

Sending Group or Bulk E-mail from OPAS

The “Send Group / Bulk Email” function is available in the:

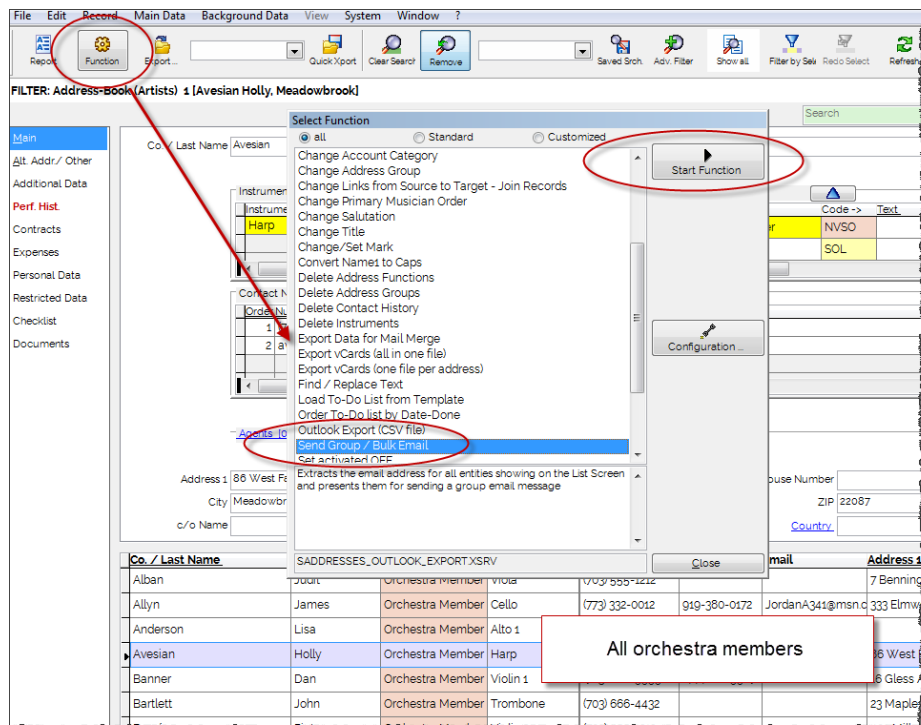
- **Address Books** – send emails to any set of address book entities
- **Services** area – send emails to any combination of musicians assigned to services
- **Tours** area – send emails to tour participants

Select the people to whom an email will be sent and Start the Function

In any of the OPAS program areas mentioned above, isolate the people to whom the email will be sent.

In this example we have filtered the **Address Book** for just Orchestra Members

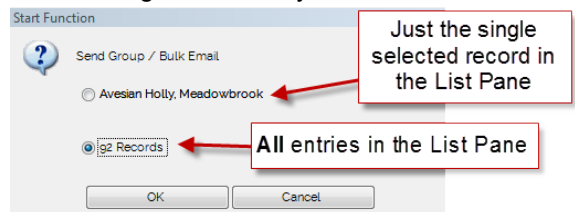
Click the **function** icon in the upper left of the OPAS screen and choose **Send Group / Bulk Email**.



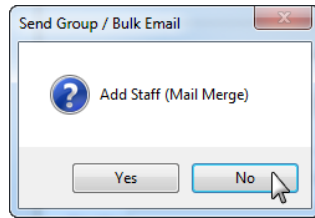
Then click the **Start Function** button.

Select the number of records to process

After clicking **start Function** you will see this dialog that allows you to send an email to whatever record is selected in the List Pane (a single person) or all entries in the List Pane. Since this is a group email, **select the bottom option** to send email to all entries from the List Pane.



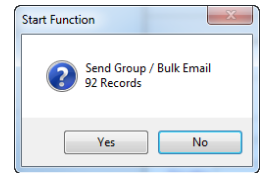
Choose the “Staff” option and final confirmation



After clicking **OK** at the dialog shown above, this prompt appears. This option allows you to add entries from the **Staff** grid associated with each Address Book entry.

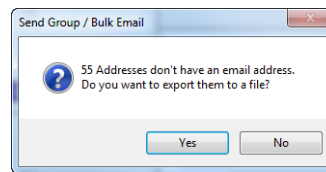
If you are sending email to musicians or individuals, you can safely click **No** as individual musicians rarely have staff. If you are emailing to companies, click **Yes** to include those Staff members marked for mail merge.

