

# Bulk Mailer User Guide

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## Introduction

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The Bulk Mailer application is a web-based mailer application used to send large numbers of emails to a list of recipients. The purpose of the application is to construct marketing, campaigning, and notification emails as a way to communicate with the users' recipient lists. The Bulk Mailer can be accessed using the following supported web browsers:

- Chrome
- Firefox
- Edge Chromium

Pasting the following URL: [apps2.mohavecounty.us](https://apps2.mohavecounty.us) on your browser address bar and select the Bulk Mailer Tile option.



**Note:** If you haven't been granted access, contact the Help Desk by email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4357 or call the Help Desk at (928) 753-0740 and request access to the Bulk Mailer.

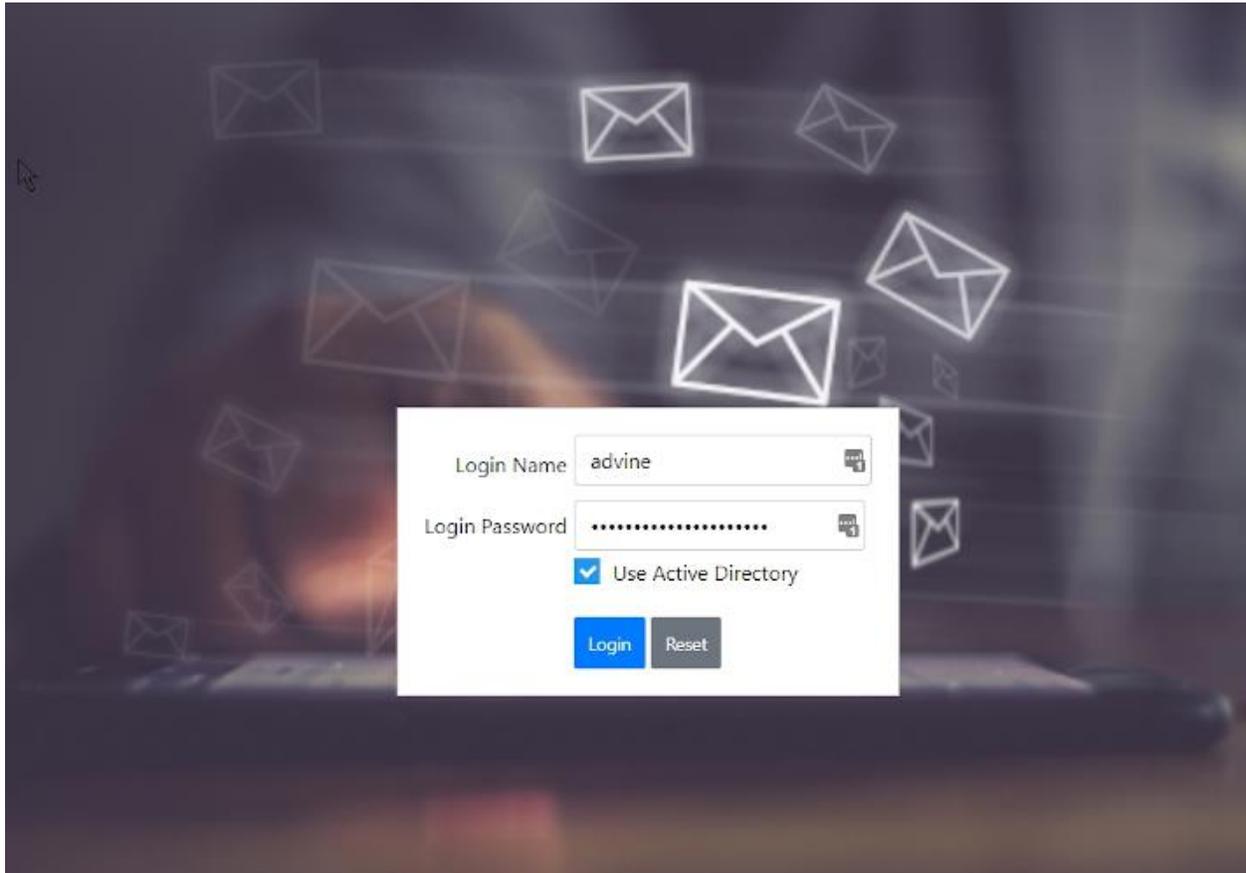
## User Access

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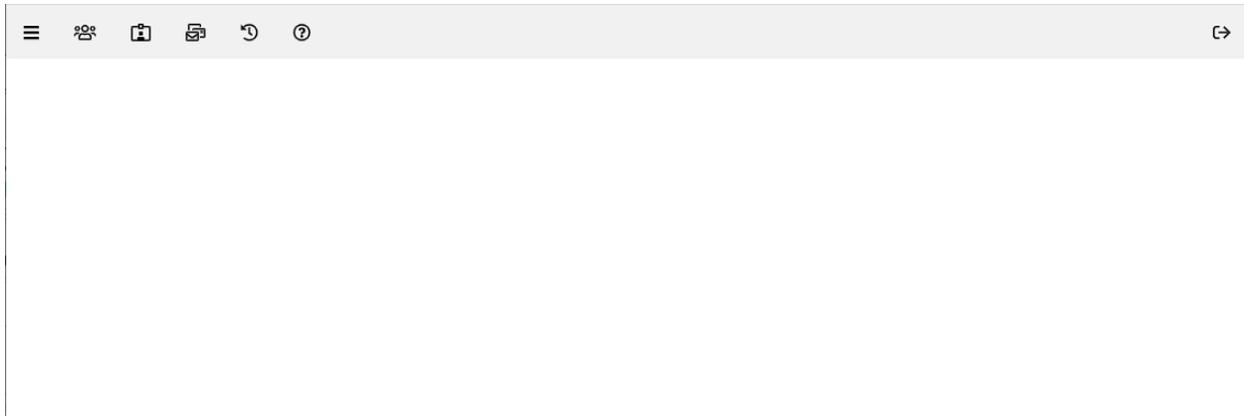
Access to the Bulk Mailer can only occur with an Active Directory user who is given access to the application. Any Bulk Mailer user with Administrator access can add or remove users' access from the application. The Administrator can also grant or revoke a user's Administrator rights. **Note:** If you require access and not an Administrator, please contact the Help Desk by email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4357 or call the Help Desk at (928) 753-0740.

