

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.

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(A)			4 Contacts									
B		ŋ	🕂 Tony Almeida	tony@24test.net	(514)799-9090	renee@work24test.net	(514)909-8787 Ext 2009		1-Dec-1979	Elite P		
C			nt Renee	renee@24test.com	(514)799-9090	renee@work24test.net	(403)898-9090		1-Nov-1978	Elite P		(40
D		0	🕂 Michelle Dessler	michelle@24test.net	(613)888-7766	michelle@work24test.com	(613)787-4545		1-Oct-1977	AA Pr		
F			🛧 James Kirk			james.k.work@test.ca						
2			🖈 Jack Bauer	jack@24test.net	(613)777-6644	jack@work24test.com	(613)333-44444	🖹 📋 Insurance, Personal	1-Sep-1976			
2			to David Palmer		(416)343-0909	david@work24test.com	(416)566-8767 Ext 3000	Important	1-Aug-1975			
8		n	till Buchanan	bill@24test.com	(604)777-7777	bill@work24test.com	(604)978-9797	🍵 Holiday Cards	1-Jan-1975		Go	

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

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	N	t Tony Almeida	tony@24test.net	(514)799-9090	renee@work24test.net	(514)909-8787 Ext 2009			1-Dec-1979	Elite P		
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	n	★ Michelle Dessler	michelle@24test.net	(613)888-7766	michelle@work24test.com	(613)787-4545			1-Oct-1977	AA Pr		
		∕t James Kirk			james.k.work@test.ca							
		∕t Jack Bauer	jack@24test.net	(613)777-6644	jack@work24test.com	New Contact		Ctrl+N	1-Sep-1976			
		★ David Palmer		(416)343-0909	david@work24test.com	New Group			1-Aug-1975			
	n	Bill Buchanan	bill@24test.com	(604)777-7777	bill@work24test.com	Open			1-Jan-1975	0	io	
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						Categories/Tags		Ctrl+T				
						Follow Up						
						Forward VCard						
						Export to Excel (csv)						
						Print						
						Journal Activities						
						New Task for Contact						
						New Appointment for Contac	t					
						New Note for Contact						
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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).

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		Contact is a Link/Group	Review Date:	21-Jan-2016 🌋							
	E-mail:	renee@24test.com	Primary								
	Home E-mail:	renee@home24test.com	Primary								
	Work E-mail:	renee@work2/text net	Priman/								
	Contrain.	Teneegwork24resuner	e rinary								
	Owner:	Alex Test1 \vee	Birthday:	1-Nov-1978							
		Private		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.

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		E-mail:	renee@24test.com	Primary		· .					
		Home E-mail:	renee@home24test.com	Primary							
		Work E-mail:	renee@work24test.net	Primary							
		Owner:	Alex Test1 V	Birthday:	1-Nov-1978						
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Note: if no **Primary e-mail** address was selected for a contact it will automatically use the first e-mail from the list.

/C Jane	Doe - Contact				-		×
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Ø	E-mail: 🔻	jane.doe@email.primary.ca	Primary	□ Inactive	Home Inf	ormatio nforma	in tion
	Home E-mail: 🔻	jane.doe@homeemail.ca	Primary	Inactive	Other Det	ail	
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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).

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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.