



HOW TO MASS EMAIL

After you have given careful consideration as to whether or not you really should be sending out a mass email, if you decide that a mass email is needed, then you should follow the instructions below.

1. Check with your ISP and make sure that they allow you to send out large amounts of email at one time and also watch how many go out in an hour. Comcast stops your mass email after 100. You have to send only 99 at a time and that is about the limit per hour. Knology turns off your ability to send ANY email for a few hours based on how many emails you send per hour also but we believe the limit to be 200.
2. Contact NABOR for a current MLS roster in Excel Format—text file.
3. EXTREMELY IMPORTANT STEP! Open the excel text file and click on the top of the column to select all of the email addresses and COPY (go to Edit menu and click on Copy).
4. Open Outlook Express or Outlook and right click in BCC; Paste. ****DO NOT PLACE THE EMAIL ADDRESSES IN THE TO: OR CC: FIELDS.**** If you need help finding BCC: you should call NABOR. Go to the top of Outlook Express and select "Check Names"; this will verify the addresses are in email format. Type a subject and a message in the body of the email and "SEND". Be patient it will take a minute or so to send some 450 emails.