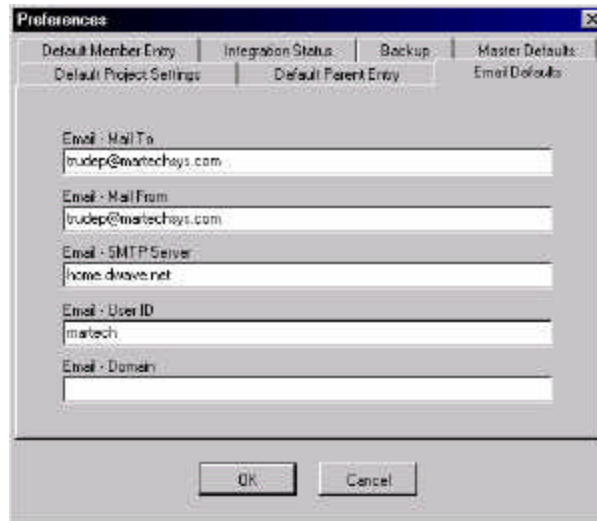


Email within Youth Enrollment

The Blue Ribbon program now contains its own email system that provides the ability to control the batch size of emails that are sent as a group.

NOTE: To use this utility, email capability must be already available on the computer used for email. This is a supplemental program to a standard email program.

First set up your Preferences - under Utility|Preferences|Email defaults.



The screenshot shows a 'Preferences' dialog box with the 'Email Defaults' tab selected. The fields are filled with the following information:

- Email - Mail To: trudep@martechsys.com
- Email - Mail From: trudep@martechsys.com
- Email - SMTP Server: home.drove.net
- Email - User ID: martech
- Email - Domain: (empty)

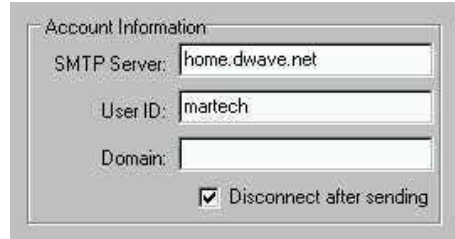
Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog.

The preferences must be filled in to use the undisclosed list feature, And prefilling the other fields make the connection between the email utility and the email server used with this particular computer. These settings **MUST** be established to make the email utility work from this email screen or from the query screens. These settings will default into the Email program, which will also make data entry easier.

- Email – **Mail To** (for undisclosed list) – use your standard email address or whomever you want the recipient to see that it is from.
- Email – **Mail From** – use your standard email address. It is included on all emails as the sender of the email. *Also if the Send to Self button is checked in the email program, the email address you put in here will also prefill in the Mail BCC field so you will get a copy of the email.*
- Email – **SMTP Server** - The Internet service provider used by your system. This address can be found in the email setup of the computer itself. Or can be found in your current email program under Tools or Options. This is individualized and can be in a variety of different places. (Your IT Department probably knows what this should be.)
- Email – **User ID** – in most cases optional. (Try it blank first, each situation could be different.) On a server that needs a UserID it initializes the UserID property before issuing the connection. (This is usually found in your current email program in Tools or Options by the SMTP server information.)

Email – **Domain** – Fill in if your setup doesn't use SMTP server and it uses its own server etc. Enter the complete domain name. If you use a SMTP server leave this blank.

The setup for this option is found in the Email Program under Account Information. This utility can be used as a stand-alone system. The parameters set in this program also control emails sent from the queries and the mailing labels utility. The information you set in Preferences will default to the *Account Information* in the Email Program.



Account Information

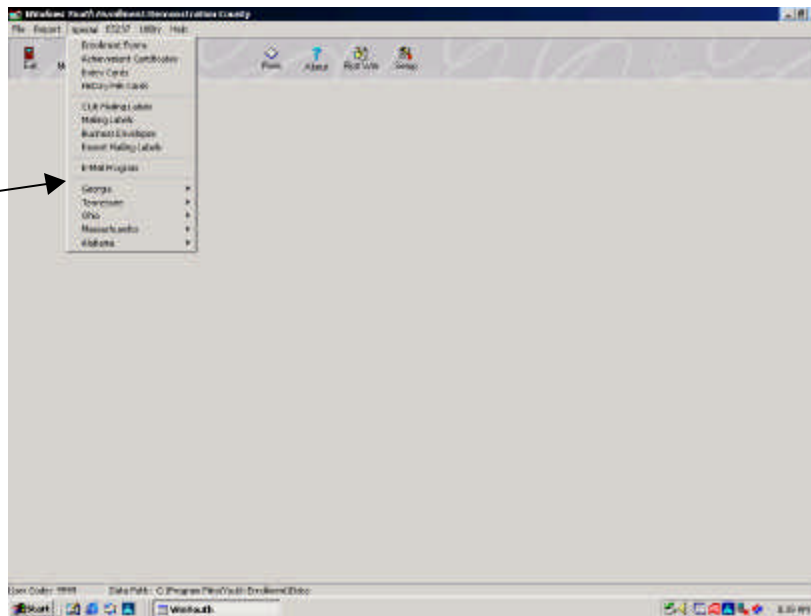
SMTP Server: home.dwave.net

User ID: martech

Domain:

