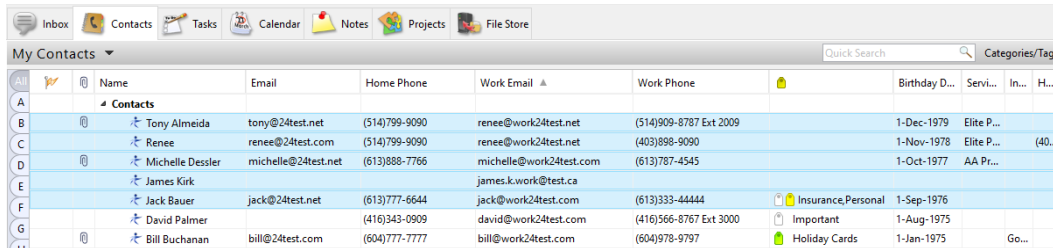


## How to Send a Bulk E-mail to Contacts

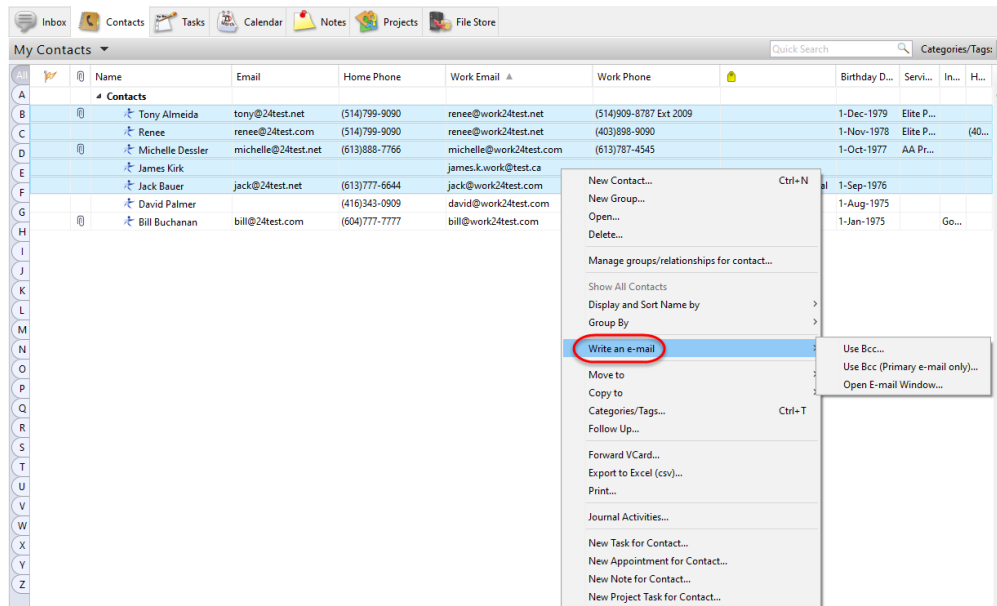
1. First you need to select the contacts under the **Contacts Module**. You can select them one by one or if you have a long list of clients simply press the **CTRL + A** key to select them all.

If you did an **Advance Search** simply press the **CTRL + A** key to select all contacts seen on your search result.



