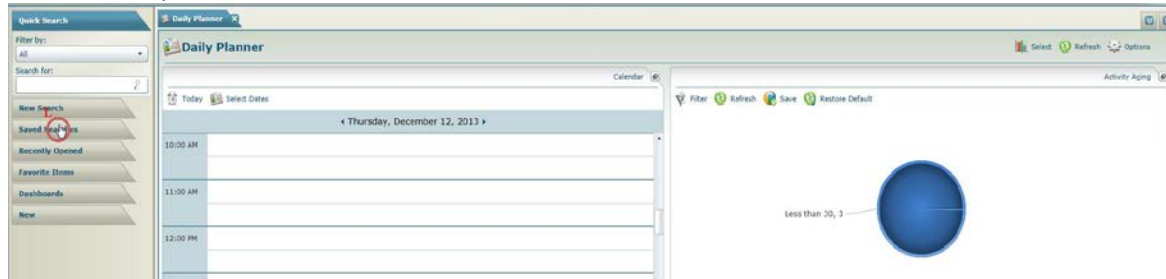
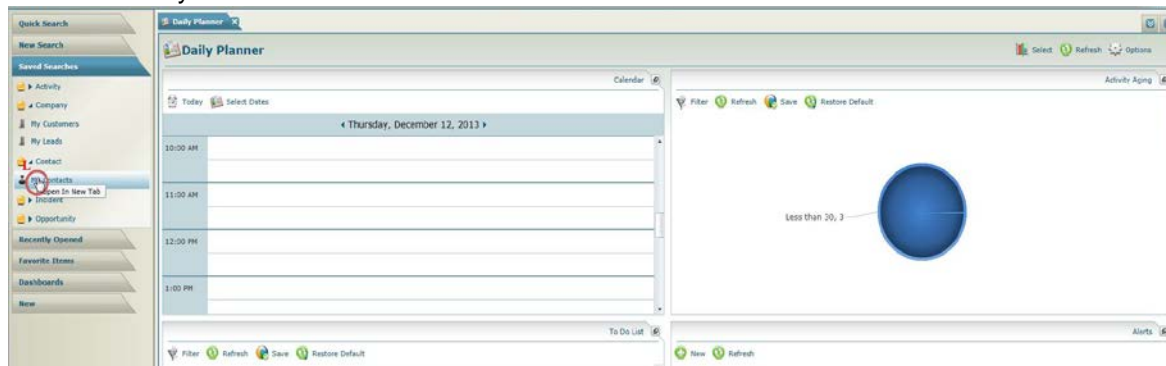


Send Mass Email With Merge Fields

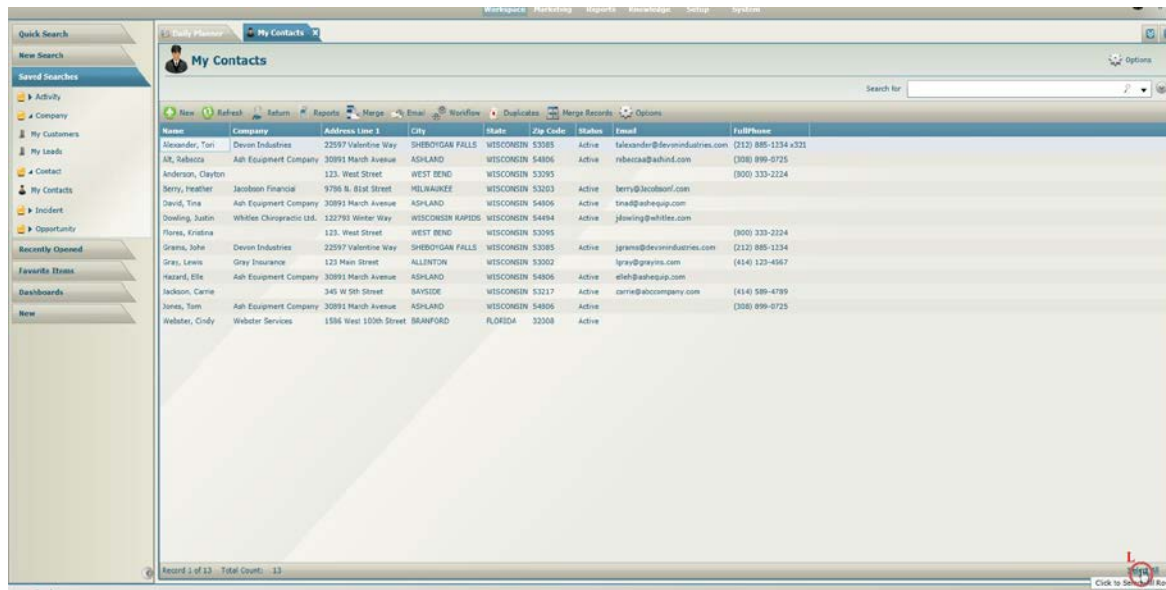
1. Start by searching for the records you'd like to send emails to. We'll send them to 'My Contacts' for this example. Click Saved Searches.