## *Bulk Mailer Login*

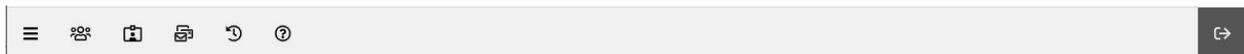
Once granted access you can load the Bulk Mailer by going to the URL apps2.mohavecounty.us and selecting the Bulk Mailer Tile option. Once selected the login screen will be displayed which will require your Windows Login (Active Directory Credentials).



Upon successful login, the user will be brought to the main application screen.

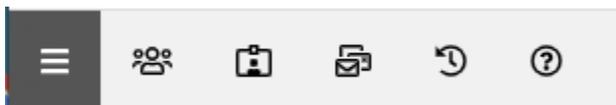


### *Bulk Mailer Logoff*



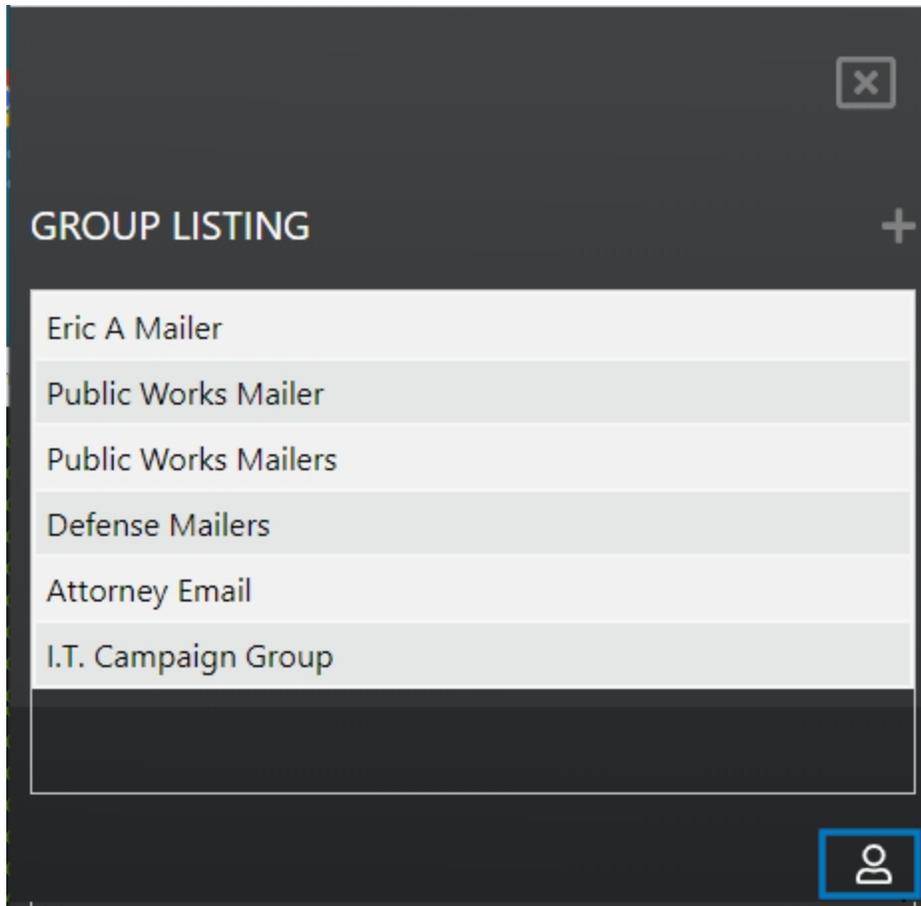
To successfully log off the Bulk Mailer application only requires that you click on the button  located at the top right corner of the application. Once logged off the application will bring you back to the main site.

### *User Access Screen*



### *Accessing User Access Screen*

To view the account access list, click on the menu bar  to open the group slide-out panel. Located on the lower right corner of the panel is the account  icon that is used to open the accounts screen.



The accounts panel will open on the right side of the screen after clicking on the account  icon.

✕

### ACCOUNT LISTING

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete

🔍 Search

#### *Assigning User Access*

**Note:** Adding, deleting, or assigning admin access can only be accomplished by existing administrators. A checkbox can identify administrators under the Admin column in the list.

