

---

## Better tools for a better communication!



### Optimization of mailing lists and emailing in Orpheus 4.4.

Administrators may **create** mailing list by grouping users to whom they wish to send the same **message**.

Those lists allow to send **appropriate** and **customized** emailing **quickly**.

One given user may belong to **several predefined mailing lists**. He may also **subscribe** to mailing lists available on the Front Office.

In a mailing list, an administrator may add or remove contacts **by batch**.

With email, user can :

- **Inform** other users about **fresh content** available on the platform,
- Prepare **editorialized newsletters** for internal teams or customers,
-

---

Send **automatically** email alerts concerning topics **they subscribed to**.

Depending upon their access rights, **users** will receive emails with thumbnails from which they will be able to **download** HR or to **connect directly** to the Front Office.

**External** recipients may also receive a contact sheet **downloadable** in the format chosen by the sender. This link will be available during a **limited** period of time for security reasons.

This feature allows to **deliver** HR files quickly and safely to **external users**.

The ability to choose among **different emails templates** allows administrators to send efficient emailings **according to the access right** of users on the platform.