2. Left Click My Contacts.

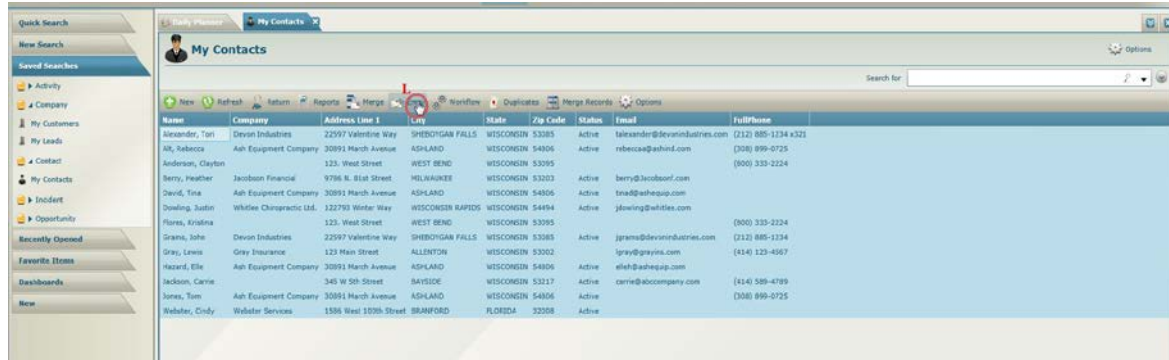


3. Left Click to Select All.

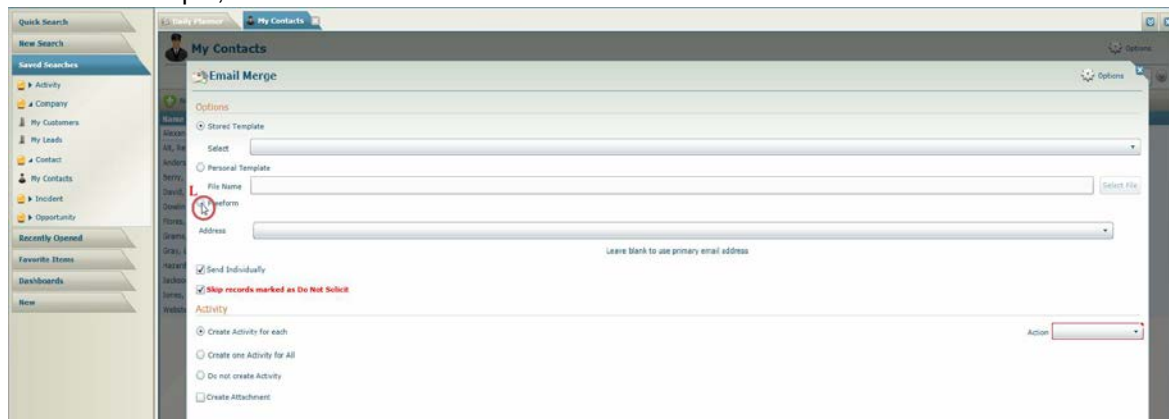


Send Mass Email With Merge Fields

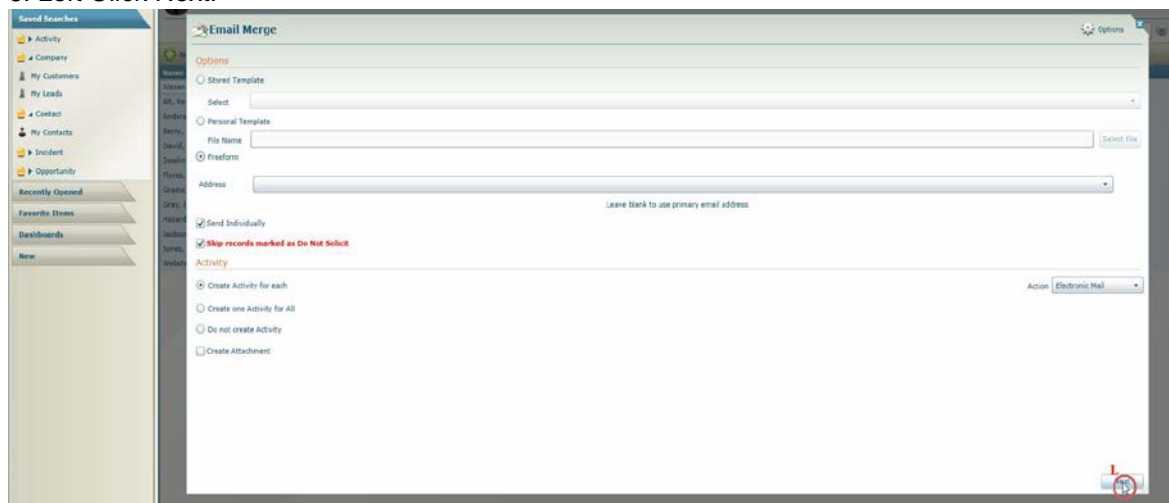
4. Left Click Email.



