

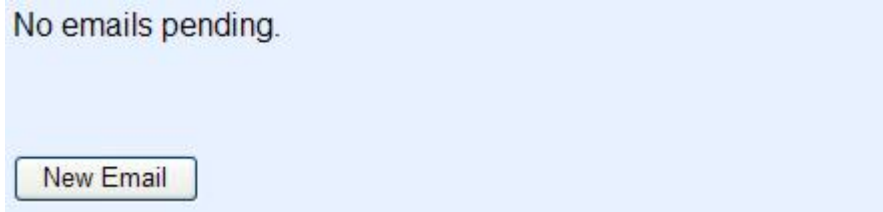
Bulk Email

Bulk Email Status

The status screen is displayed initially when you select Bulk Email from the menu. If you have recently sent a large batch of emails, the status of that transmission will be displayed.

If you have no jobs pending, the status screen will display “No emails pending.”

Press the **New Email** button to open the Email Composer

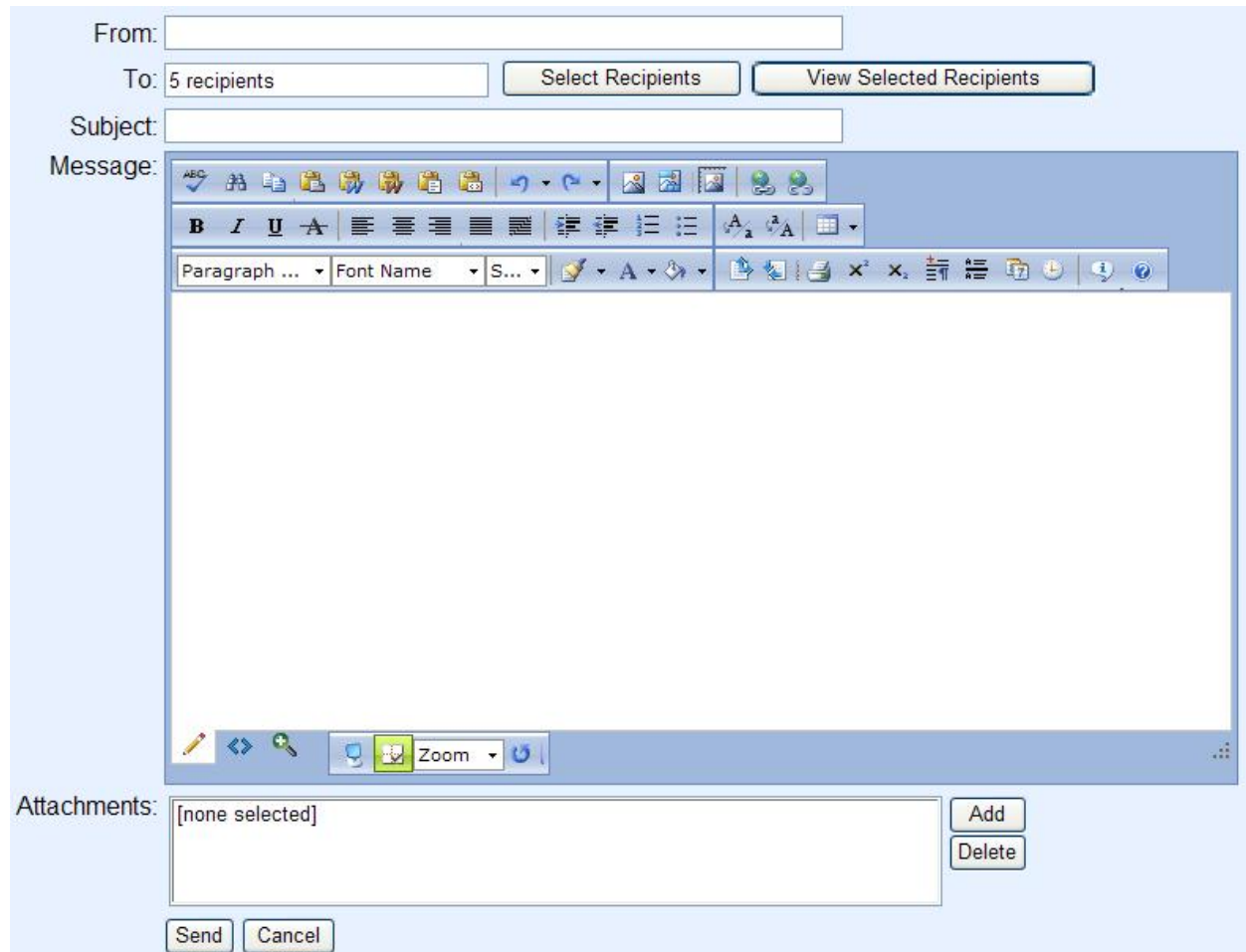


No emails pending.

New Email

Email Composer

The email composer allow you to compose an email to be sent to all or any selected number of your, users, guests, members (or what I call your contacts)




The screenshot shows an email composer interface with the following elements:

- From:** A text input field.
- To:** A text input field containing "5 recipients", with "Select Recipients" and "View Selected Recipients" buttons to its right.
- Subject:** A text input field.
- Message:** A large text area for composing the message body, featuring a rich text editor toolbar with options for bold, italic, underline, text color, background color, font name, size, and alignment.
- Attachments:** A section labeled "Attachments:" containing a list box with "[none selected]" and "Add" and "Delete" buttons.
- Send/Cancel:** "Send" and "Cancel" buttons at the bottom of the interface.

- **From:** Enter the address you would like replies sent to.
- **To:** Lists the number of people receiving this email. Press **Select Recipients** to select groups. Press **View Selected Recipients** to see a list and manually deselect recipients.
- **Subject:** Enter the message subject.
- **Body:** Enter the text of the message format as desired
- **Attachments:** Attach files to the message by pressing **Add**. Remove attachments by selecting the attachment to be removed and pressing **Delete**.
- **Send:** Sends the message and returns to the status screen
- **Cancel:** Cancels your changes and returns to the status screen

Select Recipients

Select the type of contacts to be included.

Contact Type: 

View Selected Contacts

<input checked="" type="checkbox"/>	Last Name	First Name	Type	Email
<input checked="" type="checkbox"/>	Hartzler	Test	3	test2@fhcc.com

Done

Uncheck any contact you do not want to receive the email.

Press **Done** when done