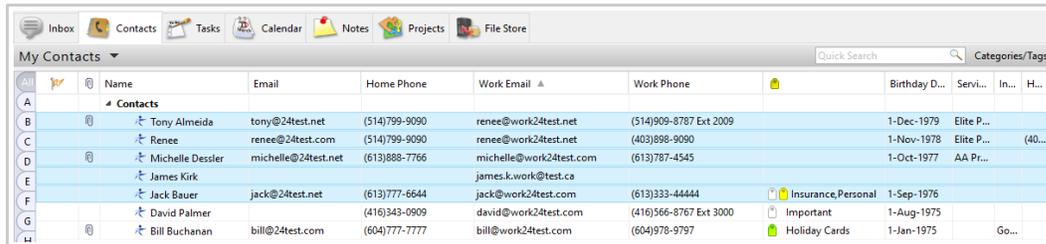


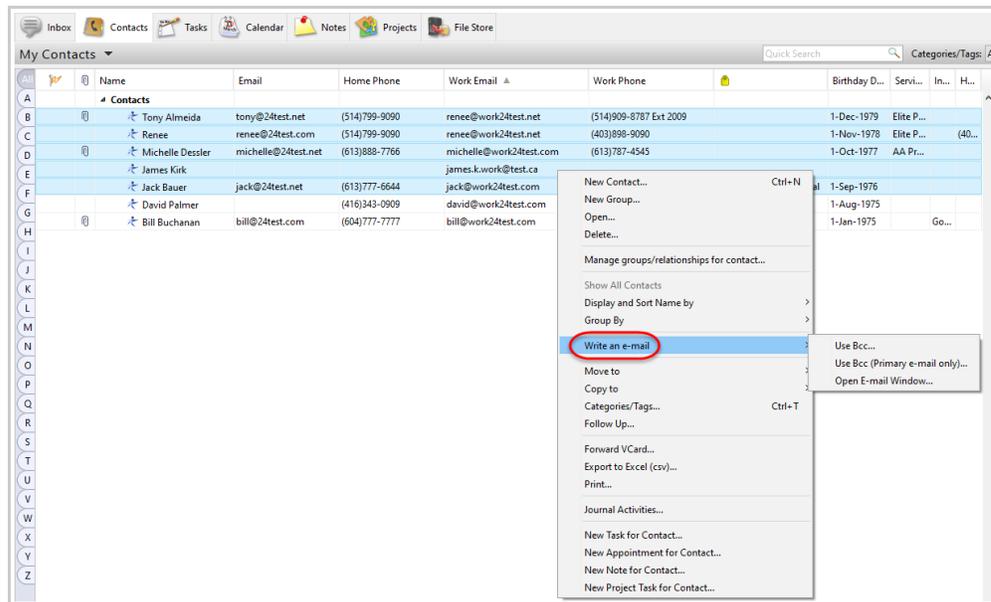
## How to Send a Bulk E-mail to Contacts

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.