5. In this example, we'll send a Free Form email.

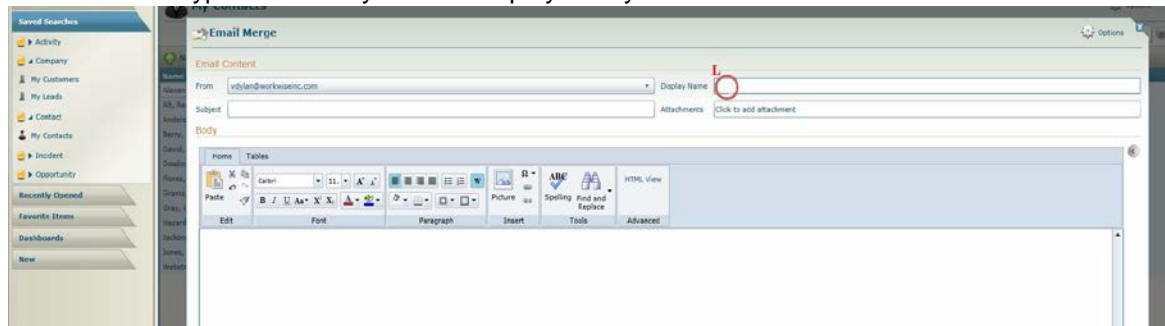


6. Left Click Next.

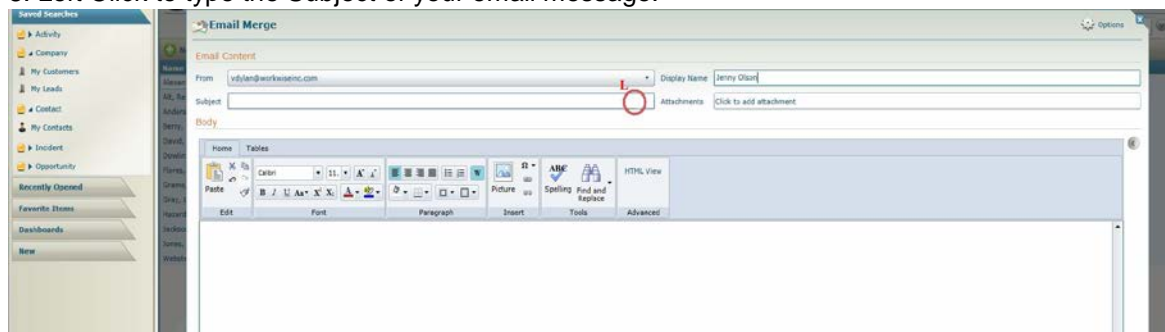


Send Mass Email With Merge Fields

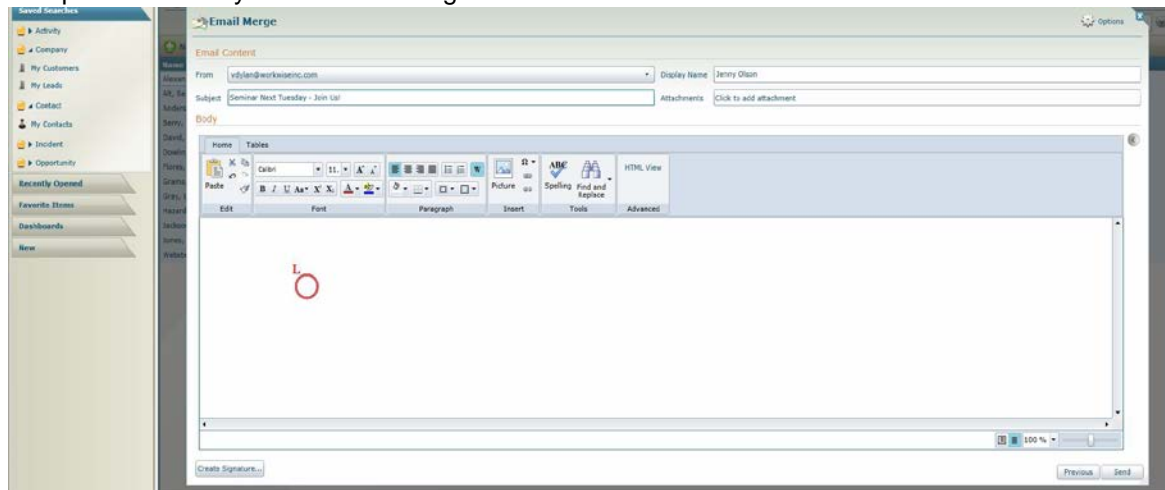
7. Left Click to type the name you want displayed in your email.



