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**Supporter Donation System Quick Tips**
**Mass Email**

Required:        Supporter Donation System
                 Microsoft Office including Microsoft Outlook for email

1.  Enter in default email addresses for your supporters
2.  Create a classification or other means to select the desired Supporters that will be email recipients
3.  From the Main Menu, click on Supporters
4.  Click on the Configure Search Screen button at the bottom of the Supporter Search screen
5.  Choose E-mail Address from the Other Available Fields on the right and click the green arrow to add it to show on the Search Screen
6.  Close the Configure Search Screen
7.  Click on the Open SSE, choose Email in the dropdown on the left
8.  In the Email Criteria on the right choose Is Not Blank, click on Continue
9.  Click on the Mail Merge button at the bottom of the screen
10. Select a Microsoft Word Document that will serve as the email template.  While browsing for a Word Document you may create a new one by right-clicking and selecting New Word Document.
11. Edit the Word Document.

12. Insert Merge fields by clicking on the  tool on the Mailing tab on the toolbar and choose the fields that you want in your letter.
13. Review the Document checking for errors and cleanliness.
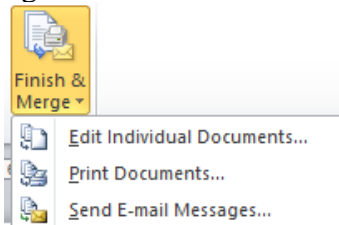


14. Click on the Finish & Merge  dropdown and choose Send E-mail Messages…

**Merge to E-mail**

Message options

To: PrimaryEmailAddress

Subject line: Thank you for ...|

Mail format: HTML

Send records
- ⦿ All
- ○ Current record
- ○ From: _____ To: _____

OK    Cancel

15. Next you will see a box that looks like this:
16. Choose PrimaryEmailAddress in the To: dropdown.
17. Type in a Subject line.
18. Select a Mail format.  Experiment with this to understand which mail format best meets your needs.
19. Select to which record or records the email will be sent.  All means all the supporters you originally selected for the mail merge.
20. Click Ok and your emails messages will be sent thru your Microsoft Outlook outbox.
21. You are done.