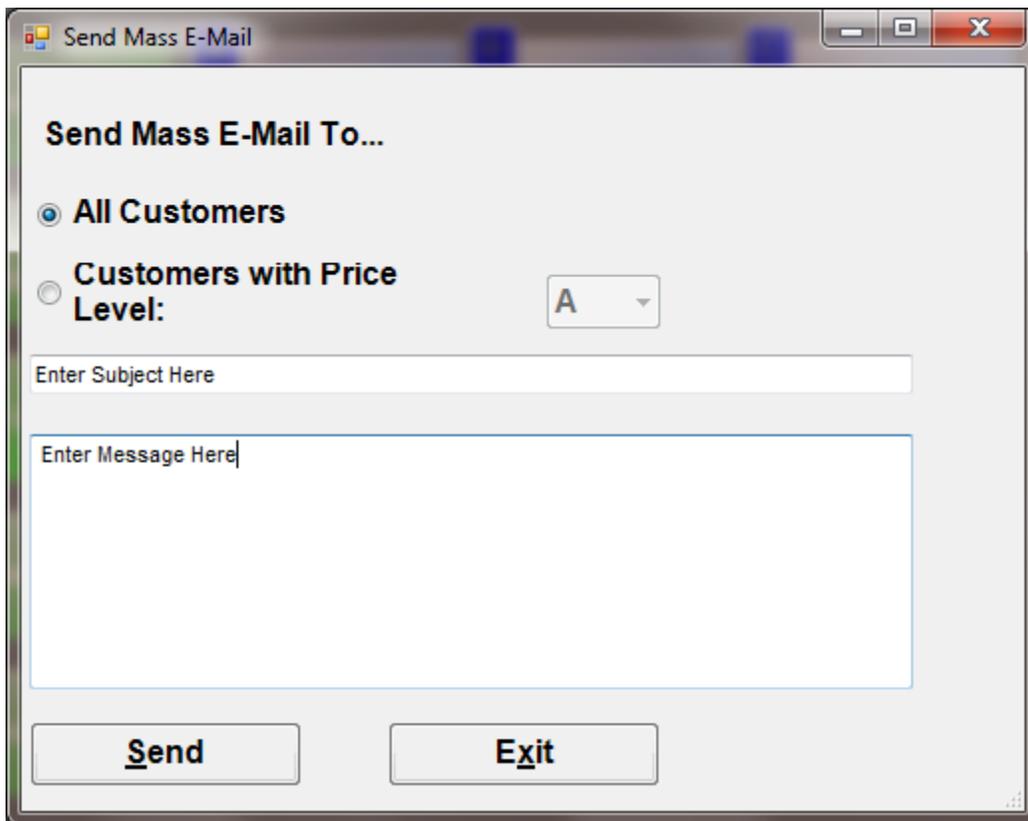


Using the Mass Email Feature



Send Mass E-Mail To...

All Customers

Customers with Price Level: A ▾

Enter Subject Here

Enter Message Here

Send **Exit**

The Mass Email feature will allow you to email your customers either by price level or to your whole customer base.

Note: The Mass Email feature is dependent on customers being setup in your database and their email address being entered in the correct field.

Mass Email Setup

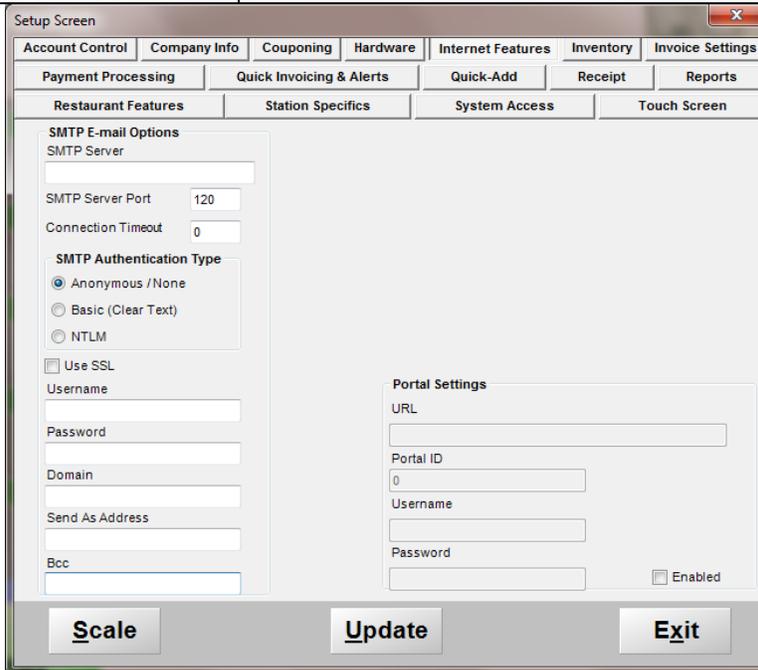


Manager



Options

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Setup** then, **Setup Screen**.
4. Select the **Internet Features** tab.



The screenshot shows the 'Setup Screen' window with the 'Internet Features' tab selected. The 'SMTP E-mail Options' section includes fields for SMTP Server, SMTP Server Port (120), and Connection Timeout (0). Under 'SMTP Authentication Type', 'Anonymous / None' is selected. There are also checkboxes for 'Use SSL' and 'Enabled'. The 'Portal Settings' section includes fields for URL, Portal ID (0), Username, and Password. At the bottom are buttons for 'Scale', 'Update', and 'Exit'.

5. At the Left of this screen under SMTP E-mail Options the following information will need to be entered in order for the mass emails to be sent.