8. Left Click to type the Subject of your email message.

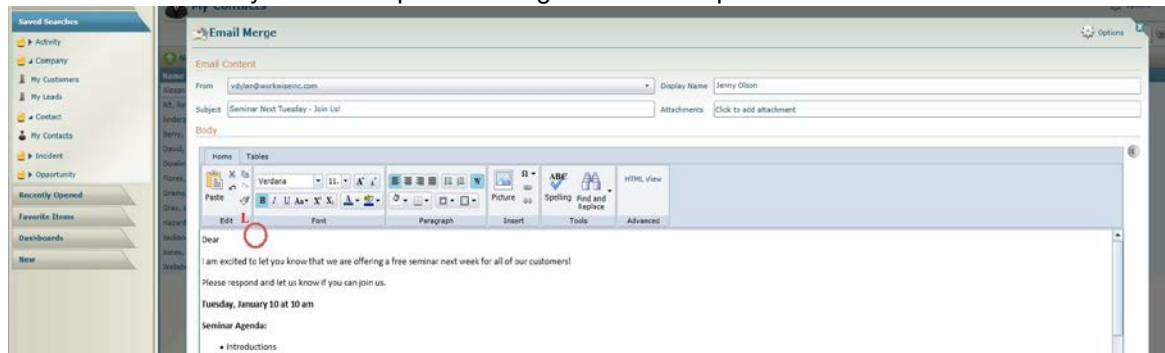


9. Tpe and format your email message.

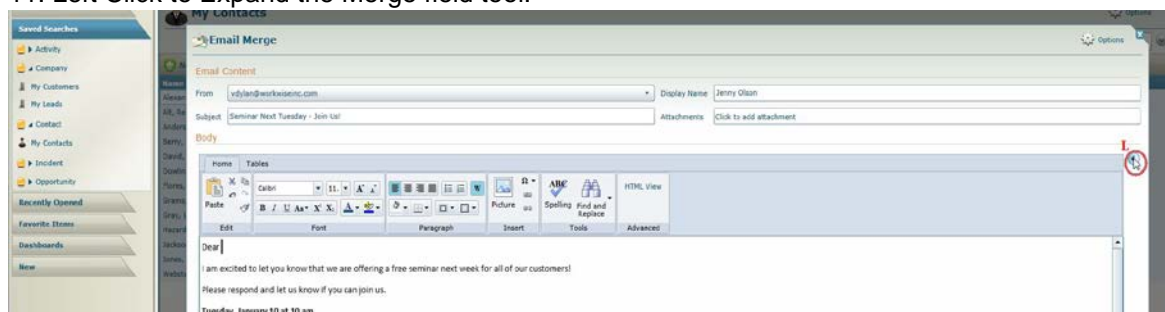


Send Mass Email With Merge Fields

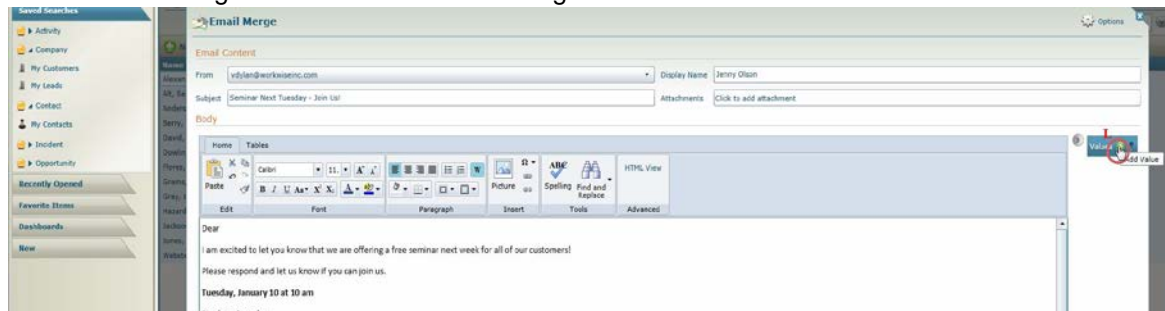
10. Left Click where you'd like to place a Merged field. We'll put the Contact's first name here.



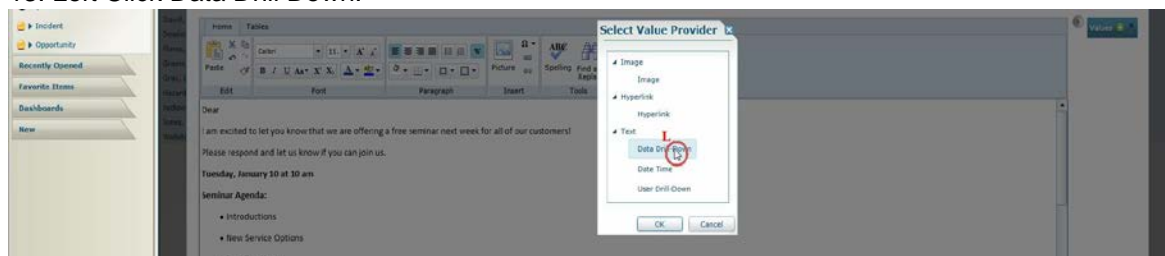
11. Left Click to Expand the Merge field tool.



