**To send a bulk email:**

**(Important: If you want to include an attachment go to page 2 for instructions before you start setting up your email.)**

When the page opens scroll to the bottom of the page to see the bulk email interface.

1. Type your email address in the "From" field
2. Type VBSA Homes in "Name" field.
3. Type your email address in the "Reply to" field
4. Place the curser in the "To" field. From the "Recordset fields" select "Email". Click the button and it will add this field into the "To" field.
5. In the message area type a greeting "Hi" followed by a space. From the "recordset fields" select "Firstname" , click the button and it will add a field that will personalise each email by inserting the recipients first name from the database
6. Tick the box for "Plain Text" alongside "Send as"
7. Type in the subject and your message in the appropriate fields and click "Send".

This is how your email should look before you send it:

**Adding an attachment (1 attachment only per email)**

Upload your attachment first, just click the link "Please upload it now" and it will take you to an upload page.

1. Click the "Browse" button and select the attachment from your filing system.
2. Click the upload your file button and your attachment will be uploaded to the site
3. IMPORTANT - Selected file must be a pdf file and less than 250kb or file will not upload.
4. On completion you will be returned to the bulk email page

Now you have uploaded your attachment

1. Click the "Browse" button alongside the "File" text field.



2. This will bring up a popup, select the file you uploaded
3. Click the "Add" button in the popup
4. You will see your file has been inserted into the "File" field
5. Fill in the rest of the email fields as per page 1 and click "Send". Your email with attachment will be sent to everyone on the list that has an email address.