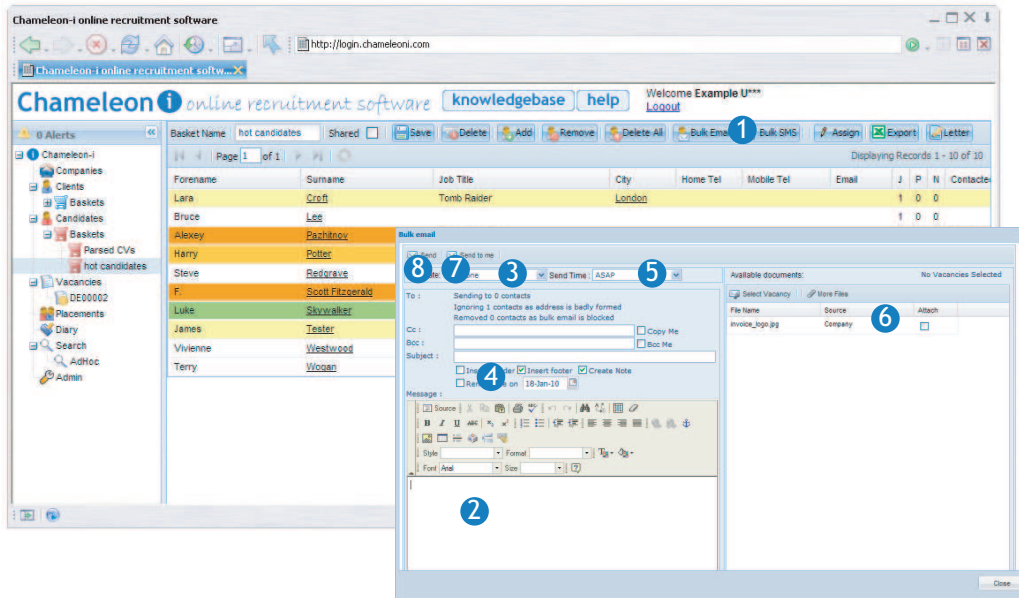


Send a bulk HTML email

A fast, flexible process for sending bulk messages to your clients and candidates. Once you have created your contact list in your named basket select the Email button. From this screen you can select customisable email templates and include personalised content. **Tip: Bulk Email is treated as 2nd class mail for processing purposes (a maximum of 200 bulk Emails per hour, per SMTP account are sent) the send priority is kept for action-driven Emails.**



- 1 From your named basket select the **Bulk Email** button.
- 2 To manually add your message, type into the **HTML Message** text area. The editor allows you to change the font style, add links, and edit the HTML source code directly.

- 3 Alternatively select an existing template from the **Templates** drop down box. This will open the template into the Message window for editing.
Tip: You can create company-wide templates for use in bulk Email. See the help document in the knowledgebase for more details.

- 4 **Tickboxes:**
Select the **Insert header** tickbox and if you have an email header it will be included in the email.
Select the **Insert footer** tickbox and if you have an email signature it will be included in the email.
Select the **Create note** tickbox to assign a note to each contact in the basket.

- 5 Use the **Send Time** drop down box to schedule the email within a 24hr time frame.

- 6 **Available documents**
You can attach documents held on your local PC using the **More Files** button, or documents specific to a vacancy or candidate within Chameleon-i using the **Select Candidate** or **Select Vacancy** button. Ensure you select the tickbox to attach each document to your outgoing email.

- 7 We recommend you send a test email to yourself to ensure the layout of your email is correct. Press the **Send to me** button that will send an email to the address logged in the user section of the admin panel.

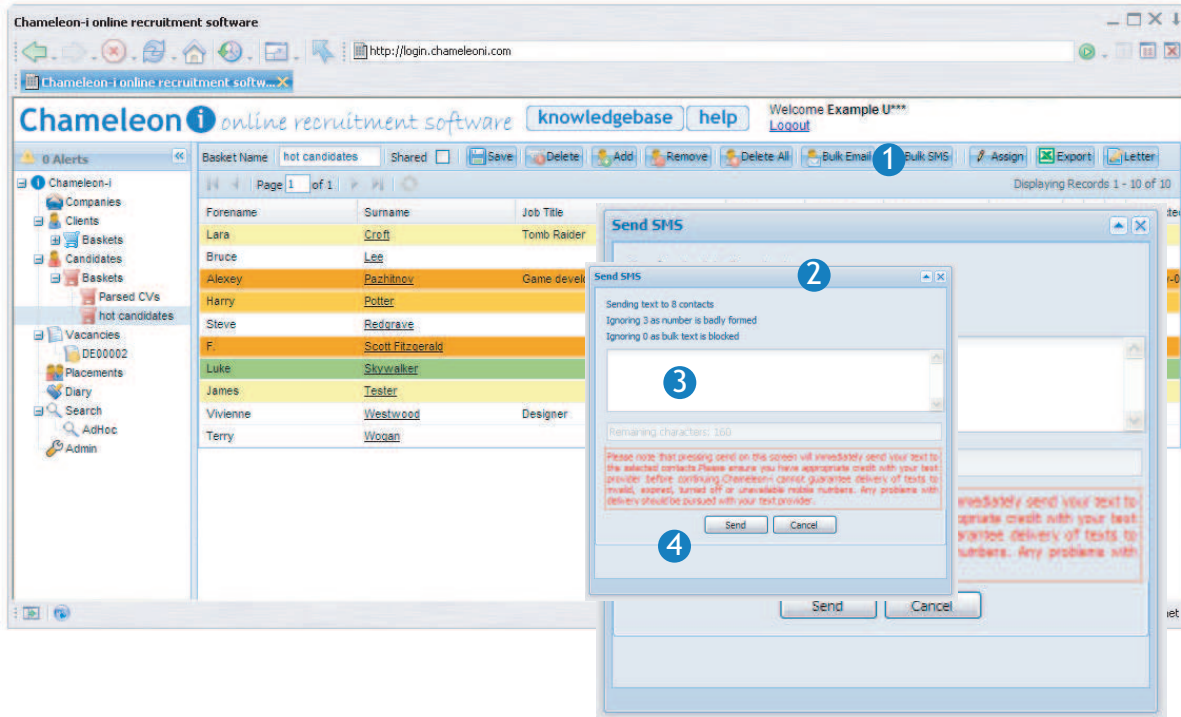
- 8 When you are satisfied with your message and layout press the **Send** button. The email will be queued for dispatch to your selected contacts.

Tip: Want to find a contact where a field is blank? Run a quick search selecting Email, Exact and type 'nothing' in the search text box. Press Go and this will list the blank emails in the results grid for you.

To amend badly formed email addresses run a quick search selecting Email, Exact and type 'badaddress' in the search text box. Press Go and this will list the badly formed emails in the results grid for you review and change.

Send a bulk SMS message

A fast, flexible process for sending bulk messages to your clients and candidates. Once you have created your contact list in your named basket select the SMS button. To use this service you must be signed up to use the SMS pay-as-you-go module.



1 From your named basket select the **Bulk SMS** button. To open the Send SMS

2 The pop-up clearly displays how many contacts are available to send to. There may be exceptions due to badly formed or blocked telephone numbers, these are displayed.

Tip: UK telephone numbers must begin with 07 and they must contain 11 digits to be included otherwise they will be selected as a badly formed number.

3 Type your SMS message into the text box keeping to the 160 character limit.

4 When you press the **Send** button your text will be sent immediately to the selected contacts. Ensure you have appropriate credit with your text provider before continuing.