**Note:** Users must be in Active Directory to be given access to the Bulk Mailer

🔍 Search

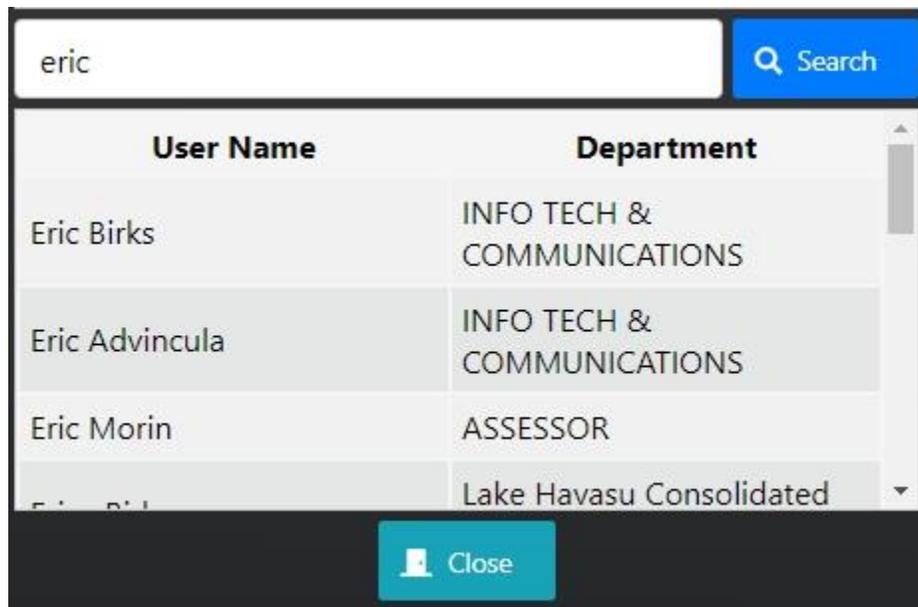
Adding users to the application starts by entering a partial name on the search bar. Once the search progress builds completes building the list of names, simply selecting the name will add the user to the list of allowed users to the application.

The following example shows the process when searching for a user. This example will search for the user "eric." The process begins by entering the user name that you are searching for. In this example, the user name is "eric."



**Note:** Only a partial name is required for the search. A summary list will be generated for all matches. So smaller search patterns will create larger resultsets.

Once you have entered the name, you begin the search process by clicking on the Search button. Once completed, a list of all the matched names will be created below the search bar.

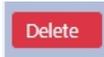


Selecting the user from the results list will automatically add them to the list of allowed users to the Bulk Mailer application.

Assigning a user as an administrator occurs by clicking on the checkbox under the Admin column associated with the user.

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input type="checkbox"/>	Delete

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete

Deleting a user can be accomplished by click on the Delete  button associated with the user that is to be deleted.

## Email Group

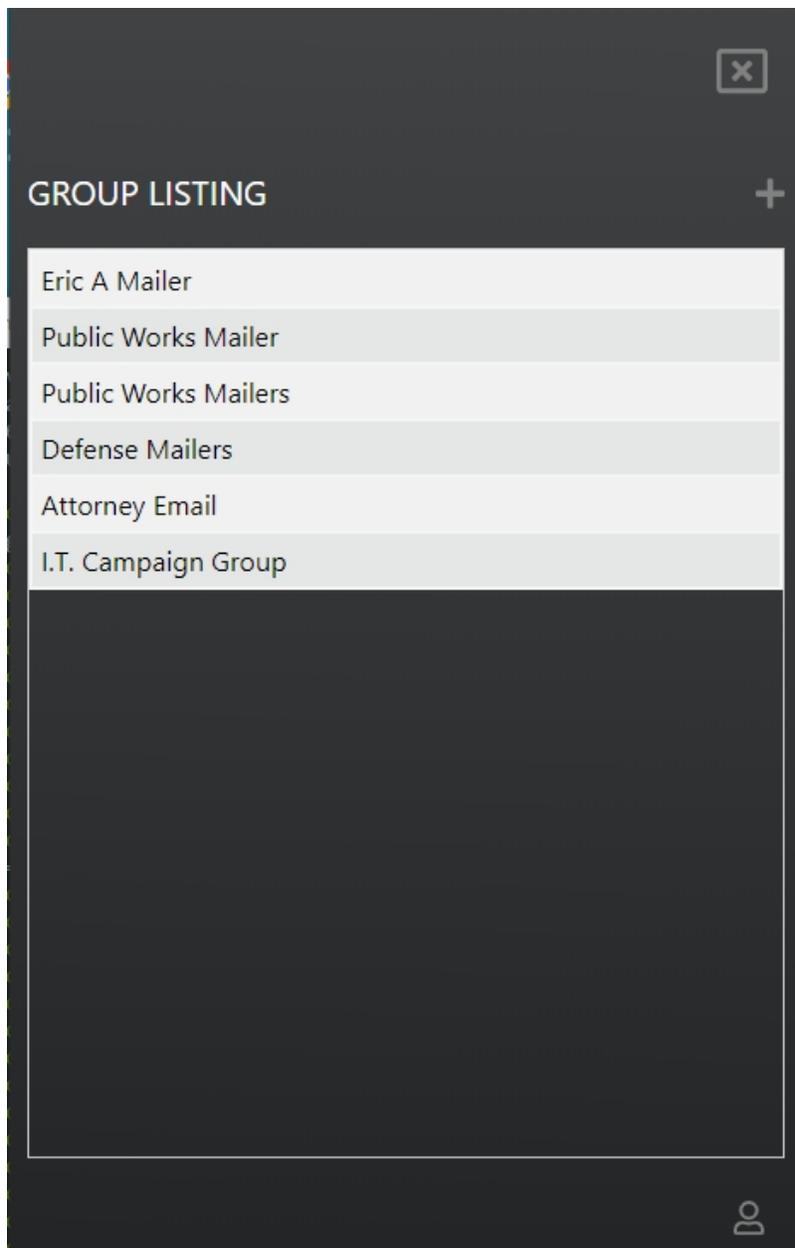
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The purpose of the Bulk Mailer Group is to create a custom list of email recipients that will be used as part of an email campaign or notifications. Each group in the Bulk Mailer application will contain a unique list of emails that is specific to the group and is created using the contact section of the application.

