



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

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".


Start sending from record Pause for minute(s) after every recipients

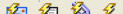
◆ Total of 428 messages pending. **Show filters:**








From: **Name:** **Reply to:**



To: **Validate:** ☐ **Return path:**

Subject: **Encoding:**

File:  **Show SMTP info:** ☐

Recordset fields:  **Send as:** ☐ Plain Text ☐ Text **Base URL:**

 **B** **I**    **Font:**   **Background:** 

 **Text Style:** 

Plain Text/ Code View **Design View**

Hi ##*FirstName*##

Your message

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.

The screenshot shows the VBSA bulk email interface. At the top, there are fields for 'Start sending from record' (1) and 'Pause for' () minute(s) after every () recipients. Below this is a status bar showing 'Total of 428 messages pending.' and a 'Show filters' checkbox. The main form has fields for 'From' (scores@vbsa.org.au), 'Name' (VBSA), 'Reply to' (scores@vbsa.org.au), 'To' (##Email##), 'Validate' (checkbox), 'Return path' (), 'Subject' (VBSA News), 'Encoding' (Unicode (UTF-8)), and 'File' (files/VBSA_changes_in_2014.pdf) with a 'Browse...' button. There is also a 'Show SMTP info' checkbox. Below the 'File' field are 'Recordset fields' (FirstName) and 'Send as' (Plain Text) options. A 'Send' button is visible. An 'Add attachment - Mozilla Firefox' popup is open, showing a table with the following data:

Name	Size	Date Modified
VBSA_changes_in_2014.pdf	182 KB	01/07/14 15:31:26

The popup also has a 'File name' field (files/VBSA_changes_in_2014.pdf) and 'Add' and 'Cancel' buttons.

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.