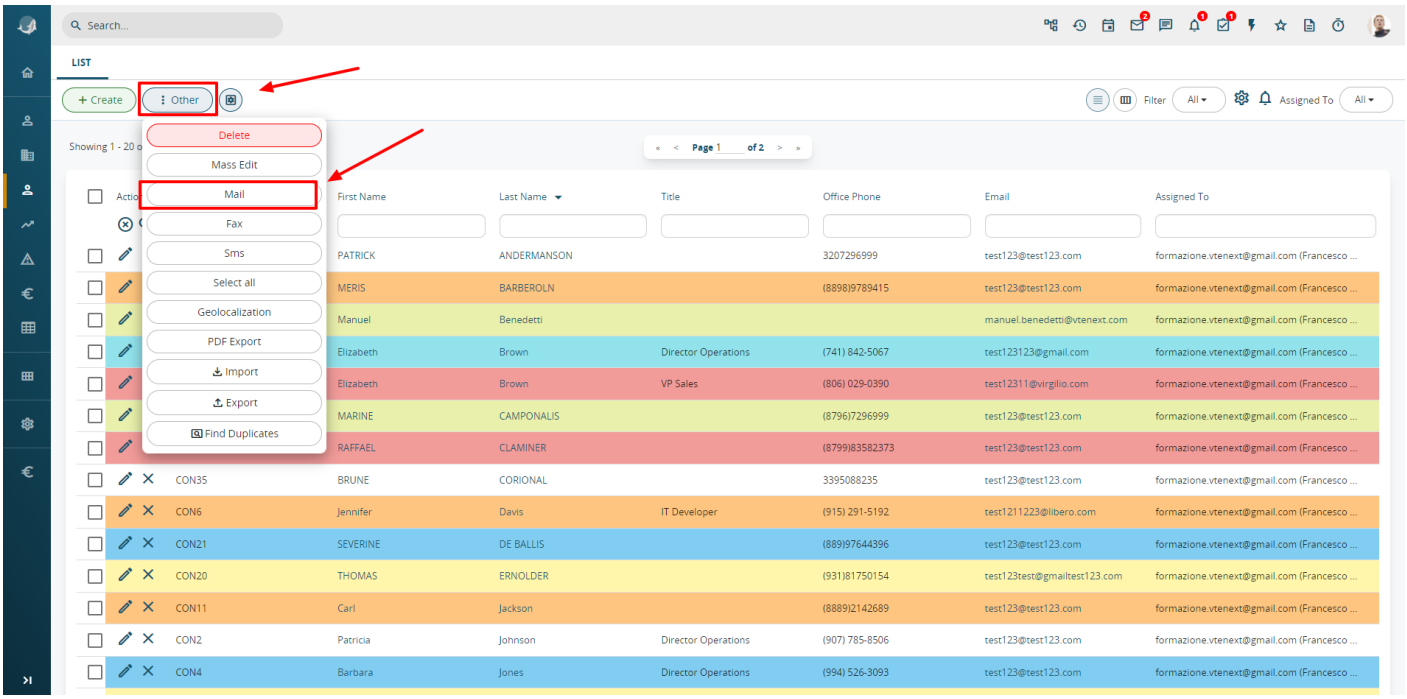
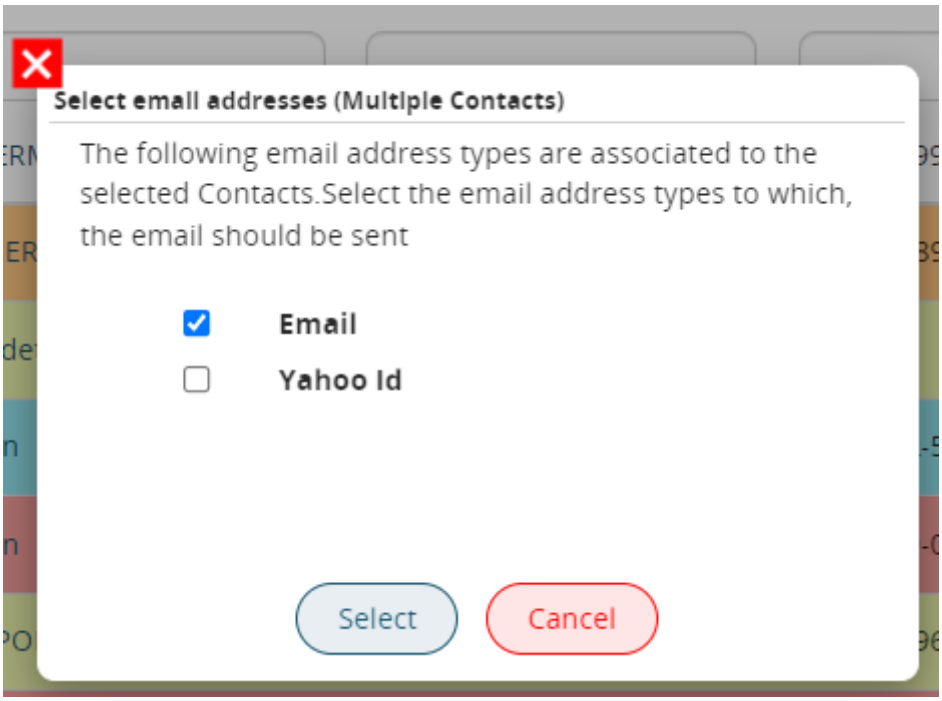
5.2.7 Mass email

A mass mailing tool is available send an email to multiple recipients (20 max) in a single shot. Select the email recipients from the list view of the desired module, e.g. Leads, then click on the button Other followed by Email, located above the records list.



The system prompts you to choose one or more of the email type fields available in the record (can be Email address, Other email address, Yahoo ID).



The new email composition window will then appear. The email addresses in the chosen fields will be set as recipients (“To” field).

Before sending the email check the “Sending Method”, setting it to Multiple in order to keep recipients hidden (recipients will only see their own address).



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