Finally, this dialog appears confirming the number of Address Book entries to be processed:



Manage those without an email

Some of the selected entries may not have an email address. If this is the case, OPAS will display this dialog:

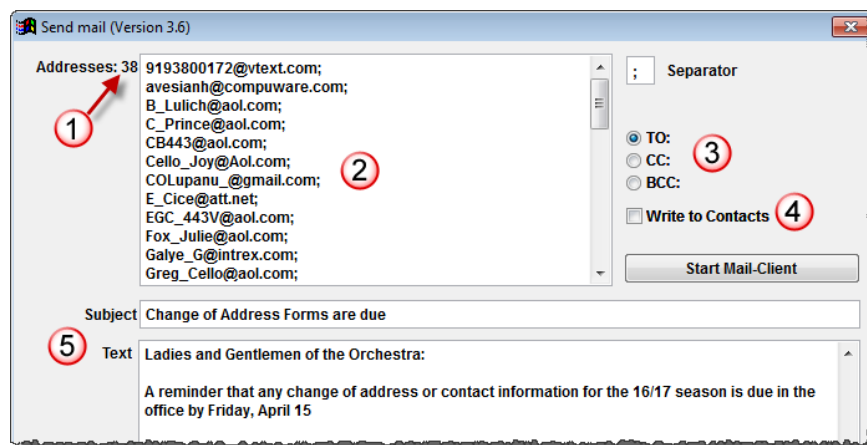


Click **YES** at the above and entries without an email address will be written to a log file (a simple CSV file). OPAS will provide an option to automatically open that log file to see a list of those who will *not* receive the email (as they do not have an email address)

Indicate Settings and manually add/remove recipients

The OPAS **Send Email** window will open with this information and options.:

1. The number of people to whom the email will be sent
2. The address of each person
3. Whether the addresses should be in the To / Copy / Blind Copy fields of the email address – select your preferred option
4. Whether or not this email should be referenced in the Contacts grid for each individual (see below for details)
5. The Subject and Text/Body of the email – this is *optional* as you can also type this information in your email program.

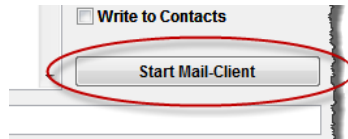


Remove individuals from the list by simply highlighting or selecting any address and pressing the **Delete** key on your keyboard.

Manually **add** individuals to the list by:

- a) Clicking your mouse at the end of any email address
- b) Pressing the **Enter** key on your keyboard. This will create a blank row.
- c) Typing the email address you wish to add to the list

Click Start Mail Client

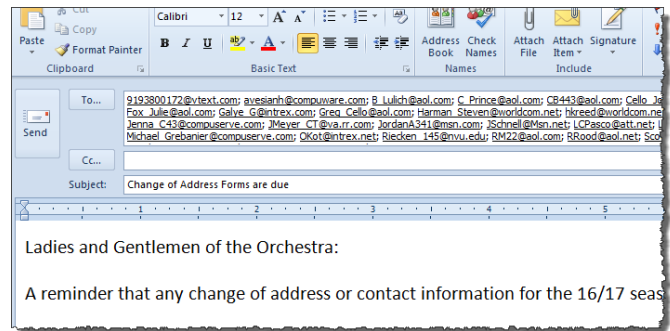


Click the **Start Mail-Client** button at the right of the screen.

OPAS will start your default email program and drop the addresses into the field you designated.

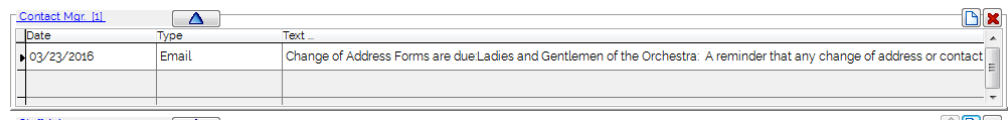
You can of course at this point also add or remove individual addresses.

If you typed the subject and/or body of the email, that information will also be transferred to your email program. If you left these blank in OPAS, type them as you normally would.



Contact Grid Option

If the **Write to Contacts** option is selected (item #4 in the screen shot on the previous page), OPAS will create an appropriate entry in the **Contact Manager** grid within the OPAS **Address Book**:



The Contact Manager grid is tpcially on the **Alt Addresses / Other** screen