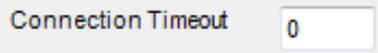
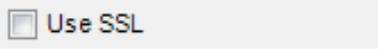
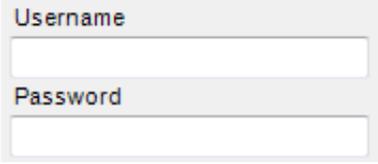
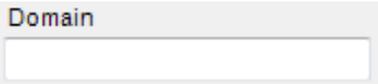
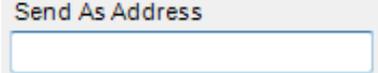
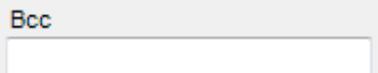
Note: This information can be acquired by contacting either the network administrator (who runs your email) or the company who is in charge of your email account (e.g. AOL, Yahoo, Gmail, etc...).

SMTP E-mail Options

SMTP Server

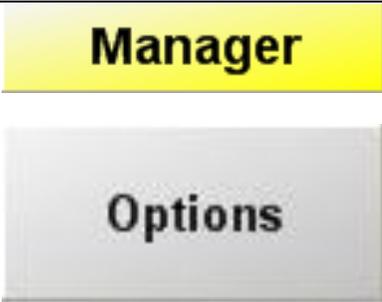
smtp.gmail.com

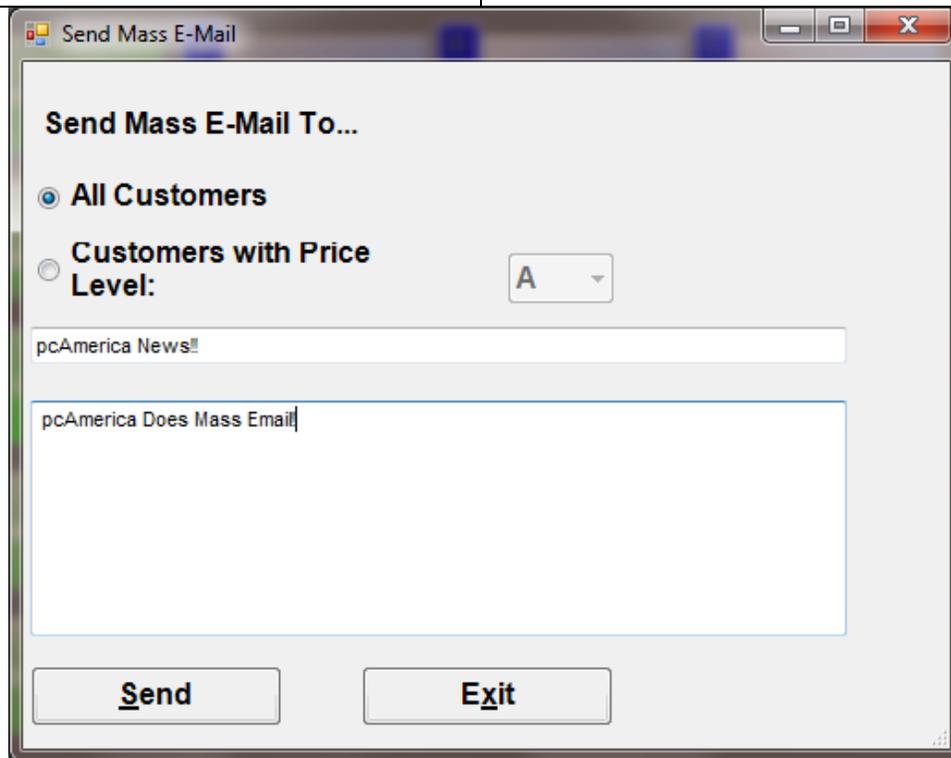
6. Under **SMTP Server** enter the address of your outgoing mail server.
For example: If you are using Gmail, this field should contain **smtp.gmail.com**.

	<p>7. Under SMTP Server Port enter the port used to communicate with your outgoing mail server.</p> <p>If you are using Gmail, this field should contain 587 or 465.</p>
	<p>8. Under Connection Timeout enter a value (in seconds) that the program will attempt to connect to the server.</p> <p>Note: If the value is left at 0 then the connection attempt will not timeout, and will continuously try to connect to the server.</p>
	<p>9. Under SMTP Authentication Type select the server's authentication method.</p> <p>If you are using Gmail, Basic (Clear Text) should be selected.</p>
	<p>10. Check Use SSL if the server requires the use of a Secure Sockets Layer to communicate with it.</p> <p>If you are using Gmail, check this.</p>
	<p>11. These fields should contain a valid username and password for an email address on the mail server.</p> <p>If you are using Gmail, your username is your full email address.</p>
	<p>12. This field should contain the domain that you are a part of. For more information please contact your network administrator.</p>
	<p>13. This field should contain the email address you would like displayed in outgoing emails.</p>
	<p>14. If you would like to Blind Carbon Copy the email to another address enter the email address under BCC.</p>

Select Update to save your changes!

Using the Mass Email Feature

 The image shows two buttons: a yellow button labeled "Manager" and a grey button labeled "Options".	<ol style="list-style-type: none">1. Select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Tools then, Send Mass E-Mail.
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4. Select who will be receiving this email either:
 - **All Customers** (All customers who are setup in your database with an email address)
 - **Customers with Price Level:** (Customers with a price level attached to them) (i.e. for special promotions)
5. After the subject and body of the email have been filled in select **Send** to send the email.