

# Simple Mass Mail for Mailit 6

Welcome to the Simple Mass Mail solution for Mailit 6!

The Simple Mass Mail solution with the FileMaker plug-in Mailit 6 enables you to send mailings to a set of contacts from your existing FileMaker database or a different data source.

This file uses a threaded sending mode, which leaves the FileMaker application accessible for other tasks, during the mailing.

Quick step-by-step instructions

- 1 Search for the contacts in your database the emailing should go to.

For example:

All customers or customers who purchased product "A" etc. Data integrity needs to be checked in the original database (i.e. look for duplicate entries).

- 2 Make sure the "Mailit" plug-in is installed in your FileMaker Extensions folder. If it is not installed, quit FileMaker before you install the plug-in.
- 3 Open the Simple Mass Mail solution and enter the email account data that you would like to use for this mailing. If you are unsure about account values check with your regular email client for those or contact your ISP.

Once the account data is set up, click the "Send Mailing" tab.

- 4 Enter the Subject and Content for your mailing and select attachment(s). Several different types of emails can be sent - select the appropriate one in the "Format" field:
  - Plain Text
  - Rich Text (formatted FileMaker text)
  - HTML Code (enter HTML code in the "Content" field)
  - Multi-part messages (enter HTML or Rich Text into the "Content" field and Plain Text into the "Alternative Content" field); the alternative plain text content will be displayed by receiving email clients that cannot render HTML
- 5 You can enter a personalized greeting by placing the cursor into the "Content" field at the appropriate location and click the "Add personalized data" button.
- 6 Once you are sure about the content of the email for this mailing. Click "Import Recipients". Select the data source that contains the contact you want to send the mailing to.

Match up the fields of your database that contain the email and name with the fields from the Simple Mass Mail Solution:

- Name
- Email

- 7 In the "Import" dialog window click the "Import" button to copy you contacts into Simple Mass Mail.
- 8 The list of recipients for this mailing will be displayed in the "Recipients" window which you can open by clicking on the "Recipients" in the "Send Mailing" layout.

*Suggestion: For test purposes you can enter only your email address into the "Recipients" window of the Simple Mass Mail solution before importing all recipients and send yourself a test email.*

- 9 Once you are sure about the content and the recipients click the "Send Mailing" button.
- 10 After sending a mailing each recipients to whom the mailing could be sent without problems is marked with "Sent OK" in the "Recipients" window. The "Sending Log" field in the main window will record any problems.
- 11 For a new mailing click the "New Mailing" button. Recipients for a new mailing need to be imported again from the original data source.

*Suggestion: For test purposes you may create a mailing based on a template, available at the "Templates" section.*

Please contact us if you have questions at: <http://www.dacons.net/support/>