12. Left Click the green icon to add a new merge field.

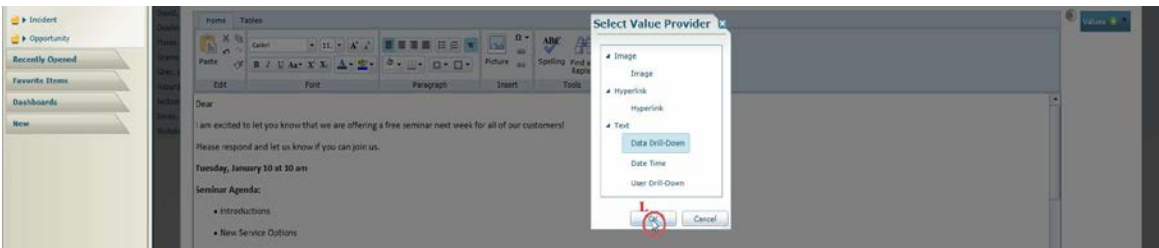


13. Left Click Data Drill Down.

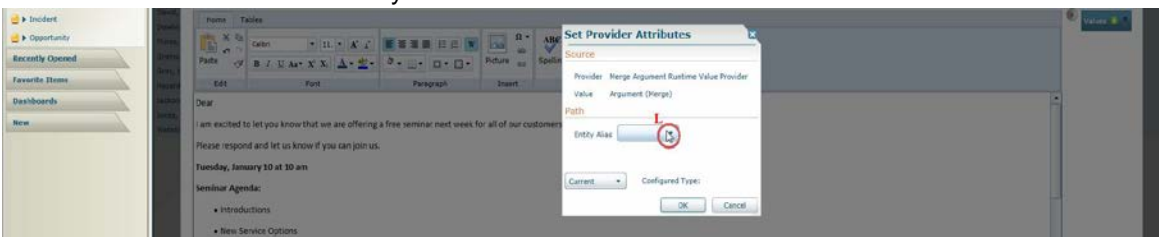


Send Mass Email With Merge Fields

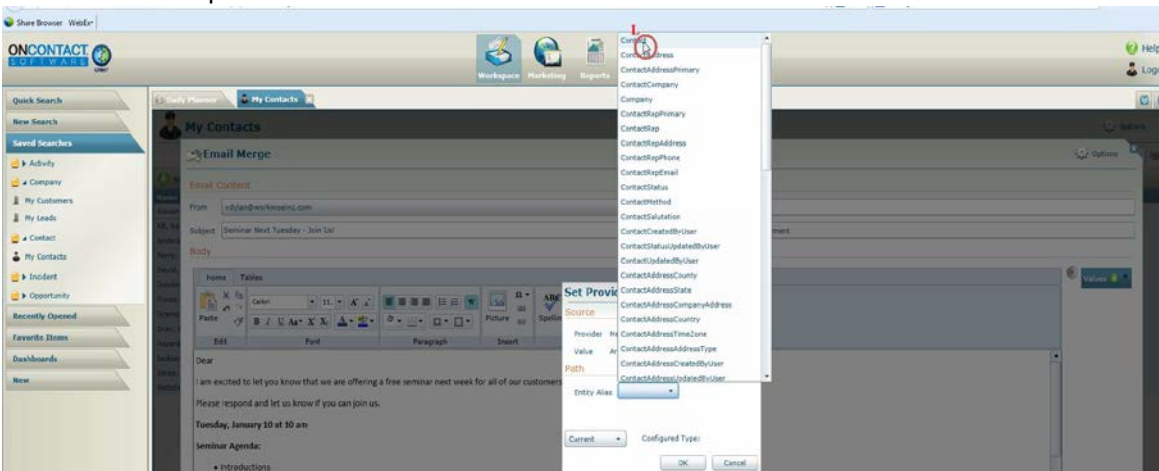
14. Left Click OK.



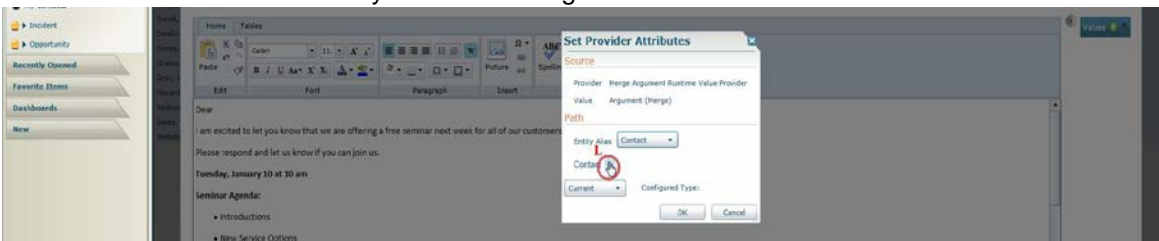
15. Left Click to select the record you need data from.