## *Creating a Bulk Mailer Group*



Creating a new Bulk Mailer Group is accomplished by first selecting the menu bar  located on the menu. The clicking on this menu will slide out the group listing panel from the left side (see screenshot below).



To create a new group, select the plus  icon on the group panel. Selecting the icon to open the group screen where you will define your new group (see screenshot below).

Group Name:

Description

I



 Save Delete

Fill out both the Group Name and Description before saving your new entry. When describing your entries, try to be explicit so that it accurately defines your group to avoid confusion. Once you are satisfied with your entries, click on the Save  button to create your new Bulk Mailer Group.

### *Selecting from an existing Bulk Mailer Group*

Selecting the menu  icon will display the group slide-out panel where you can select the group that you will be working on.



Once the slide-out group panel is shown, select the group you are interested in interacting with.

[Email Contacts](#)

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The Bulk Mailer Contacts is the section of the Bulk Mailer that displays all the email recipients that have been entered for the selected group. The contacts entered will be unique to the current group and will be used when sending emails.

### Contact Screen



The Bulk Mailer Contacts screen is accessible by clicking on the contacts  button. Once active, a grid will a list of all contacts that have been entered is displayed on the screen.

Show 10 ▾ entries Search:

First Name	Last Name	Email
Eric	Advincula	eric.advincula@gmail.com
Eric	Advincula	eric.advincula@mohavecounty.us
Steve	Engle	steve.engle@mohavecounty.us

Showing 1 to 3 of 3 entries Previous  Next

To easily search for any contact, especially with a large list, entering the contacts first name, last name, or email address on the search field will display all matching patterns found. The search field is provided as a simpler form of finding your contact instead of paging through the pages. As an example, to search for the word "advin", entering this on the search field will yield the following resultset.

Show 10 ▾ entries Search:

First Name	Last Name	Email
Eric	Advincula	eric.advincula@gmail.com
Eric	Advincula	eric.advincula@mohavecounty.us

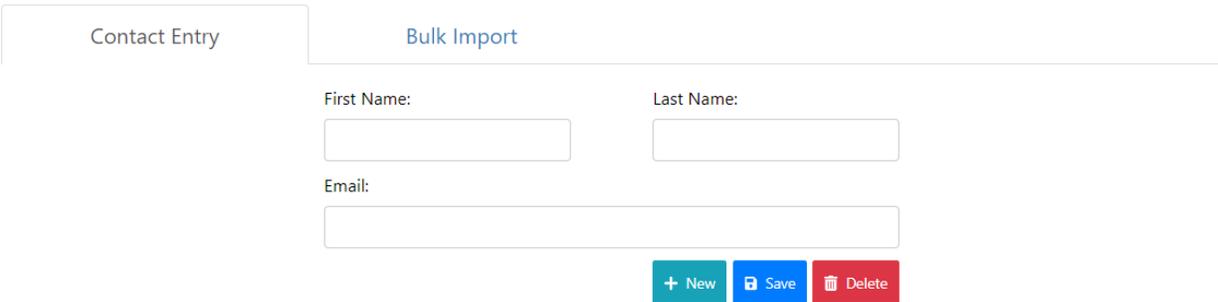
Showing 1 to 2 of 2 entries (filtered from 3 total entries) Previous  Next

Below the grid are the methods for entering contacts. The Contact Entry tab item is for entering contacts one at a time. The tab item Bulk Import is used to import a large dataset into the Bulk Mailer application.



### Creating Single Contact

The tab Contact Entry is a manual process of entering single contacts. This method is useful when entering a small number of contacts with the Bulk Mailer.



### Creating Single Contact

Creating a new contact occurs when the user selects the New  button. Filling the three required fields before clicking the Save  button. Once the contacts are successfully saved, the new contact will be displayed on the contracts grid.

### Modifying a Contact

For an existing contact, selecting a contact from the grid will display the contact information in the contact fields. For example, selecting the email [eric.advincula@gmail.com](mailto:eric.advincula@gmail.com) on the grid will display the contact information on the fields to be edited.

Show 10 ▾ entries Search:

First Name	Last Name	Email
Eric	Advincula	eric.advincula@gmail.com
Eric	Advincula	eric.advincula@mohavecounty.us
Steve	Engle	steve.engle@mohavecounty.us

Showing 1 to 3 of 3 entries 1 row selected Previous 1 Next

Contact Entry
Bulk Import

First Name:  Last Name:

Email:

+ New
Save
Delete

Once the contact information has been updated, click on the Save button, updates the contact information, and refresh the contact grid with the updated information.

### *Deleting a Contact*

Just like modifying a contact, the user selects the contact to be deleted from the contacts grid. Once selected, the contact information will be displayed in the contact fields. Clicking on the Delete button will delete the contact and all contact information from the group. Once the delete process has been completed, the contact grid will be updated with the existing contacts.

**Note:** Once a contact is deleted, their information will be completely removed from the Bulk Mailer database and cannot be recovered.