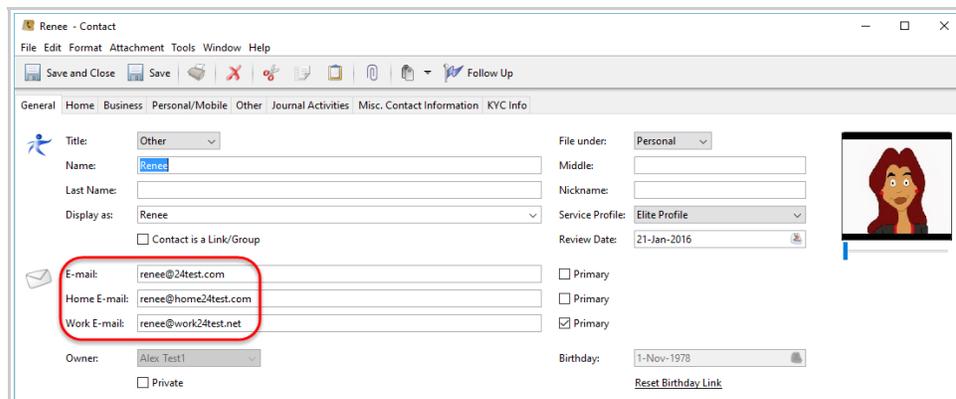


2. Next you will need to right click and select the option **Write an e-mail**.

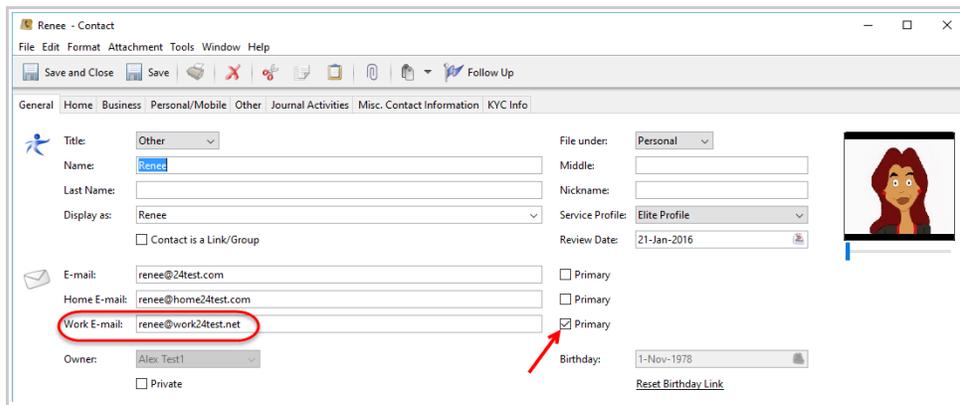


3. You have 3 different options at your disposal (these options apply to your selected individual contacts as well as your selected groups):

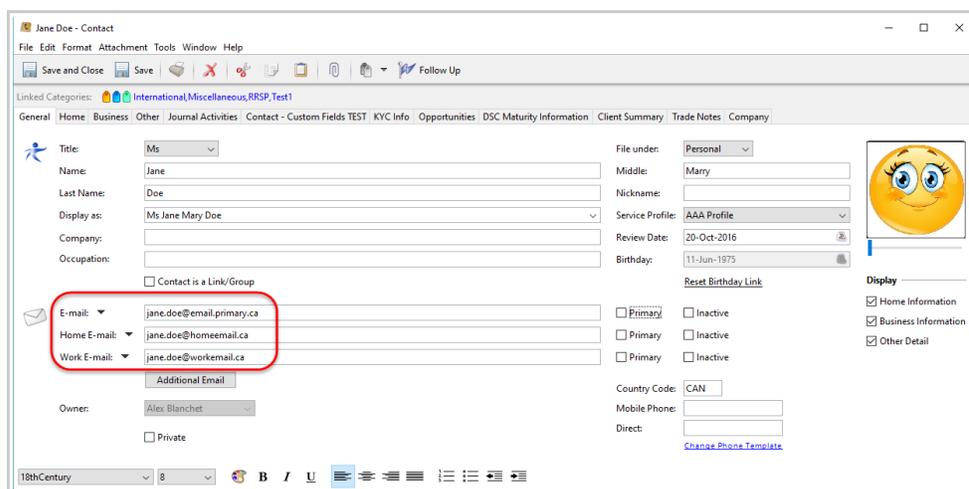
**Use BCC ...** : this option will BCC the e-mail to all selected contacts and to all their e-mail addresses. If one or more contacts have more than one e-mail those contacts will receive that e-mail more than once (to each of the e-mail addresses indicated under their general contact information window).



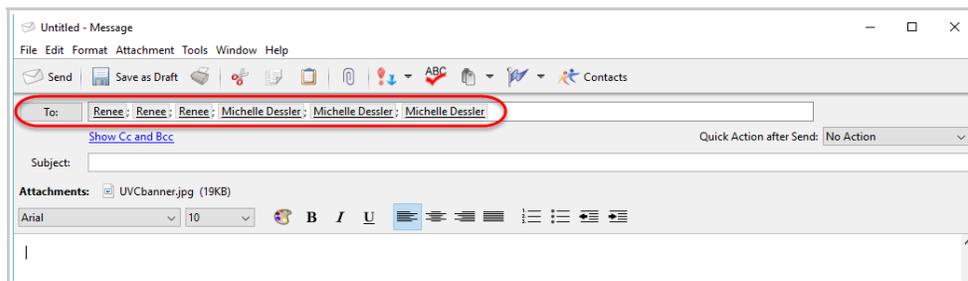
**Use BCC (Primary e-mail only) ...** : by default this option will BCC the e-mail to all selected contacts and their **Primary** e-mail (identified by a check box) address only.



*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).



6. 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.