Disconnect after sending

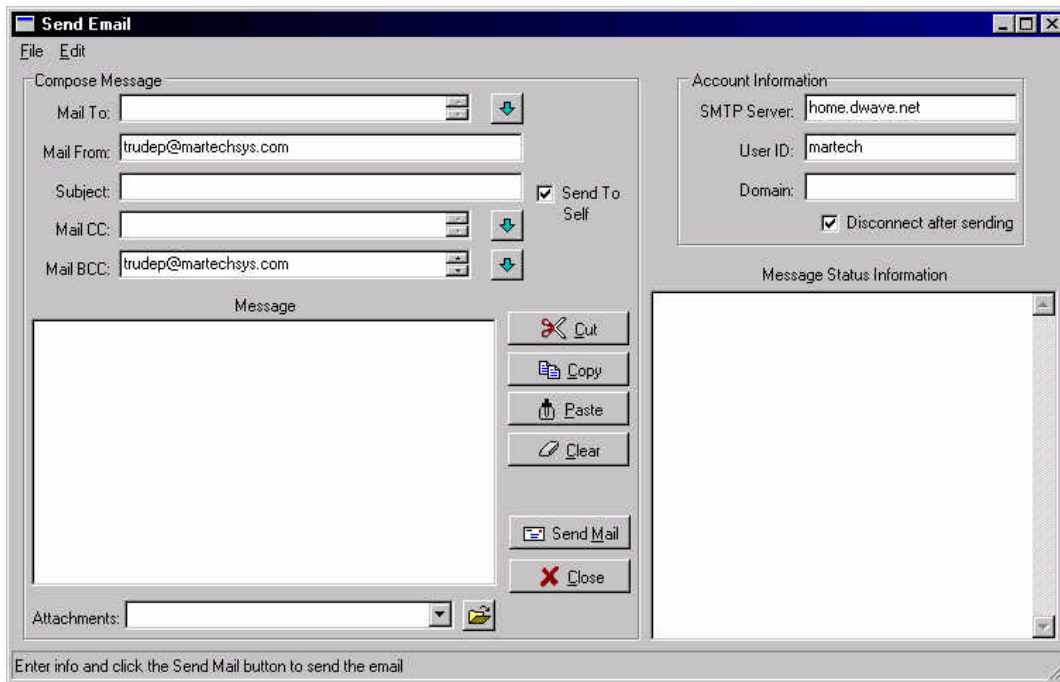
To access the email utility, go **Special|E-Mail Program**.



Email Options:

The Email Program allows the user to:

- Create email lists
- Include attachments to email
- Set up email connections
- Send and print email
- Review status information
- Send undisclosed emails

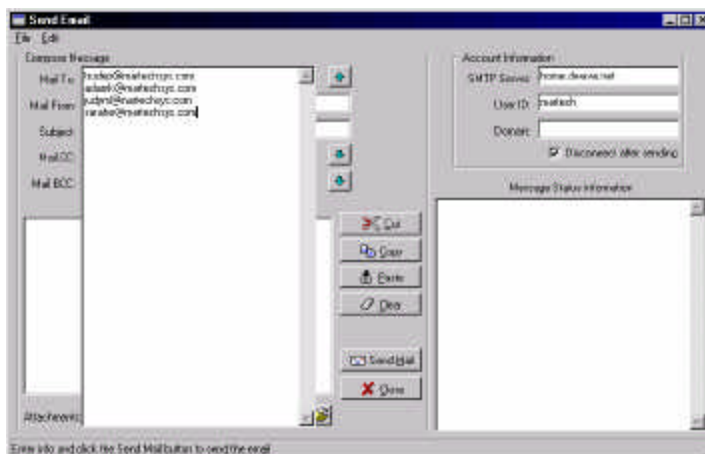


Note: the prefilled items from the Preferences screen, once preferences are set you don't need to change the *Account Information*; leave as is. Add other information as desired under *Compose Message*.

Compose Message

Mail To: - add email addresses in list format i.e. trudep@martechsys.com
judym@martechsys.com

To add more than one address click on the down arrow and enter to go to the next line **or** just click enter to go to the next line and start typing the next address. To view the addresses click on the down arrow and review the list. Click on the up arrow to revert back to the normal email window (*note: which will show only the first email address*). Remember no punctuation between email addresses.