16. For this example we will select Contact.

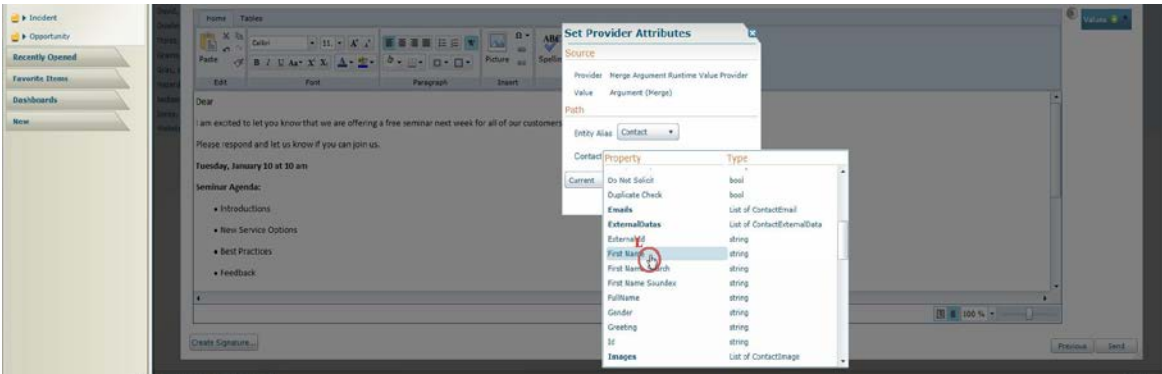


17. Left Click to select the field you want to merge.

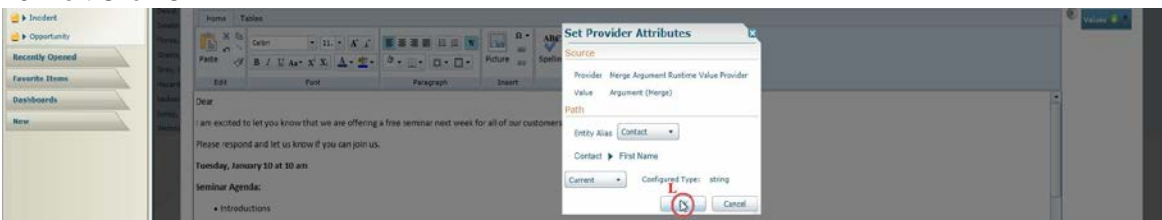


