

Bulk Email - Export Email Addresses to an Excel Spread Sheet

Overview

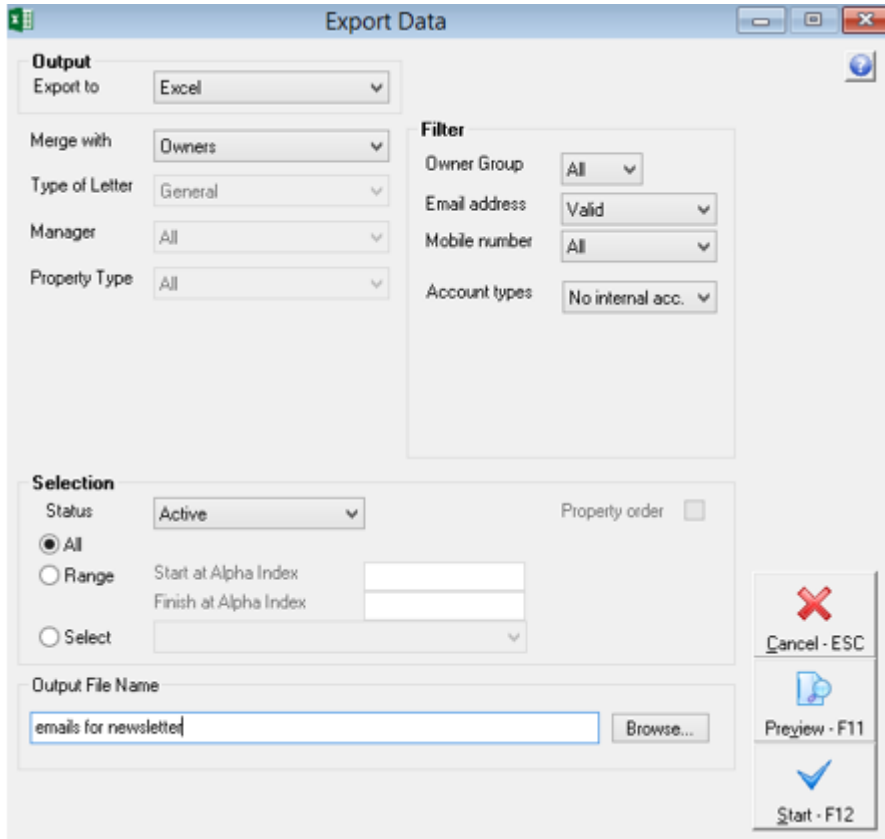
There may be circumstances where you would like to bulk email your Owners or Tenants a PDF or other type of attachment. These instructions are useful to enable you to send an ad-hoc email to your owners for a Newsletter or a one off notice for example.

This document will assist you to export your owner/tenant details to an excel spreadsheet, copy the email address column and then paste the addresses into the bcc of a new email.

Note: This is for generic emails only and they are not saved into owner/tenant document management.

Steps

1. Go to Other > Export Data
2. Select the criteria:
 - **Export to** - Excel
 - **Merge with** - Select **Owners** or **Tenants** as required
 - **Email address** - Select **Valid**
 - **Selection** - Select **All**
 - **Output File Name** - Type a file name for the excel spreadsheet. i.e. **emails for newsletter**



3. Click on Start F12

4. NOTE: You may be prompted with a warning about sensitive data, click Yes to proceed

5. An Excel Spreadsheet will generate. Click on the Excel icon in your toolbar at the bottom of your screen

6. Find the column that your tenant/owner email addresses are located in. You may need to scroll across to find them. For example owner email addresses are generally located in column AC

A	W	X	Y	Z	AA	AB	AC	AD
Owner Name	Taxation	Journal Credits	Journal Debits	Postage and Sundry Charge	Current Balance	Mobile	Email	EmailOwnerStmt
Ben Affleck & Jennifer Garner	0	0	0		5	0 424741965	jennifer@alias.com.au	N
Alec Baldwin	0	0	7560.65		5	0 411223445	alecbaldwin@goldwyn.com.au	N
Mr David Beckham	0	0	27.54		5	890 424589215	beckham@fifa.com	N
Cate Blanchett	0	0	3248.67		0	0 414613829	cate@littlefish.com.au	N
James Bond	0	0	605.54		5	0 478692789	tsasecret@nooneknows.com.au	N
Jon Bon Jovi	0	0	1599.62		5	0 414416217	bj@livingonaprayer.com	Y
Carrie Bradshaw	0	0	410.58		5	450	carrie@inthecity.com	Y
Jim Carrey	0	0	2320.1		5	0 453789234	ace.ventura@petdetective.com.au	Y
Sean Connery	0	0	1818.5		5	0 433333333	sean.connery@hotmail.com	N
Mr Daniel Craig	0	0	2008.6		5	3455.18 407007007	daniel@casinoroyale.com.au	N
Tom Cruise	0	0	375.68		5	0 424578989	marriage@impossible2save.com	N
Nicole Kidman	0	375.68	375.68		0	0 417843167	kidman@daysofthunder.com.au	N
Patrick Dempsey	0	0	7886.15		5	0 407642158	alme.fitton@rockend.com.au	N
Ralph Fiennes	0	0	778.82		5	0 407879412	ralph@bigpond.com.au	N
Colin Firth	0	0	0		0	1578.25 424897568	colin@mrdarcy.com.au	N
Mr Harrison Ford	0	0	888.26		5	0 418312669	fugitive@large.com.au	N
Liam Hemsworth	0	0	1088.9		5	0 435245267	liam@thehungergames.com.au	Y
Hugh Jackman	0	0	0		0	0 407262524	hugh@boyfromoz.com.au	N
Keira Knightley	0	0	788.28		5	0 427984123	keira@blackpearl.com.au	N
Tywin Lannister	0	0	7174.18		5	0 456234456	ty@houselannister.com.au	N
Barack Obama	0	0	9900		0	0 456678345	barack@thepresident.com	N
Julia Roberts	0	0	0		0	1882.92 424778899	ulia@closer.com.au	N
Britney Spears	0	0	0		0	0 415879679	britneyspears@awards.com.au	N
Sharon Stone	0	0	677.98		5	265 412454347	stone@bigpond.com.au	N

7. Open a new email in Microsoft Outlook

8. Paste the email addresses into the BCC (blind carbon copy) field to ensure the recipients can't see each other's email addresses

9. Enter the email information attaching necessary documents

10. Click Send

Rockend Real Estate - Newsletter January 2016 - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Clipboard Basic Text Names Include Tags Zoom Add-ins

From: Support@rockend.com.au

To:

Cc:

Bcc: jennifer@alias.com.au; alecbaldwin@goldwyn.com.au; beckham@fifa.com; cate@littlefish.com.au; tsasecret@nooneknows.com.au; bj@livingonaprayer.com; carrie@inthecity.com; ace.ventura@petdetective.com.au; kidman@daysofthunder.com.au; ralph@bigpond.com.au; colin@mrdarcy.com.au; fugitive@large.com.au; liam@thehungergames.com.au; hugh@boyfromoz.com.au; keira@blackpearl.com.au; ty@houselannister.com.au

Subject: Rockend Real Estate - Newsletter January 2016

Dear Valued Clients,

Please find attached our **January 2016** Newsletter.

We all hope you had a safe and happy new year.

Happy New Year
Wishing you a happy & safe new year

NOTE: This email will not save into document management

02/02/2016 10:59 am AEDT