Configuring NCOA

Before you NCOA^{link}™ process your addresses, you must define which addresses you want processed. You can process addresses from the modules in ACS People Suite or from your latest search results, but be sure to process all of the addresses you want to include in your bulk mailings.

1. Open **CASS It**.
   a.) _**Windows 7:**_ On your Windows desktop, click the Start button 🟦 in the lower-left corner of the screen. The Start menu displays. Click **All Programs** > **ACS Technologies** > **CASS It!**.

   b.) _**Windows 8.1:**_ On the Windows desktop, click the Start button ⊞ in the lower-left corner of the screen. The Start screen displays. Click the arrow button ⊕. The Apps view displays. In the ACS Technologies section, click **CASS It!**.

   c.) _**Windows 10:**_ On the Windows desktop, click the Start button ⊞ in the lower-left corner of the screen. The Start menu displays. Scroll to the ACS Technologies section, and click **CASS It!**.
2. Click Configure NCOA.
3. Under **Records to Include**, select which record types you want to include. If you select **People**, Member, Prospect, and Other records are included.

   Note
   ⚠️
   All family and individual addresses are included for the selected individuals.
4. If you want to use records from the last search results you received, select **Use Last Search Results**.
5. Click **OK**.

Once you've configured NCOA, it's time to process addresses with NCOA.