Send Mass Email With Merge Fields

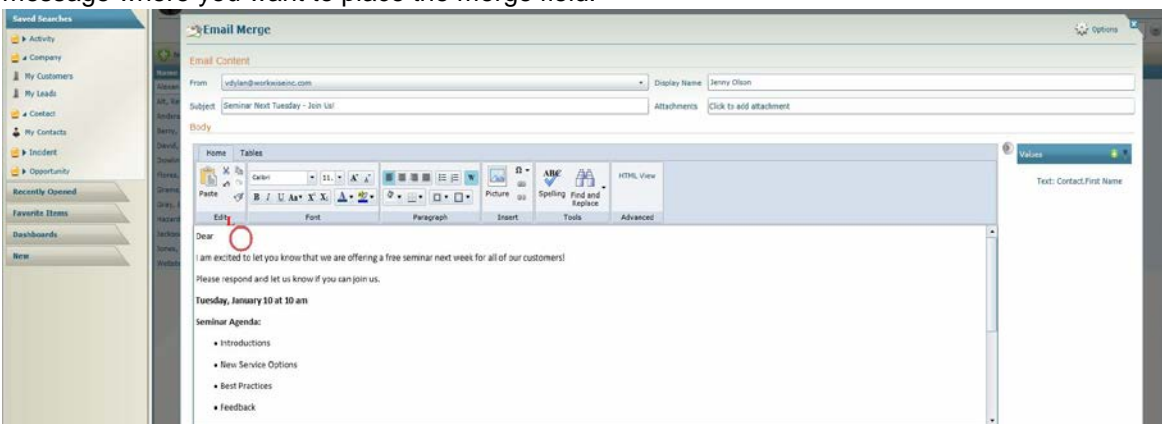
18. Left Click to select Contact First Name.-



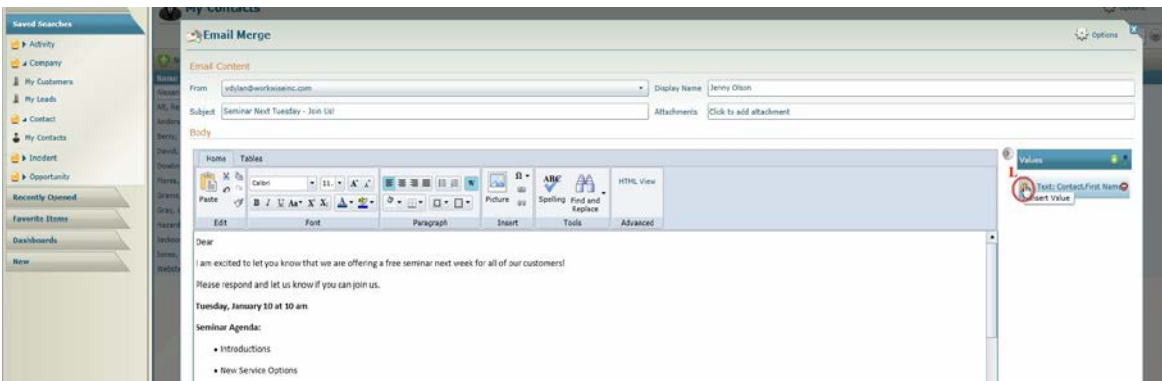
19. Left Click OK.