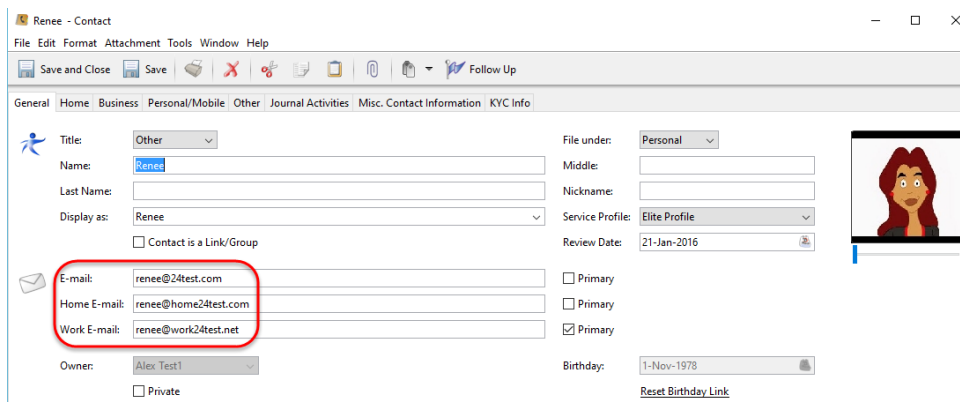
|   | Name             | Email               | Home Phone    | Work Email              | Work Phone             | Birthday D... | Servi...            | In...  | H...  |
|---|------------------|---------------------|---------------|-------------------------|------------------------|---------------|---------------------|--------|-------|
| A | Contacts         |                     |               |                         |                        |               |                     |        |       |
| B | Tony Almeida     | tony@24test.net     | (514)799-9090 | renee@work24test.net    | (514)909-8787 Ext 2009 | 1-Dec-1979    | Elite P...          |        |       |
| C | Renee            | renee@24test.com    | (514)799-9090 | renee@work24test.net    | (403)898-9090          | 1-Nov-1978    | Elite P...          | (40... |       |
| D | Michelle Dessler | michelle@24test.net | (613)888-7766 | michelle@work24test.com | (613)787-4545          | 1-Oct-1977    | AA Pr...            |        |       |
| E | James Kirk       |                     |               | james.k.work@test.ca    |                        |               |                     |        |       |
| F | Jack Bauer       | jack@24test.net     | (613)777-6644 | jack@work24test.com     | (613)333-4444          | 1-Sep-1976    | Insurance, Personal |        |       |
| G | David Palmer     |                     | (416)343-0909 | david@work24test.com    | (416)566-8767 Ext 3000 | 1-Aug-1975    | Important           |        |       |
| H | Bill Buchanan    | bill@24test.com     | (604)777-7777 | bill@work24test.com     | (604)978-9797          | 1-Jan-1975    | Holiday Cards       |        | Go... |

2. Next you will need to right click and select the option **Write an e-mail**.



3. You have 3 different options at your disposal (these options apply to your selected individual contacts as well as your selected groups):

**Use BCC ...** : this option will BCC the e-mail to all selected contacts and to all their e-mail addresses. If one or more contacts have more than one e-mail those contacts will receive that e-mail more than once (to each of the e-mail addresses indicated under their general contact information window).



Renee - Contact

File Edit Format Attachment Tools Window Help

Save and Close Save Follow Up

General Home Business Personal/Mobile Other Journal Activities Misc. Contact Information KYC Info

Title: Other

Name: Renee

Last Name:

Display as: Renee

Contact is a Link/Group

E-mail: renee@24test.com

Home E-mail: renee@home24test.com

Work E-mail: renee@work24test.net

Owner: Alex Test1

Private

File under: Personal

Middle:

Nickname:

Service Profile: Elite Profile

Review Date: 21-Jan-2016

Primary

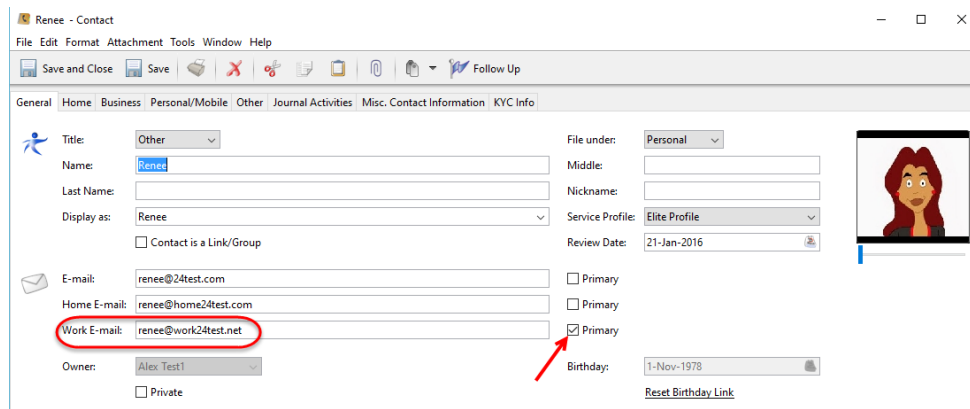
Primary

Primary

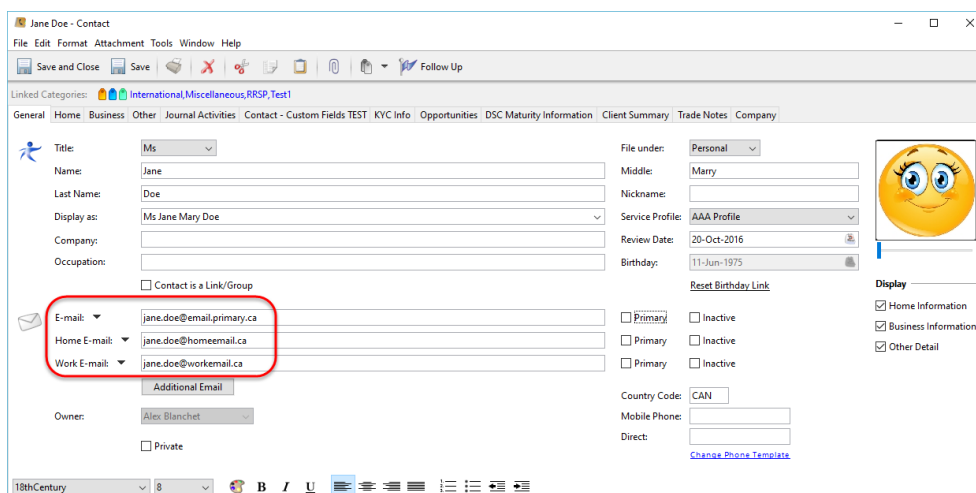
BirthDay: 1-Nov-1978

[Reset Birthday Link](#)

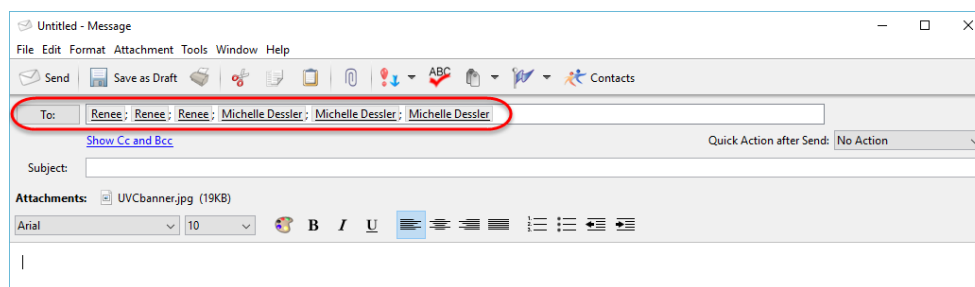
**Use BCC (Primary e-mail only) ...** : by default this option will BCC the e-mail to all selected contacts and their **Primary** e-mail (identified by a check box) address only.



*Note: if no **Primary e-mail** address was selected for a contact it will automatically use the first e-mail from the list.*



**Open E-Mail Window ...** : this option will send the e-mail to all selected contacts and to all their respective e-mail addresses in the **TO** field of the new e-mail message. If one or more of those selected contacts have more than one e-mail address those contacts will receive that e-mail more than once (to each of the e-mail addresses indicated under their contact information screen).



- Once you have selected your option a new **Create Message** window will open where you can add the text of your e-mail. Click on the **Send** button to send your e-mail to your selected contacts from step#1.