

Vantage21st

Websites for Artists

New Media Marketing That Works!

How to Send Bulk Email

I. Individual email messages with a twist

1. Create a generic “Dear friends and family” message in a Word processor like MS Word or **Open Office**, a **free** suite of office applications for Mac & Windows.
2. Copy the generic message to the clip board.
3. This is what happens when you select **Edit > Copy** or use the keyboard command **Ctrl + C** on Windows or **Command + C** on a Mac.
4. Using your email application of choice open an email message window addressed to the recipient.
5. Paste the generic message from the clipboard into the email message.
6. Attach and/or embed an image.
7. Send the email.

II. Email Distribution Lists, an Overview

Most email application programs like MS Outlook, Outlook Express, Mac Mail and Mozilla Thunderbird and online email services like Gmail, Yahoo! Mail and Windows Live Mail (Hotmail) offer a way to create an email distribution list.

When creating an email distribution list you assign multiple email addresses to one list. When you send an email to “the list” all email addresses (people) assigned to the list receive the email. This is the easiest way to get one email message to many people.

Given the vast number of email applications and online mail services not to mention the many active versions of these applications in use, it is impractical to attempt to write a guide for every program and version of same and email service.

III. How to Set up Email Distribution Lists

Here are a few links to instructions for how to set up a distribution list using the most popular email programs and services.

If these instructions are not clear to you use Google and search for the email program or service name plus the phrase **distribution list**.

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How to Set Up Email Distribution Lists (CONTINUED)

The following links lead to distribution list set up guides. There are many more tutorials. If one of these does not make sense, search for another one.

For example if you were looking for instructions on how set up an email distribution list in **Mac Mail** you would Google this set of search words: **mac mail distribution list**.

If you were searching for instructions for how to set up a list in Gmail, use the search keywords "**Gmail distribution list**"

MS Outlook 2010

<http://support.microsoft.com/kb/284292>

MS Outlook 2007

<http://cybernetnews.com/distribution-list-in-outlook-2007/>

MS Outlook 2003

<http://office.microsoft.com/en-us/outlook-help/create-a-distribution-list-HP005257801.aspx>

MS Outlook Express

<http://www.freemailtutorials.com/outlookExpress/addressBookAndContacts/create-contact-groups-in-outlook-express-distribution-list.php>

Windows Live Mail

<http://www.freemailtutorials.com/windowsLiveMail/addressBooksAndContacts/createContactGroups.htm>

Yahoo! Mail

http://email.about.com/od/yahoomailtip1/qt/How_to_Create_a_Mailing_List_in_Yahoo_Mail.htm

Gmail

http://www.timeatlas.com/email/general/creating_distribution_lists_in_gmail
<http://mail.google.com/support/bin/answer.py?answer=30970>

Mac Mail

<http://newmacuser.com/reader-question-how-do-i-make-a-distribution-list-in-mail/>

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