

## How to Send a Mass Email Message

*When you need to communicate with customers who have opted to be on your mailing list, it's easy to use our "Mass Email" feature. You can use existing mass email templates, write your own, or even save one as a template for later. To make life easier for you and your customers, keep them up to date and informed by sending promotional or marketing messages via mass email!*

1. From the CaterTrax administrative view, click



2. Check the **Customers** box in the left navigation pane.



3. Click the **Customers – Mass eMail** button.

4. **(Optional)** Use the dropdown to select an existing email template.

5. The **Email From Address** field will automatically populate with your user login email address; if the message should reflect a different sender, type the email address.

6. The **Email Name** field will automatically populate with your user login name; if the message should reflect a different sender, type the name.

7. Enter the text to display as the **Email Subject** line of the email message.

8. Type a message or edit the template message, as applicable. Use the editor features to add formatting (font, spacing, images, etc), as applicable.

9. To save this message as a template for future use, check the box. Your template will display in the dropdown (Step 4 above) with the email subject line as the template name.

Save this as a Template for future use?

**10.** Click **Continue**.

**11.** From the customer list, check the box in the **Mail** column for each customer to whom the mass email will be sent. Alternatively, click the **Select All** button to choose all customers.

	contactid	firstname	lastname	address	city	state	postcode	Mail
 Edit	27	Sally	Smith					<input checked="" type="checkbox"/>

Unselect All

Select all

Mail Selected Records

**12.** Click **Mail Selected Records**.

***Congratulations, your mass email message has been sent to your selected customers!***