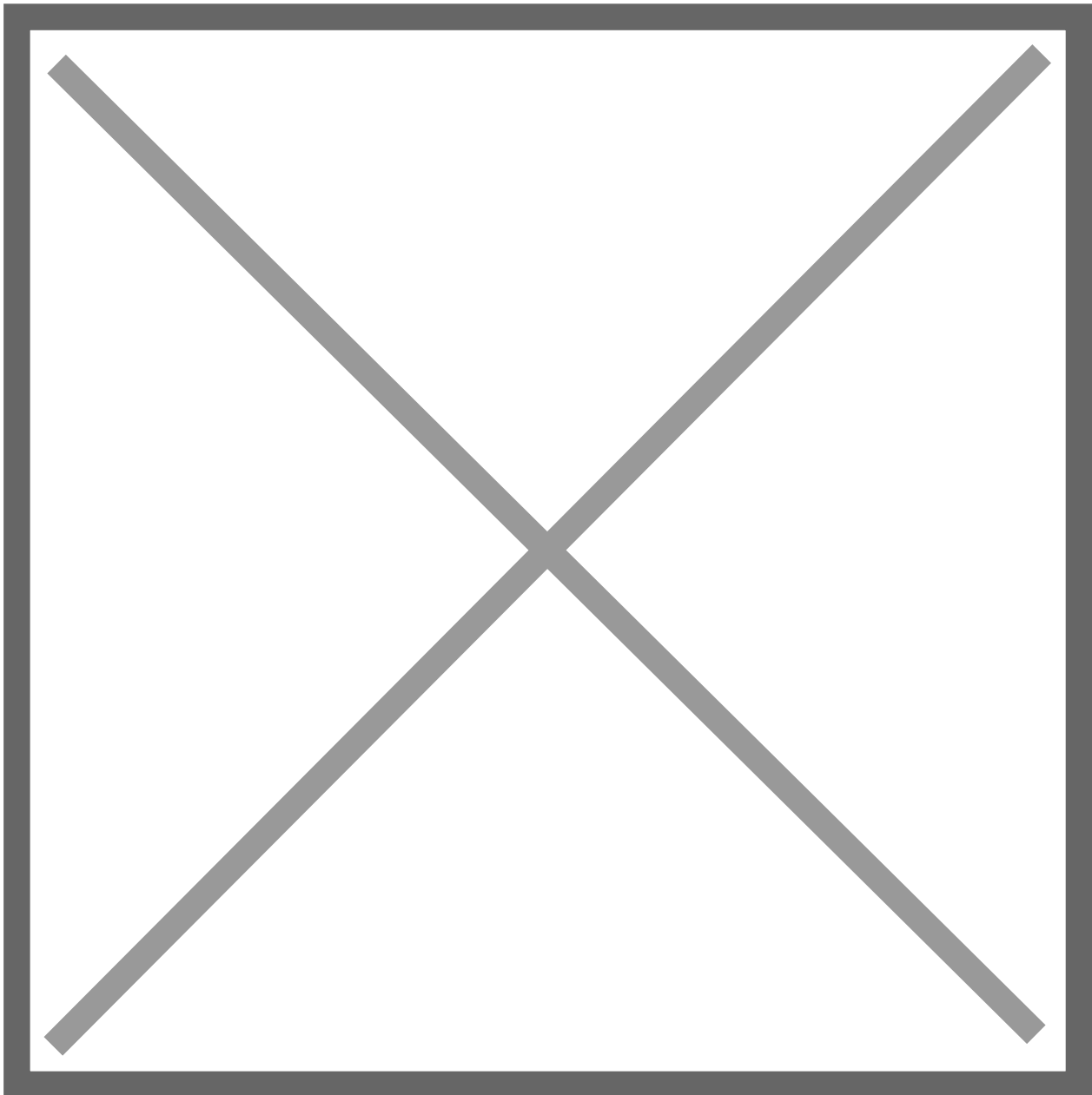


Creating and Send Bulk Mail to Creditors

Process Email



Process mailing list is the part that allows a user to prepare the message to be sent. It has five buttons

On the white screen, that’s where the message detail is going to be and can be formatted according to users' preference

Subject	Message subject
List	The drop-down arrow allows a user to select the one list but while the tree search allows a multiple of email lists
Help	gives the header and a must Copy the bottom part to the header and the message will be read “Dear [ContactFirstName]” when processing
Attachment	allows a user to attach either a document or picture related to the message and has five buttons
Process	Processes the email