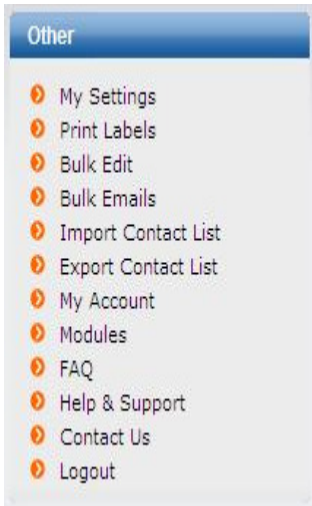


Bulk Email & Bulk Email Campaign Function



The Bulk Email function allows you to select multiple contacts (using search criteria you have defined), create an email and send it to the contacts selected. In addition you can assign multiple contacts to an Email Campaign. NOTE: You must have the Email Campaigns module activated in order to access the bulk emailing features.

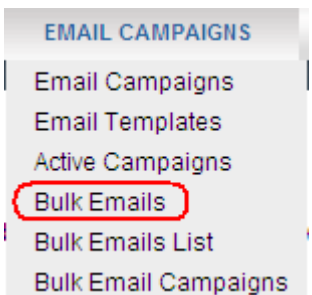
You can Edit, Delete or Modify the Bulk Email templates with a few simple clicks. To access this section, click **Bulk Emails** in the "Other" section of the left navigation pane or under the **Email Campaigns** on the Top Tool Bar.

How much does Bulk Email cost?

With the Email Campaigns module, your account includes 1,000 emails at no additional charge. You can add additional email credits to your account for only \$5 per 1000 emails. To increase your monthly allowable amount, click on the "Modules" page in the "Other" side-bar. From the pull down menu, **select the amount you want to increase your total email credits to** and click on Save. A payment module screen will appear showing your new monthly subscription fee. NOTE: If you have exceeded your monthly amount, the "Email Credits Remaining" will show a negative number. If you chose not to increase your monthly email credits before your monthly billing cycle – you will be billed at a rate of \$0.01 per email for the overage at your next monthly billing cycle.

Bulk Emailing:

To select the contacts you want to bulk email, fill in the search criteria to perform the search. Note: to save this search for future use, click **Save Search**.

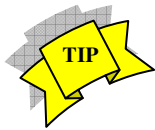


1. Click the **Search** button.
2. Select the contacts you want to bulk email. NOTE: if the selected contacts are not what you wanted, you can revise your search by clicking the **Make a New Search** link.
3. Click the **Continue** button to create the bulk email. Create the Bulk Email by:
 - a. Create a new email or select a template from the pull down menu. NOTE: in order to select an Email Template, the template must already be created in your Email Templates section
 - b. Select who the email is from (Subscriber or an Enhanced User of the subscriber)
 - c. Fill in the Subject Line
 - d. Select a Sending Date/Time or check the Send Now check box
 - e. Create or Edit the contents of your email.

- f. If you wish to save this email as a template, click **Save as Template**
4. Select **Preview** to review your email or select **“Send me a test email”**. By default, the test email will automatically be sent to the MoreSolds Subscriber’s email address.
5. When you are satisfied with the contents, press the **Process** button.

Bulk Emailing Campaigns:

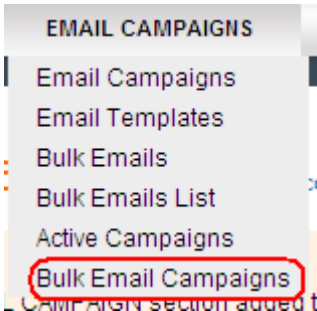
You can bulk assign an email campaign to multiple contacts. NOTE:



The email campaign must already be created and listed as active in the **Active Campaigns** section of the Email Campaign feature.

To select the contacts you want to bulk assign a campaign, select **Bulk Email Campaigns** under the **Email Campaigns** menu.

1. Fill in the search criteria to perform the search. NOTE: to save this search for future use, click **Save Search**.
2. Click the **Search** button.
3. Select the contacts you want to bulk email a campaign. NOTE: if the selected contacts are not what you wanted, you can revise your search by clicking the **Make a New Search** link. Click the **Continue** button.
4. Select the **Email Campaign** from the pull down list.
5. Select who the email is from (Subscriber or an Enhanced User of the subscriber)
6. You can preview each email within the campaign by selecting the **Preview** button.
7. To send the bulk email campaign to selected contacts, click the **Assign to Selected Contacts** button. You will be asked if you are sure you want to assign this Email Campaign to the selected contacts – click either **OK** or **Cancel**.

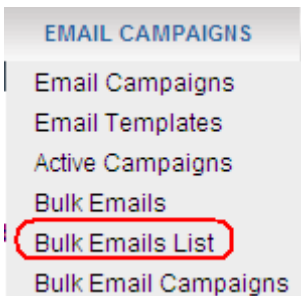


Bulk Emails List:

To review a current list of the bulk emails sent, click on the **Bulk Emails List** Under Email Campaigns.

This list provides the **Subject** of the bulk email or bulk email campaign; the **Number of Contacts** that were included in the bulk email; the **Date/Time** the bulk email or bulk email campaign was sent and the **Status**.

In addition, from the **Bulk Emails, Bulk Emails List, Active Campaigns or Bulk Email Campaigns** pages, you can click on the **View Stats** and see a current list of the number of email allotted per month (Current Email Package); Current Billing Cycle ending date; Total Emails Sent (with breakdown by: Email Template Emails; Bulk Emails; Email Campaign Emails); and the Email Credits Remaining.



Current Email Package: 1000 emails per month

For your current billing cycle, ending 01-20-2011

Total Emails Sent: 0

- 0 Email Template Emails
- 0 Bulk Emails
- 0 Email Campaign Emails

Emails Credits Remaining: 1000

How much does Bulk Email cost? With the Email Campaigns module, your account includes 1,000 emails at no additional charge. You can add additional email credits to your account for only \$5 per 1000 emails. To increase your monthly allowable amount, click on the "Modules" page in the "Other" side-bar. From the pull down menu, select the additional amount you want to increase by and click on Save. A payment module screen will appear showing your new monthly subscription fee. NOTE: If you have exceeded your monthly amount, the "Email Credits Remaining" will show a negative number. If you chose not to increase your monthly email credits before your monthly billing cycle - you will be billed at a rate of \$0.01 per email for the overage at your next monthly billing cycle...

Note: Emails sent via the Newsletter module or Showings module are not deducted from your Email Package

Close

Active Campaigns:

Under Email Campaigns, you can select the **Active Campaigns** pull down link to view which contacts are currently assigned to Email Campaigns. You can also halt (pause) or delete multiple campaigns from this screen.