

Tips for Email Mailings with careLINK

Do a test mailing to yourself

You should already have your own contact record on careLINK

- Make sure your email address is filled in
- Use the 'Tag' button to 'exclude' ALL contacts
- Find your record and 'untag' it
- 'Untag' any other people/staff you want to send the test mailing to
- Do the mailing

Controlling mailings to large sets of contacts

If you "turn off" your internet access **before** you do mailing, you can then check the emails and choose when they actually get sent.

- Open Outlook
- Click on the "Send/Receive" tab
- Click "Work Offline"

- Do the mailmerge in careLINK
- All the emails will get stored in your Outbox folder

- Move the emails from the Outbox folder into the Drafts folder (or even better into a sub folder in Drafts)
- Click "Work Offline" again

- Now you can check your emails and move blocks (or all) of them into the Outbox folder when you're ready