### *Importing CSV File*

Importing a large number of contacts can be quickly accomplished by importing a CSV file. A CSV file is a formatted text file that is separated with a comma. The Bulk Mailer uses a simple format for importing contacts. The following format is:

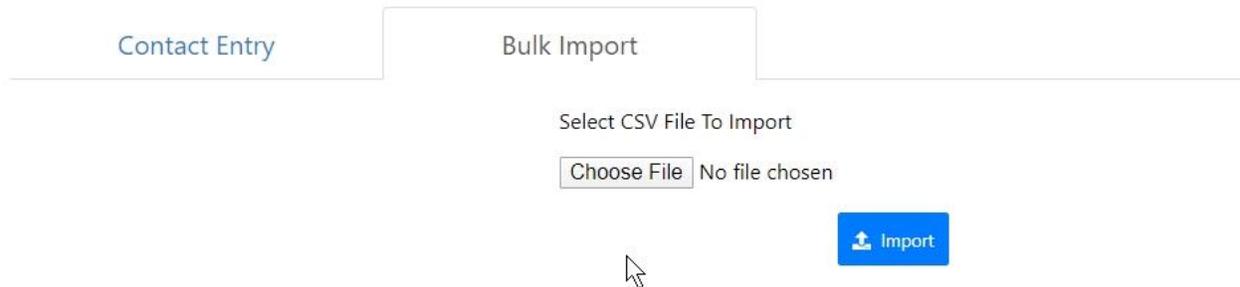
First name, Last Name, Email

For example:

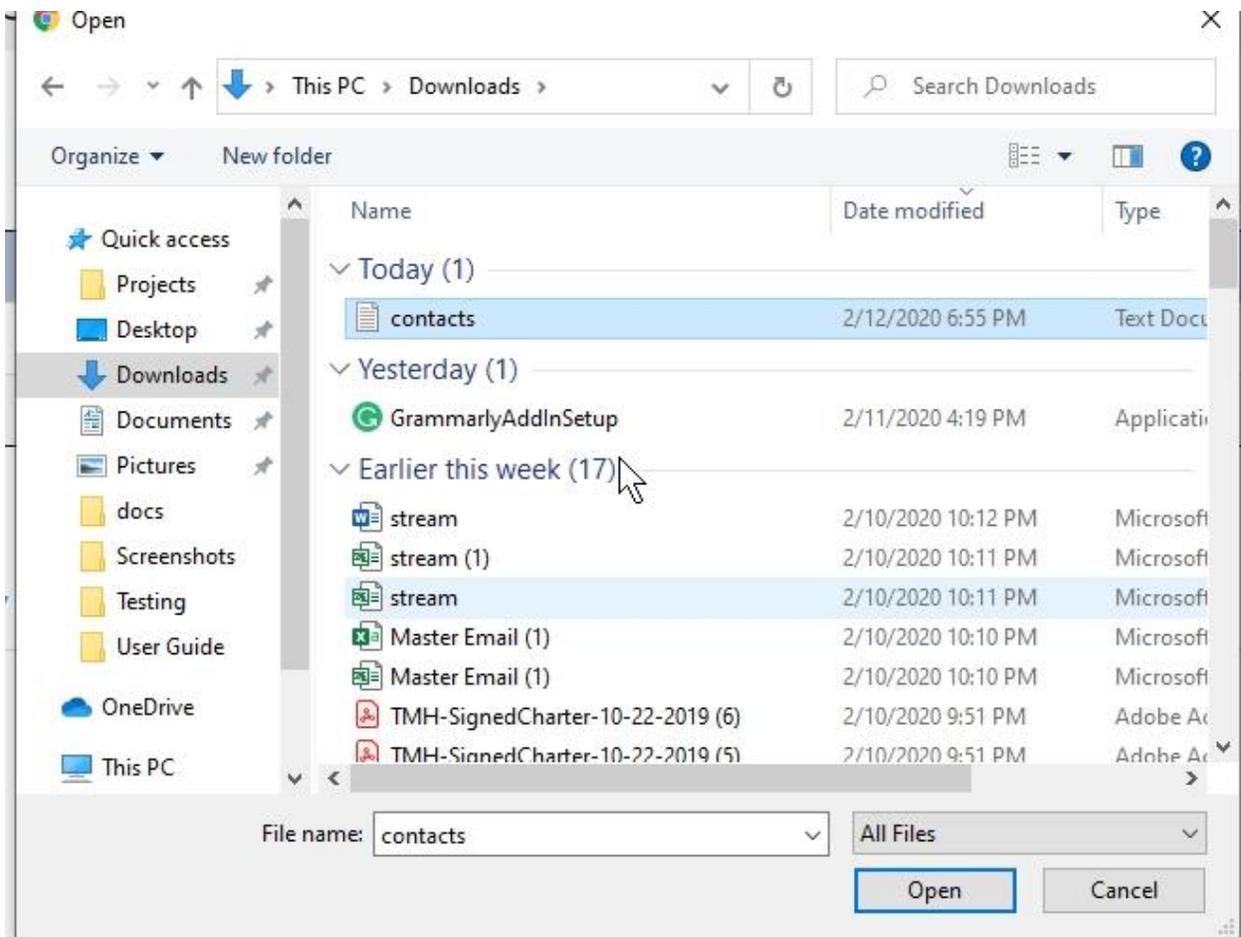
Jane,Smith,jane.smith@email.com  
Eric,Jones,eric.jones@email.com  
Susan,Blank,sblank@email.com

A typical filename extension used for the files are .csv or .txt

Once the import file is created, import the contacts into the Bulk Mailer can be accomplished by selecting the Bulk Import tab item.



Selecting the Choose File button will open the file dialog that will allow the user to select the contacts CSV file that will be imported into the application.



