

To send your email in Bullhorn, please follow the below general instructions:

- Select all members by clicking the check box at the top left of the screen.
- Then, click “Email Selected” in the blue-colored dropdown at the top right of the screen.











- Your name will be automatically populated in the “From” dropdown, as will “Mass Mailing” in the Message Type dropdown. The distribution list to receive the email will also be selected. Please leave these selections as-is.
- In the Subject line, enter “Happy Holidays from [Company Name]” (no quotation marks).
- Click the Image button, then click the “Upload” tab on the pop-up window.
- Click “Choose File”. Select the image in the folder, click OK. Then click “Send it to the Server”.
- Click the blue-colored “OK” button at the bottom of the pop-up.
- Hit “Enter” to go to the next line in the body of the email.
- If desired, personalize the email salutation by typing “Dear \$first name\$,” (no quotation marks). Then hit “Enter” twice to begin the body of the email.
- Copy the text from the attached Word document and paste it where the new line has begun.

[illegible]

Prior to sending, the letter should look like this:

Subject:

Message: Personalize:

Source |        |   

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