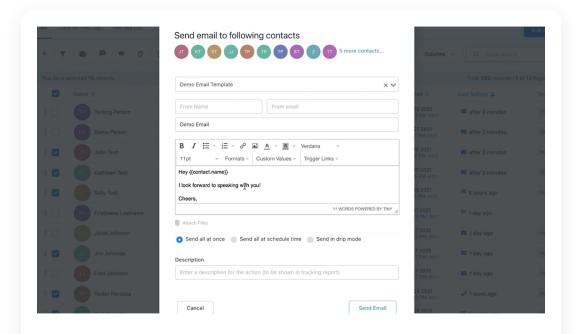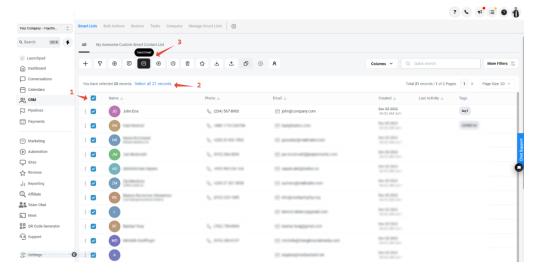# Bulk Actions - Email

Modified on Sun, 04 Dec 2022 at 09:26 PM

Using the Bulk Actions features in your Contacts/Smart Lists section, you can perform multiple one-off actions to selected or all contacts. Here's how to send contacts a one-off email using the bulk action feature:
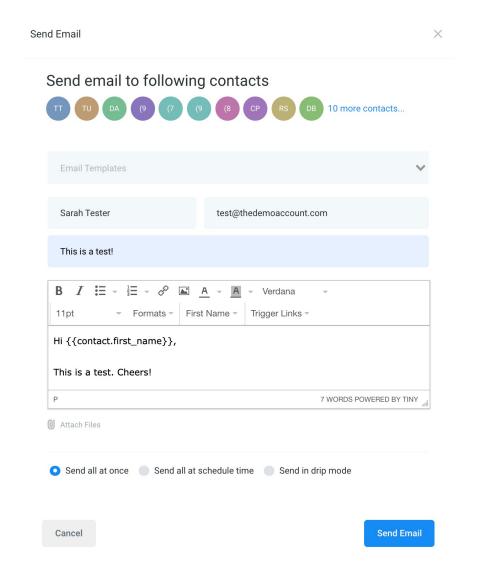
Step 1: Choose Your Contacts

- Navigate to your contacts.
- Check the box to select contact records.
- You can also check the box at the top to select all on that page, and you can click the hyperlink to select all contacts in your system.

Step 2: Choose Your Action

- Choose the icon for "Send Email".

- In the pop-up window that appears, create your email message, or choose a pre-existing template from the dropdown. You can use the formatting buttons to add a trigger link, change the font style, use custom values/merge fields, and attach a file.

Send Email   ✕

Send email to following contacts

(TT) (TU) (DA) (9) (7) (9) (8) (CP) (RS) (DB) 10 more contacts...

| Email Templates   ⌄ |

| Sarah Tester | | test@thedemoaccount.com |

This is a test!

B *I* ☰ ▾ ☰ ▾ 🔗 🖼 **A** ▾ **A** ▾ Verdana   ▾

11pt   ▾ Formats ▾ First Name ▾ Trigger Links ▾

Hi {{contact.first_name}},

This is a test. Cheers!

P   7 WORDS POWERED BY TINY

📎 Attach Files

⦿ Send all at once   ⚪ Send all at schedule time   ⚪ Send in drip mode

Cancel   **Send Email**

- Then choose the scheduling for this action. You can choose "add all at once" to process the action immediately, "add all at scheduled time" to process the action at one time in the future, or "add-in drip mode" to process is groups/batches.

NOTE: When scheduling a bulk action in drip mode, the "repeat after" does not repeat the entire process. Instead, it can be viewed as "run every". As shown in the example below, 100 contacts would be processed per every 5 hours. This process would repeat until all selected contacts received the drip

communication. (If you had 780 contacts selected, there would be a total of 8 batches – 7 x 100 and 1 x 80).

Send all at once   Send all at schedule time   Send in drip mode

Start On

Thu, Apr 1, 2021 8:15 AM

Batch Quantity

100

Repeat After

5   Hours

Send On

Mon Tue Wed Thu Fri Sat Sun

Process between hours (optional)

Start From   End At

Cancel   Send Email