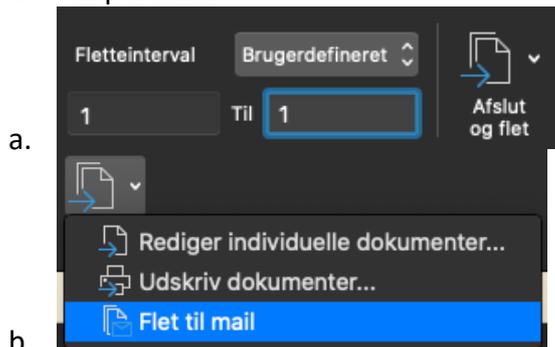
4. Yes ok to open the Excel sheet names Personer:
5. Now you will have a "template" opened like this:



a.



6. Press "Vis resultater":
  - a. You can skip through all the persons in the list with the arrows
7. Send to all persons:



a.

b.

Postmodtager

Til: Email

Emne: Her er din bankoplade

Send som: HTML-meddelelse

Annuller Brevfletning til udbakke

- c.
- d. On a Windows PC you are able to select which specific rows to send to.
  - i. If you have 4 persons, then select 1-4

8. The emails will be sent via your mail client using your default mail.

Her er din bankoplade

**RS** Robert Schultz Krogshave <cult@krogshave.dk>  
Til: elvis@graceland.com

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9.