Mail From: - shows the receiver who the email is from (this field must be filled in)

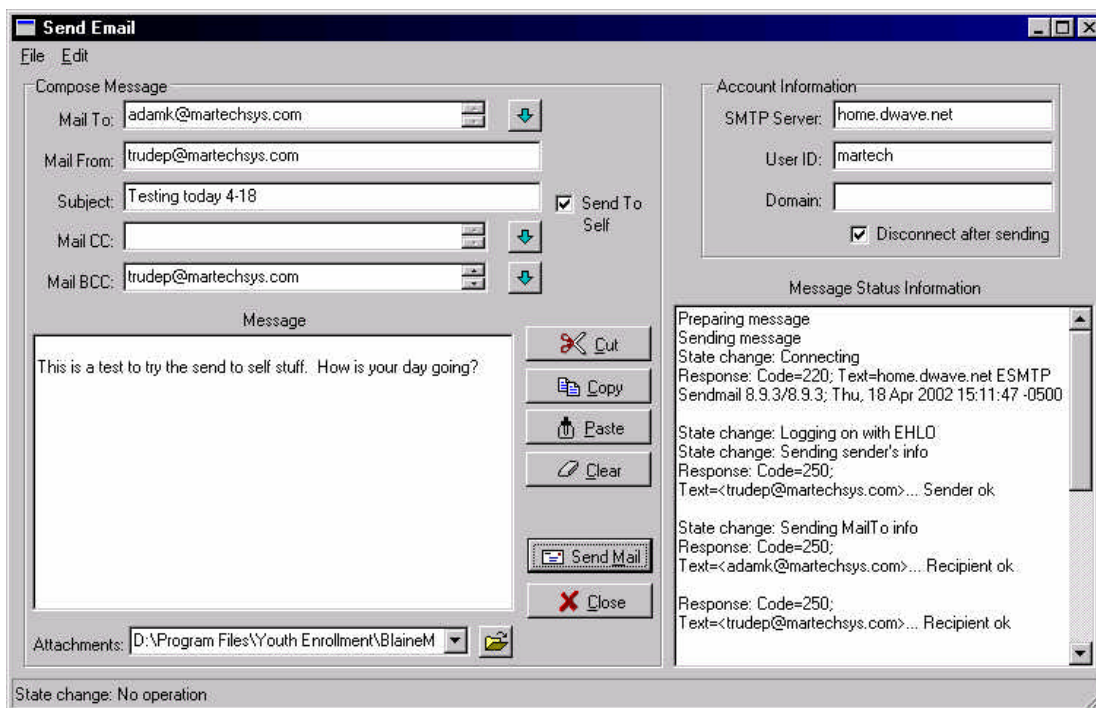
Subject: - (optional) can input the subject of the message

Mail CC: - add email addresses that you want to get a *carbon copy* of the message, include your own if you want a copy yourself

Mail BCC: - add *blind carbon copy* email addresses whom you want to get a copy of the message but that others won't know you have sent the message to. Also: The Mail From address in your Preferences will prefill in the Mail BCC line with the Send to self checked automatically.

Send to Self – this will automatically be checked meaning you will receive a copy of the email. If you do not want a copy of the email just deselect this.

Message – Just start typing your message freely or copy and paste from another source. You can also add attachments.



Attachments: - To add attachments click on the *Folder* next to Attachments and browse to your file you want attached. Click on the item and it will display in the file name. Click *Open* to add your attachment (the path will be set in the attachments field).



When all information in Compose Message area is completed as desired. Click **Send Mail**, which sends the email.

Message Status Information – This is a view only screen and it will display your progress after you click *send mail*. This will tell you the message has been sent or if there is a problem in sending the message. (Basically look to make sure the sender is ok and the recipient is ok.)

Other Options:

Create an Email List:

The user can create a new email list, select the list to use for an outgoing email, or edit email lists. You can create a new list in Word, Notepad, Wordpad, or Wordperfect. All you need is a list of email addresses that are one per line without any punctuation after each address. Also: Can create a mail list from the Member Query. You will need to copy and paste the addresses in the Mail To field.

Example of addresses:

trudep@martechsys.com
judym@martechsys.com
adamk@martechsys.com
sarahe@martechsys.com

Disclosed List – File|Disclosed list is automatically defaulted upon opening the Email program. This shows the receiver all the other recipients of the particular email being sent.

Undisclosed List – File|Undisclosed list. This option hides the recipient list from all recipients of the email. This prevents distribution of the email list to others. Choosing this setting sets the address from the preference in the *Mail From* field showing the recipient only the sender's address.