

Bulk Mail Utility

- From the Tools Page, select Bulk Mail Utility
- Requires Authentication. Contact Site Administrator for Creds
- Send email to info@oxfordrobotics.org for credentials and assistance

Season: 2016

Select the season from which to select recipients.

Select the Program from which you wish to select recipients. E.g. FLL, FTC, FLLjr

Select the Team(s) from which you wish to select recipients.

Program: FTC

Team: All Teams

Address TO: Students

Select the People you want to Email and Copy. E.g. Students; Parents or Teachers.

Copy TO: Parents

Copy To Email:

HINT: Enter email or click to see list of distribution groups.

You can enter any valid email address to Send a copy of this email. Clicking will provide a list of built in distributions e.g. FLL Mentors .

Reply To Email: bhidebrandt@oxfordrobotics.org

Provide the email address to which replies should be sent. This email address will also be sent a copy of the log of the email processing.

Message Subject: Test #3

Message Body: Testing

What you see is what you get. Type the message you want to send. Spacing and line returns will be retained in the mail body. You can use HTML if you want.

Click this box to see what the distribution is going to do without sending any mail. You will see the results in the Process Log window.

Test Only!

Send Mail

Click to process your request.

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Process Log: Addressing mail to Students.
Copying mail to Parents.
Records Selected: 1
ADDRESS TO Student: Brian Hildebrandt - brianhildebrandt@gmail.com
Ignoring Copy to Parent. Email same as Student. Brian Hildebrandt - brianhildebrandt@gmail.com
TESTING ONLY. No mail sent.
```