

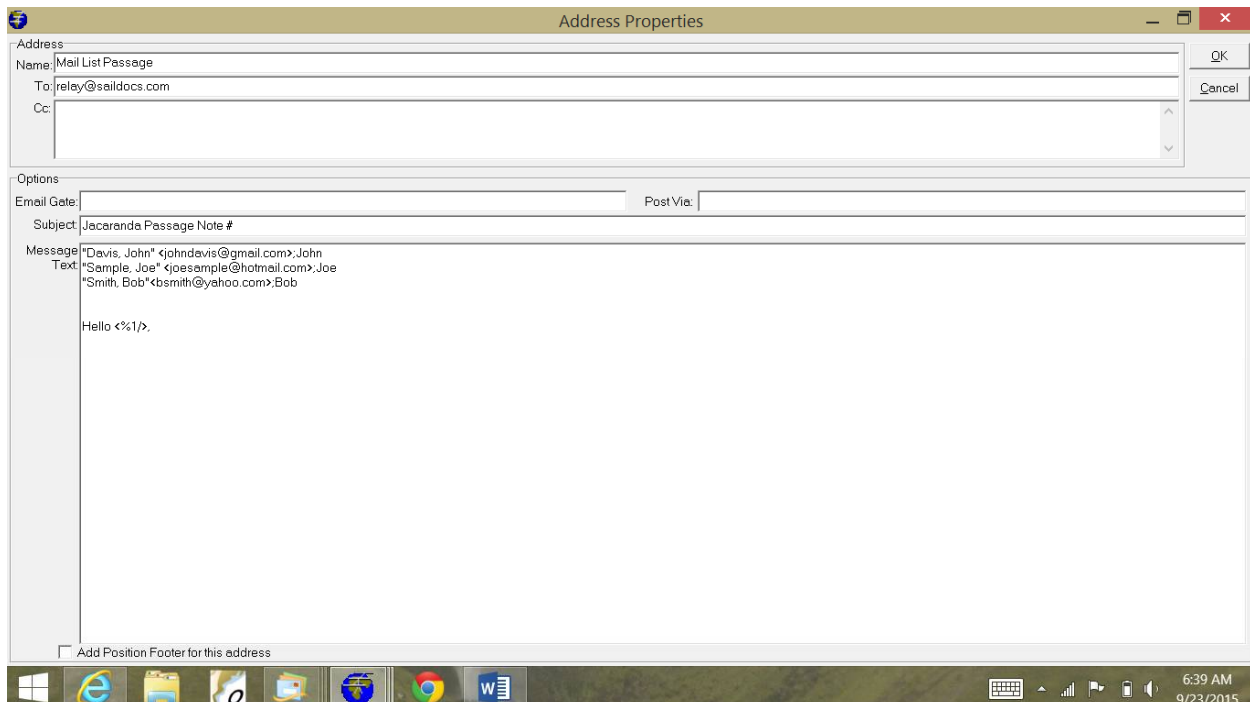
Sending Out Group Emails using Sailmail

Over the past decade we have helped numerous folks set up the "Relay" function in saildocs to allow one to manage a group list and send out individual personalized emails.

The following will explain a very easy way to set up your group email list and show you how. Once you have it initially setup it just takes one address to send out your group email to everyone on your list as a personalized individual email.

Rather than having your emails go out to all your friends and family as a BCC or CC from Sailmail try using the Saildocs Relay function by doing the following:

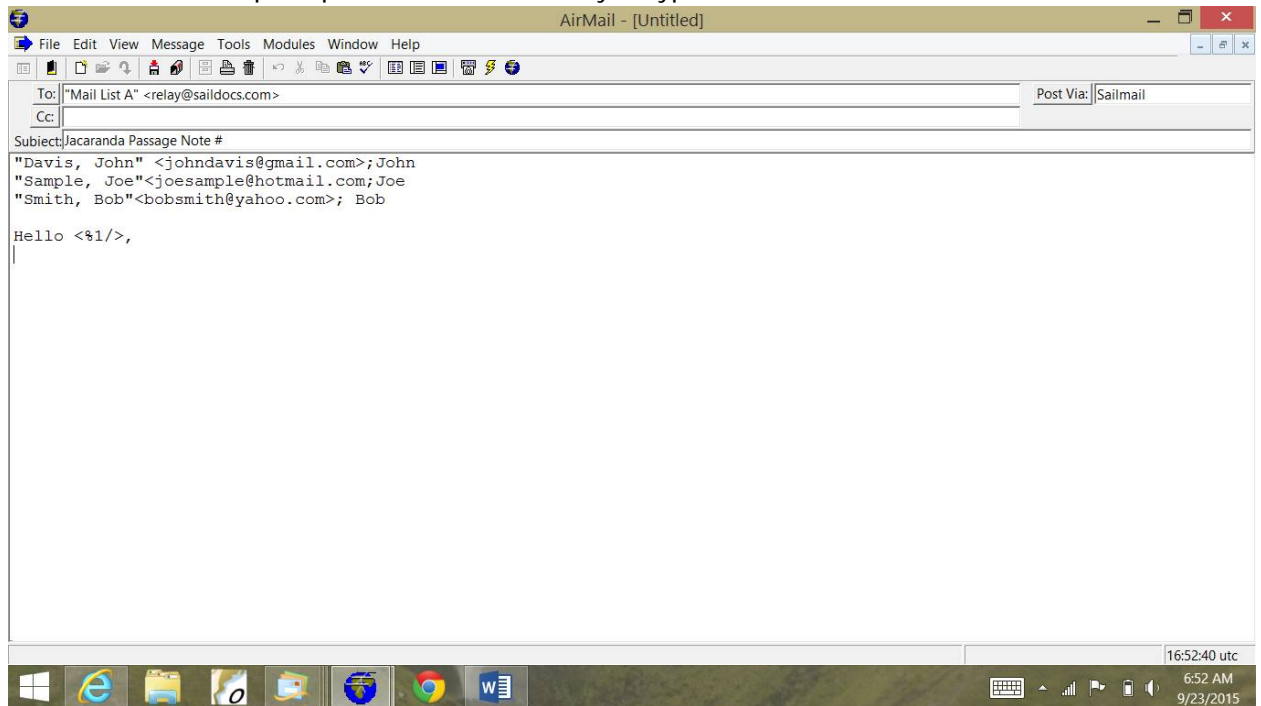
- Go into Airmail and open the address book and then click **New**
- This will open a window called **Address Properties**
- **Name** field is your choice we use Mailing List Passage
- **To** field enter: relay@saildocs.com
- **Subject** field is your choice. For this example we use "Jacaranda Passage Note"
- **Message Text** box enter the following:
 - Name of person (optional) but we use this for id purposes. For example "Davis, John" You need the quote marks before and after the name.
 - Email address for example <johndavis@gmail.com> You need the <> before and after email address
 - Next item is the name (optional). This is used to allow the program to insert the name in the beginning of the email. For example ;John Note ; needed as a separator. We use this option
 - Each entry will be similar to this: "Last Name, First Name" <email address> ; First Name
 - If you use the name then you will need the following <%1/> see example below
- Be sure to click OK to save your group list in your address book