Once the file has been selected, select the **Open** button to load the file, from here, click on the **Import** button to begin the import process.

Show 10 entries Search:

First Name	Last Name	Email
Eric	Advincula	eric.advincula@gmail.com
Eric	Advincula	eric.advincula@mohavecounty.us
Steve	Engle	steve.engle@mohavecounty.us

Showing 1 to 3 of 3 entries Previous **1** Next

The following grid will be refreshed once the import process has been completed (see screenshot below).

First Name	Last Name	Email
Eric	Advincula	eric.advincula@gmail.com
Eric	Advincula	eric.advincula@mohavecounty.us
Susan	Blank	sblank@email.com
Steve	Engle	steve.engle@mohavecounty.us
Eric	Jones	eric.jones@email.com
Jane	Smith	jane.smith@email.com

Showing 1 to 6 of 6 entries

Previous 1 Next

## Creating Emails

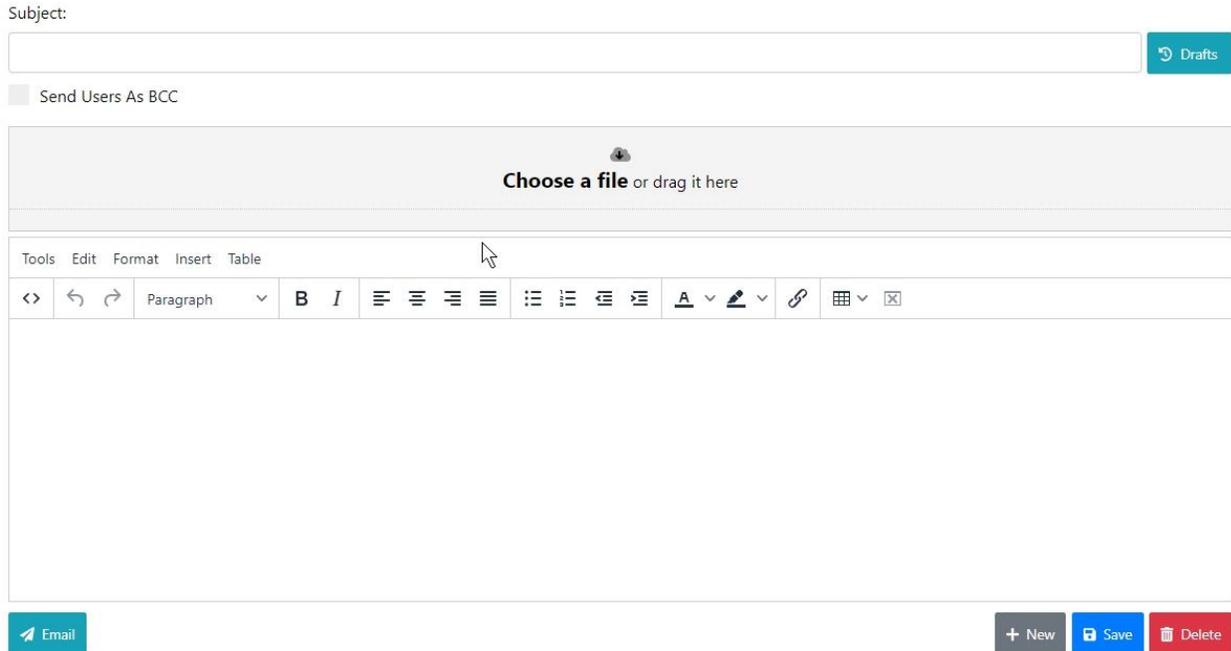
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The Bulk Mailer Email section is the screen where emails are created and submitted. Emails created are specific to the selected group.

### *Email Screen*



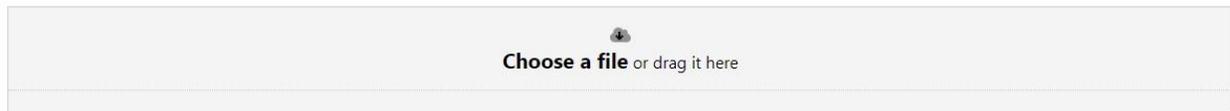
The Bulk Mailer Email section is accessible when clicking on the mail  icon (see screenshot below).



### *Creating and Saving Email*

Selecting the New  button will initiate the email screen to begin creating the new email. The primary sections of the screen are the attachment section and the email message editor. Emails that have **not** been emailed  can be saved  and edited at any time in the future.

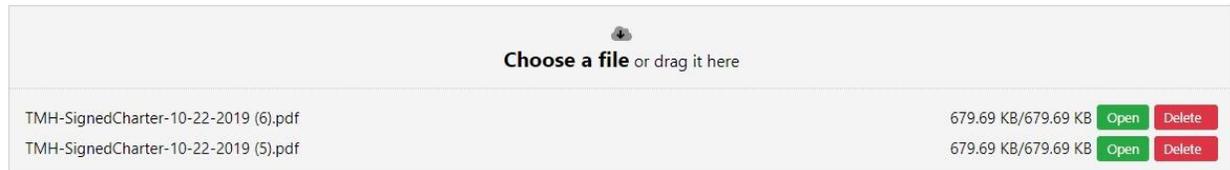
### *Working with attachments*



The Bulk Mailer allows multiple attachments on any given emails. The two methods for adding attachments can be accomplished by:

