



Bulk Email

- From Notifications
 1. When your list is generated *Right Click*: the names on the list
 2. *Select*: Select > Select All
 - a. *You have the option to select only specific names if you choose*
 3. *Right Click*: the names on the list
 4. *Select*: Selected Items > Send a Letter > *Select*: SOPA Standard letter > *Select*: Letter you wish to send
 - a. All letters in SOPA Standard letters are pre-generated and ready to send to names on the Intellilists created for Notifications
 5. *Select*: save to email letter to all selected names
- Create New Letter
 1. From home Screen *Select*: Letters/e-mails
 2. *Select*: Letter Templates
 3. *Select*: Add Letter template
 4. Within template properties insert the following details specific to your local program and Save
 - a. Letter Template Name
 - b. Subject
 - c. Letter Type: Your Local Program
 - d. Preferred Sending method: Email
 - e. Email Sender name
 - f. Email “reply-to” address
 - g. Email “Bounce-to” address
 5. *Select*: Save
 6. Type in letter content and save
- Send Letter
 1. Create new list in List Manager /Intellilist Setup
 2. *Right Click*: the names on the list
 3. *Select*: Selected Items > Send a Letter > *Select*: SOPA Standard letter > *Select*: Letter you wish to send
 - a. *You have the option to select only specific names if you choose*
 4. *Right Click*: the names on the list
 5. *Select*: Selected Items > Send a Letter > *Select*: name of Local Program > *Select*: Letter you wish to send
 6. *Select*: save to email letter to all selected names