



# Mass Messaging

Help Documentation

## Mass Messaging

SmarterMail gives system administrators the opportunity to send mass emails and reminders to selected groups. This can be extremely beneficial for notifying users of a specific domain about any policy changes or work being done that may impact their access to the mail server, for sending warnings to specific users about any potential mail server abuse, for sending emails to all domain administrators regarding settings changes and much more. It's a simple way for system admins to keep mail server users up-to-date and current about a variety of topics.

### Send Email

To send a mass email, click the manage icon . Then expand Mass Messaging in the navigation pane and click Send Email . The mass messaging options will load in the content pane and the following fields should be completed:

- From - The individual sending the email message. "System Administrator" will be entered as a default.
- To - Select the message recipients from the list. Note: If All Users on a Domain is chosen, you will then be asked to enter the domain name. If you choose Specific User you will be asked to enter a Specific User's email address.
- To Friendly Name - This is a friendly name or description for the recipients that will appear in conjunction with their email address in the To field. For example, if you're sending an email to all users of the domain example.com you could use something like "Example.com User - "
- Subject - The subject of the email.
- Message - Type the text of the message in this field. Messages can be in plain text or stylized with HTML formatting.

Once you complete all the fields, click the Send in the content pane toolbar to send the message.

### Send Reminder

Reminders are a quick and easy way to send a follow-up to a previous, more detailed and stylized mass message. For example, if you send a message to all users of a domain about some upcoming maintenance work on the mail server, you can use Send Reminder to do a quick follow up reminding the users of the scheduled work.

To send a reminder, click the manage icon . Then expand Mass Messaging in the navigation pane and click Send Reminder . The mass messaging options will load in the content pane and the following fields should be completed:

- To - Select the message recipients from the list. Note: If All Users on a Domain is chosen, you will then be asked to enter the domain name. If you choose Specific User you will be asked to enter a Specific User's email address.
- Subject - The subject of the email.
- Message - Type the text of the message in this field.

Once you complete all the fields, click the Send in the content pane toolbar to send the message.