Granted it will take you some time to enter all your groups information but it's only once.

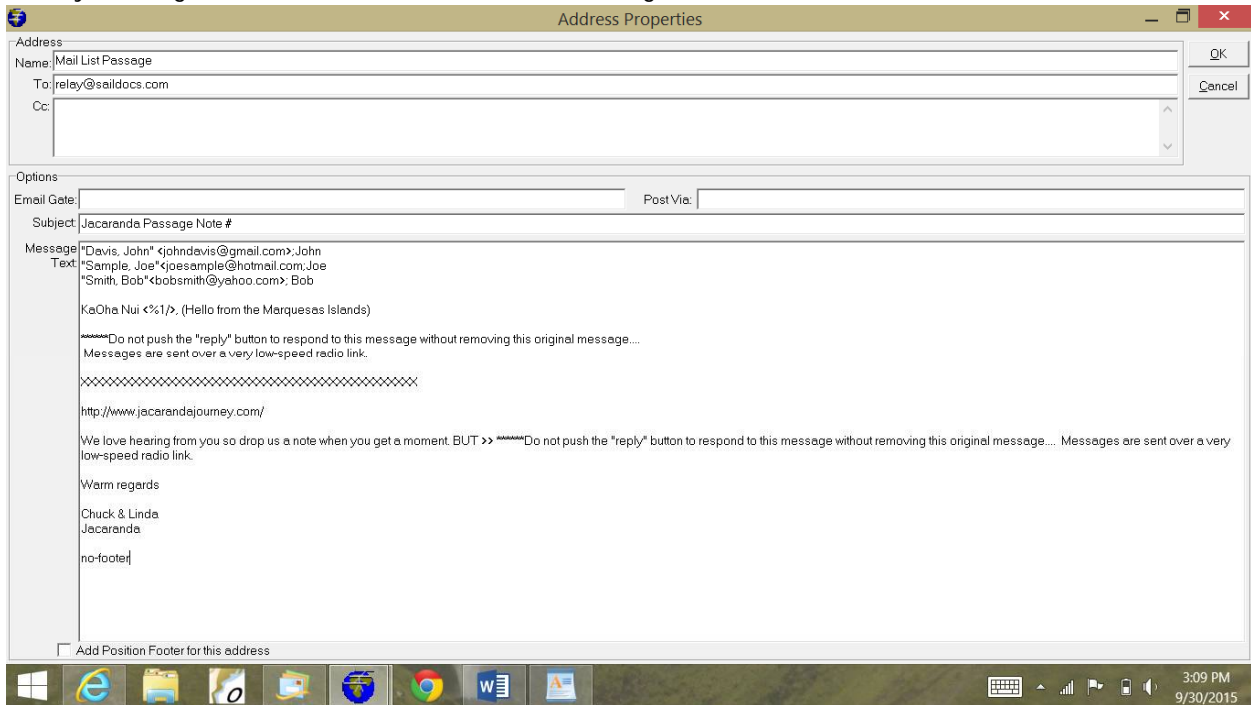
Now you are ready to write your group email and send it off

- Open Airmail and click on **Format a New Message**
- Go to your newly created address entry and click on it and then **OK**
- A new window will open up with the information you typed in before



- Under the Hello type your message or paste it in from another source. We always write our notes separately and then paste it in.
- Click **Post**
- A individual email will be sent to each person on your list with personalized greeting. For example Hello John, followed by your note.
- Try sending an email to only yourself as a test of the relay function. Then you can begin to add the other emails that you want in your list
- We have a number of different group emails setup. One for immediate family, etc.

Now you can get more elaborate and do the following:



The XXXXXXXXXXXXXXXXXXXX is where we paste in our passage note update. This usually is a short note with a link to our website. But it could be a letter to family and friends. Note 1: All the above screen shot information resides in your address book under the entry you recently created when setting up the group address.

Note 2: When moving to a new computer the export function in Airmail will not copy this data across. But it's very easy to do with a copy and paste. We have done this maybe 6-7 times as we get new computers or want this data in our backup computer

Note 3: You can read more about Relay by sending a blank email to relayinfo@saildocs.com