

Bulk Actions – Email

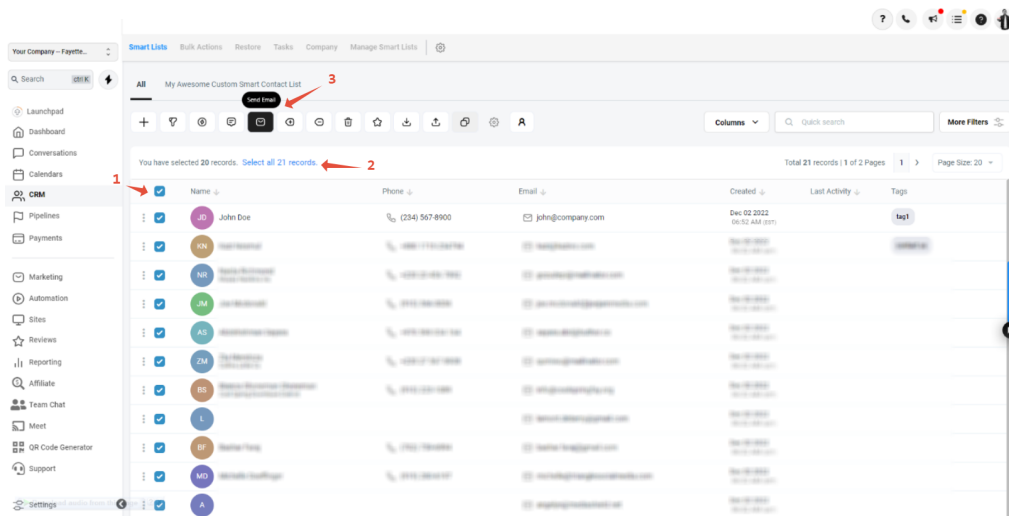
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The screenshot displays the 'Bulk Actions - Email' interface. On the left, a list of 15 selected contacts is shown, including 'Testing Person', 'Demo Person', 'John Test', 'Kathleen Test', 'Sally Test', 'Firstname Lastname', 'Janet Johnson', 'Jim Johnson', 'Fred Johnson', and 'Tester Persona'. The central form is titled 'Send email to following contacts' and includes a 'Demo Email Template' dropdown, 'From Name' and 'From email' fields, and a 'Demo Email' text area with a rich text editor. The email content is: 'Hey {{contact.name}}
I look forward to speaking with you!
Cheers,'. Below the email editor are options for 'Attach Files', 'Send all at once' (selected), 'Send all at schedule time', and 'Send in drip mode'. A 'Description' field is also present. At the bottom are 'Cancel' and 'Send Email' buttons. On the right, a table shows 'Total 255 records | 1 of 13 Pages' with columns for 'Id', 'Last Activity', and 'Time'. The table lists various records with their last activity times, such as 'after 2 minutes' and '1 day ago'.

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 to following contacts



Email Templates ▾

Sarah Tester

test@thedemoaccount.com

This is a test!

B	<i>I</i>	☰	☰	🔗	🖼️	<u>A</u>	<u>A</u>	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