Holiday Letter 2018

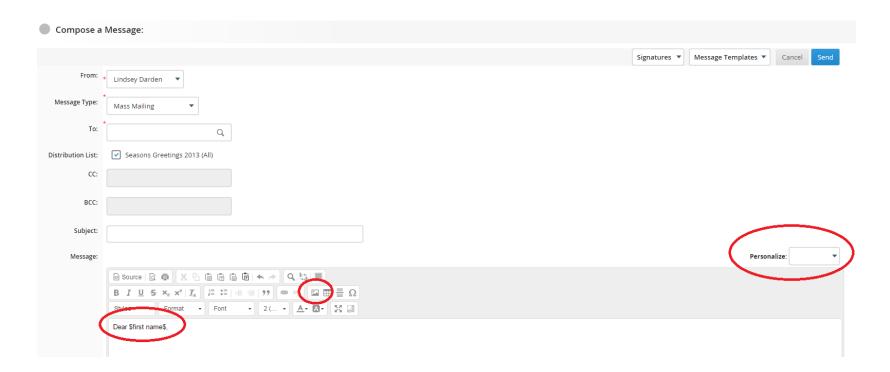
To send your email in Bullhorn, please follow the below general instructions:

First, create a distribution list in Bullhorn by clicking "+Add" on the toolbar at the top of the screen, selecting "Distribution List" in the dropdown. Name your distribution list accordingly and start adding recipients in the "Members" field. Click save. When you are ready to send the email to those in your distribution list:

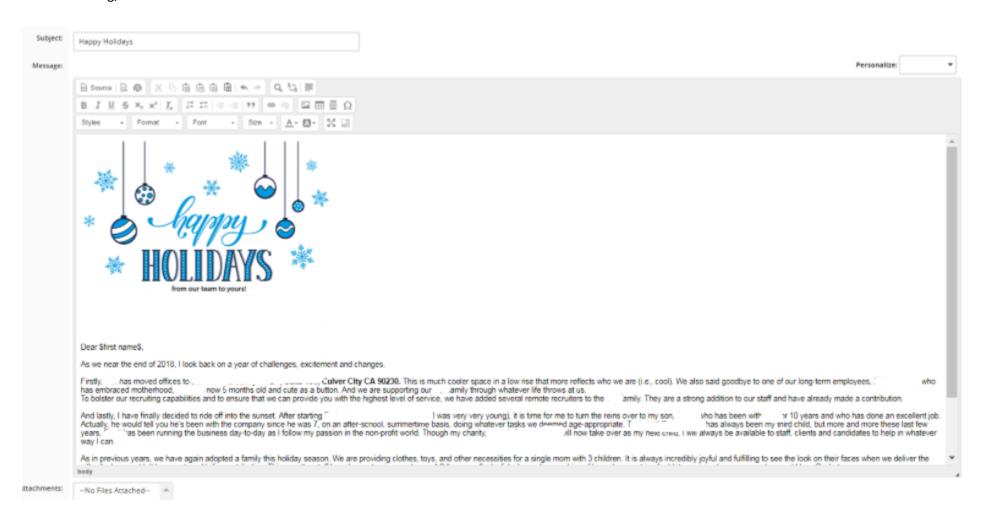
- Select all members by clicking the check box at the top left of the screen.
- Then, click "Email Selected" in the blue-colored dropdown at the top right of the screen.

On the next screen is where you will put together your email (if needed, please refer to the below image for direction):

- 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.



Prior to sending, the letter should look like this:



Personalize your greeting as needed, and please review your message prior to sending. When completed, click the blue-colored "Send" button at the bottom right of the screen.