20. Note that your merge field is now available on the right. Click to place your cursor in your email message where you want to place the merge field.

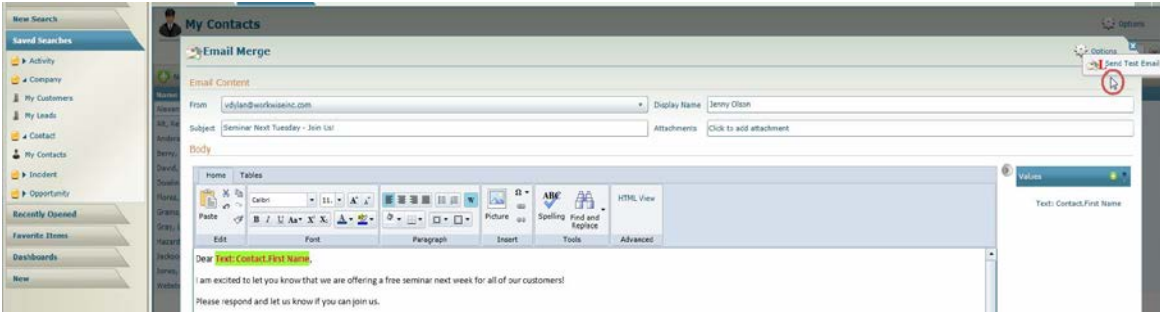


21. Left Click the arrow to insert the field.

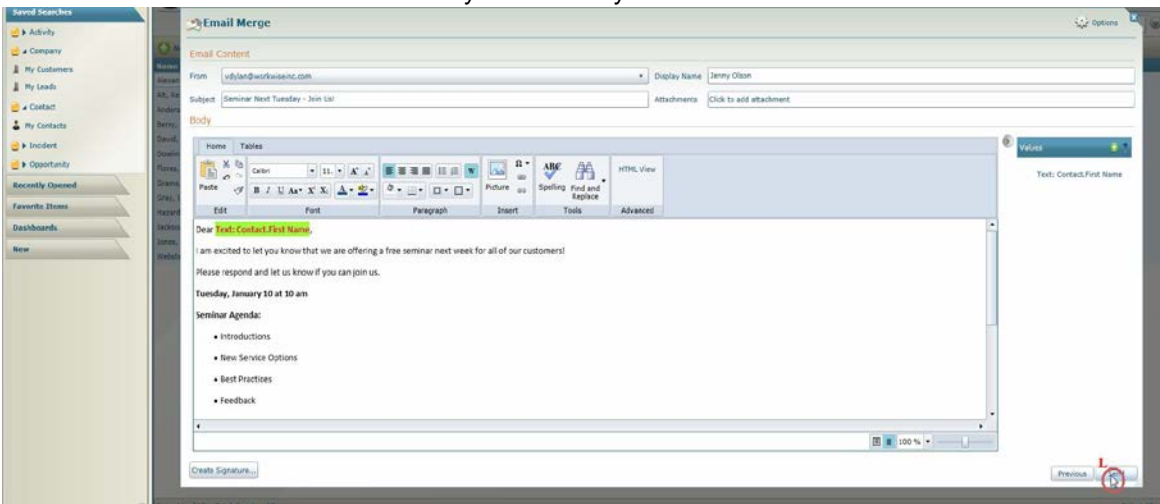


Send Mass Email With Merge Fields

22. Left Click here if you want to preview your message.



23. Left Click to Send the emails when you are ready.



24. Left Click OK.



25. Here are the Activity records that were created as a result of this mass email.