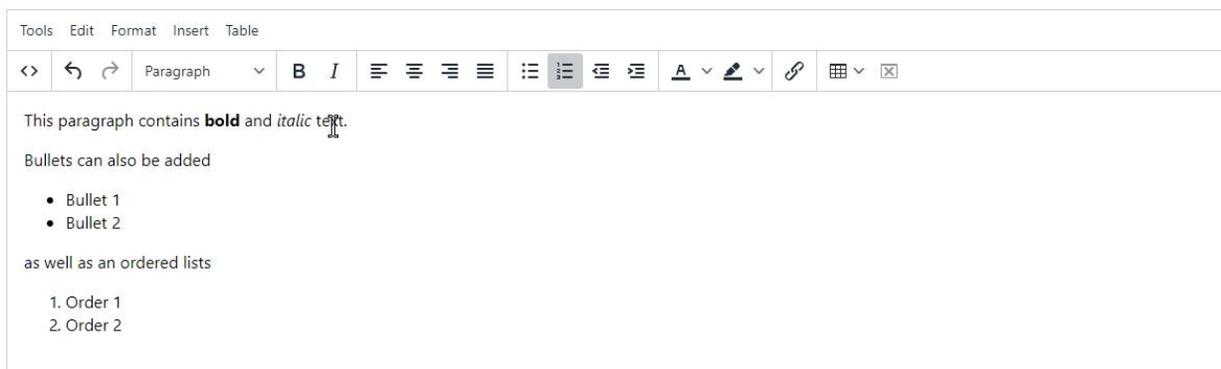
1. Clicking on the "Choose a file" link
2. Dragging and dropping files to the attachment container

Once a file has been completely uploaded, the files will be automatically listed with the options to Open  the document on the browser or download and Delete  to delete the attachment from the email.



### Editing Email Message

Creating the actual email message is accomplished using the editor component (see screenshot below). The message editor shares similarities to functionalities in Word, so users familiar with Word or any document editing software will find the message editor easy to use.



To edit the message for future use, Save  the email so it can be edited in the future. If you are ready to send the email, clicking on the Email  button will send your email out to the groups' recipients lists.

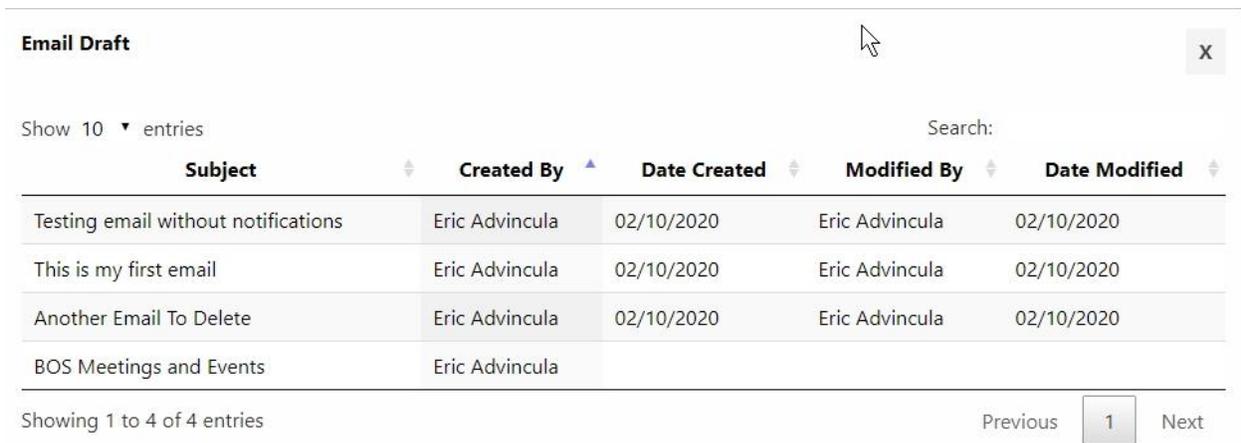
**Note:** Selecting the New  button will clear the current screen allowing the user the ability to create a new email message.

**Note:**

The checkbox  **Send Users As BCC** will determine how the recipients will be added to the email. By default, the recipients will be sent using the "To" field of an email. If the  **Send Users As BCC** is checked, then all recipients will be sent using the "BCC" field. The purpose of "BCC" is to hide the email address from appearing in the "To" field of an email. Otherwise, the email address will appear on the "To" field in the email and is viewable by all recipients.

*Retrieving Email Drafts*

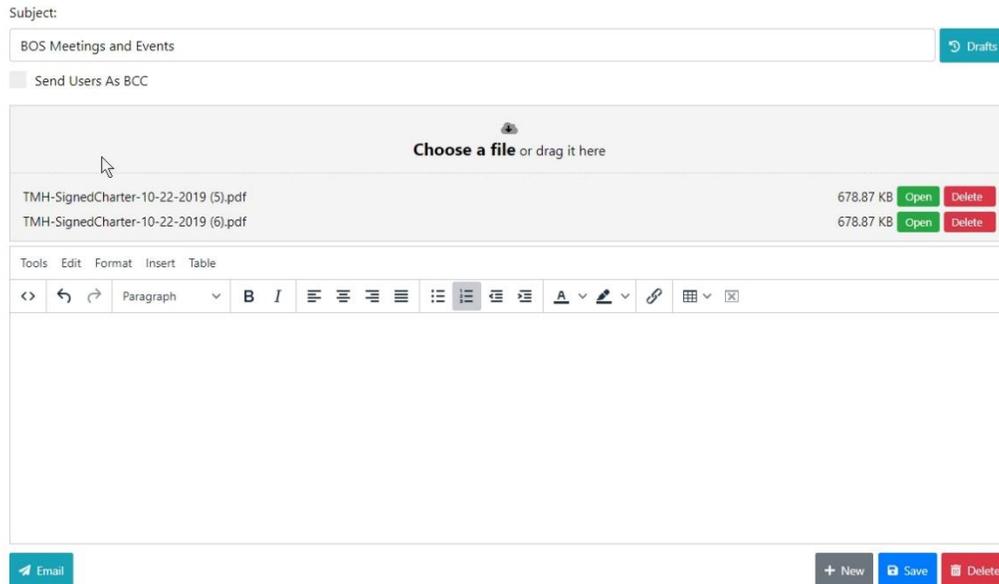
The Drafts  button is used to view all emails that have been created but not sent out. Clicking on the  button will open a dialog displaying a grid of those emails (see screenshot below).



