

Do you need to send emails to your customers?

➤ **Overview**

This program will send individually addressed emails to any number of your selected customers.

➤ **Information Input**

Select your names and addresses from any other Microsoft program, e.g. Outlook, Excel, Word or Access and convert/save them to a CSV file – it's easy and the program explains how.

➤ **Design**

Decide whether you want to send a plain text or a fuller email, including pictures etc., which you can create and then convert and send as an html Email.

➤ **Delay**

You can set a delay between 1sec and 4 minutes for each email, so your server doesn't think you're spamming.

➤ **Send**

- a) Select the CSV File
- b) * Enter Your Server, Your Name and Your Email Address
- c) * Enter the subject heading for Your email
- d) * Decide if you are sending a text or a html email
- e) * Include an Attachment if you want
- f) Send the emails

* These items are all saved from session to session and again the program explains how to enter them

➤ **See Report**

Text report (can be converted to Excel, Word etc.) shows recipient names, emails sent, date and time sent and has space for any comments to be added.

➤ **Help**

There are tool tips on the program and full help is available at the click of a button. Pressing the Left Alt Key and the Underlined Letter on the Program will take you to it.

- Only £30 + VAT – and 30 day free trial!