

12-0013-EN-I have created a newsletter for my shop. How...

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When you use SalesManager to download your orders, it also allows you to send bulk emails to your customers. So for example, if you have created a newsletter that you wanted to send out to your existing customer list, you are able to do that in SalesManager.

- » Open SalesManager.
- » The SalesManager window will appear. At the View pane (on the left side of the window), click CRM1.
- » Select the shop (if you have multiple shops) and then set the FROM and TO Dates and the “Payment and Shipping Status” set to ALL at the Advanced Search section2.
- » Click Submit Query button3 to display the list.

- » Click ‘Send bulk email’ button4.
- » Type inside the To: one email address and the rest of the email addresses in the mailing list is also sent a copy. You also have to put a Subject at the subject line and then click OK.
- » Click YES to put the message to your default email program. It will be stored on your Outbox folder.
- » Open your email program and click Outbox folder to view it.
- » You can edit and insert the newsletter file and then click Send button.