The screenshot shows a dialog box titled "Email Draft" with a close button (X) in the top right corner. Below the title bar, there is a "Show 10 entries" dropdown and a "Search:" field. The main content is a table with the following columns: Subject, Created By, Date Created, Modified By, and Date Modified. The table contains four rows of data, all created by Eric Advincula on 02/10/2020. At the bottom, there is a pagination bar showing "Showing 1 to 4 of 4 entries" and "Previous 1 Next".

Subject	Created By	Date Created	Modified By	Date Modified
Testing email without notifications	Eric Advincula	02/10/2020	Eric Advincula	02/10/2020
This is my first email	Eric Advincula	02/10/2020	Eric Advincula	02/10/2020
Another Email To Delete	Eric Advincula	02/10/2020	Eric Advincula	02/10/2020
BOS Meetings and Events	Eric Advincula			

Selecting from the list of email subjects will retrieve the email and populate the email screen with the selected emails' previous data.



This email can be continuously worked on and saved  for future use.

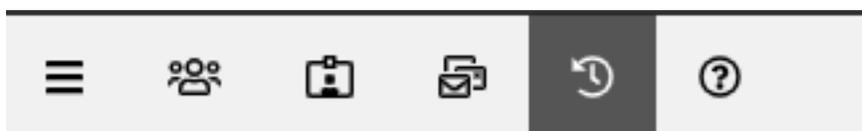
**Note:** As a reminder, that once an email has been sent , it will no longer be viewable when selecting the Draft  button, but will be accessible in the Bulk Mailer Email History screen.

## Email History

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The Bulk Mailer History allows users to view previously sent email content. Aside from the email message, the history screen also shows statistical information about the creator, modifier, and person who sent the email.

### *Email History Screen*





The Bulk Mailer History section is accessible by clicking on the history icon. Once active, the grid will be populated with all group emails that have been sent. The defined columns contain event information about the user and dates of when an email was created, modified, and emailed.

Show 10 entries

Search:

Subject	Created By	Date Created	Modified By	Date Modified	Emailed By	Date Emailed
Email with attachment	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Personal Email	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Todays Email 2/11 9:25AM	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Sending email using bcc	Eric Advincula				Eric Advincula	02/11/2020
Annoucement 2/11	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
From Barbara	Eric Advincula				Eric Advincula	02/11/2020

Showing 1 to 6 of 6 entries

Previous 1 Next

On large resultsets, searching for a particular email can be easily accomplished by using the search field located on the top right corner of the grid listings. The search field will search on any matching entries on all the columns.

Show 10 entries

Search:

Subject	Created By	Date Created	Modified By	Date Modified	Emailed By	Date Emailed
Email with attachment	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Personal Email	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Todays Email 2/11 9:25AM	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Sending email using bcc	Eric Advincula				Eric Advincula	02/11/2020
Annoucement 2/11	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
From Barbara	Eric Advincula				Eric Advincula	02/11/2020

Showing 1 to 6 of 6 entries

Previous 1 Next

For example, searching for emails with the pattern "Email" will return a result set with only those emails with the Word email in any of the columns.

Show 10 entries

Search: email

Subject	Created By	Date Created	Modified By	Date Modified	Emailed By	Date Emailed
Email with attachment	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Personal Email	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Today's Email 2/11 9:25AM	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Sending email using bcc	Eric Advincula				Eric Advincula	02/11/2020

Showing 1 to 4 of 4 entries (filtered from 6 total entries)

Previous 1 Next

### Viewing Sent Email

Viewing the actual email can easily be accomplished by clicking on the row that you are looking to view (see screenshot below). Once selected, the message will be displayed directly under the grid listing.

Show 10 entries

Search:

Subject	Created By	Date Created	Modified By	Date Modified	Emailed By	Date Emailed
Email with attachment	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Personal Email	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Today's Email 2/11 9:25AM	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
Sending email using bcc	Eric Advincula				Eric Advincula	02/11/2020
Annoucement 2/11	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020	Eric Advincula	02/11/2020
From Barbara	Eric Advincula				Eric Advincula	02/11/2020

Showing 1 to 6 of 6 entries 1 row selected

Previous 1 Next

Hi Eric,

Hope you had a great weekend! Here are the headshots the managers had taken last week. Just in case, here are their full names, even though I am sure you know or have them.

Lynne Valentine  
Melissa Palmer  
Ron Balsamo  
Tiera Morrison

Please let me know if you have any questions, or concerns. My Vital Records lady is back from vacation, so I no longer have to cover the department. I'll start working on populating the division pages you have set up. And, I showed them to Melissa Palmer. She says they look great!

Thanks Eric, have a good day!! Barbara