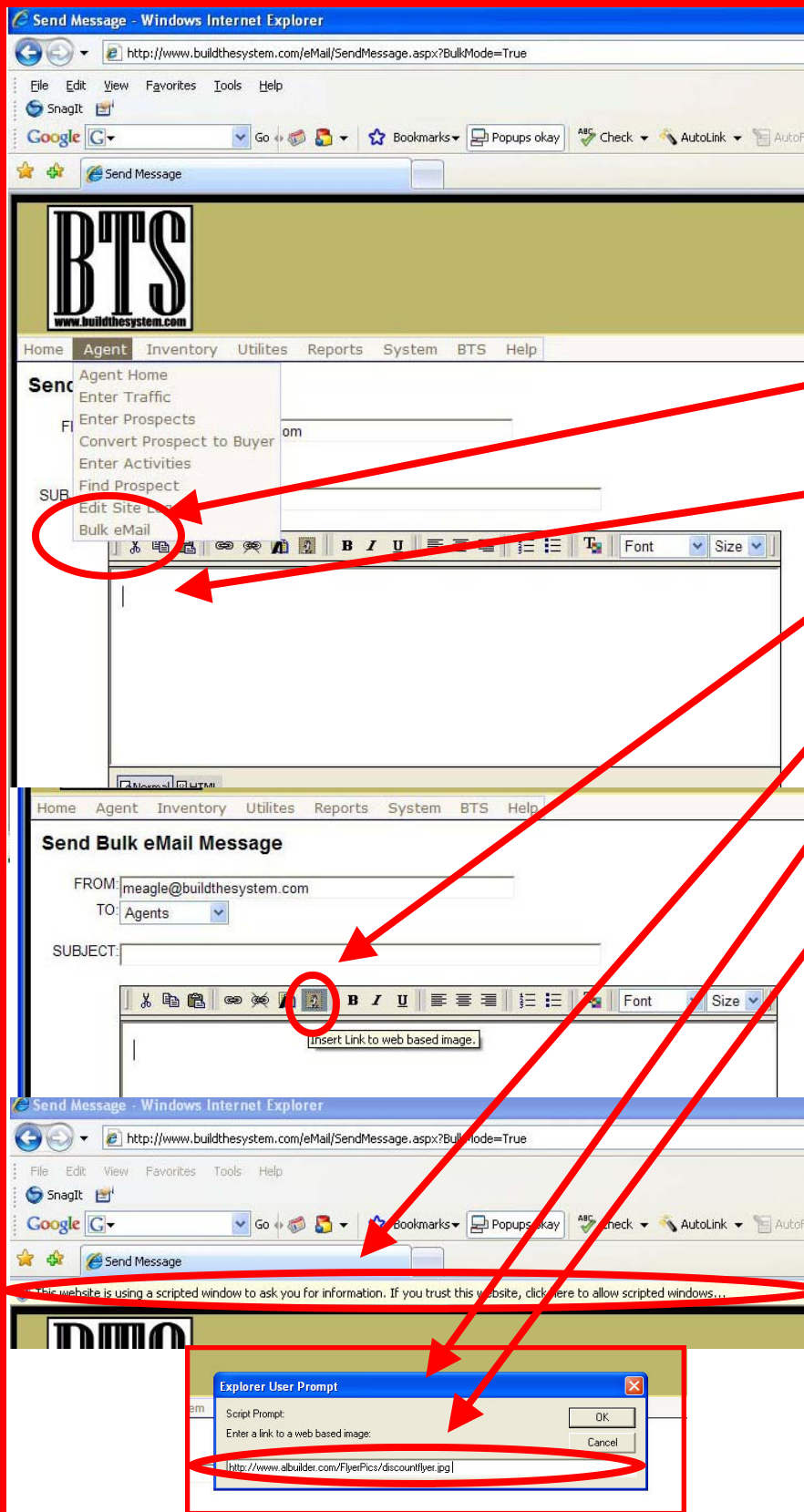


# Sending a bulk email with an HTML flyer

For those of you who do not speak computer, that means sending an email so the flyer shows up in the body of the email without having to open an attachment.



Prior to attempting to send a bulk email flyer you will need your flyer complete, ready to send, and saved as a web based image on your appropriate server. Typically (.jpg) files work best. In most cases your technology person or web person can assist you in saving the flyer to the web. Once your flyer has been saved to the web, your tech person will need to email you a link to the image. The link will look something like the link below (<http://www.yourwebsite.com/Flyer/discflyer.jpg>)

Once you have the link

**STEP 1** Log into BTS and go into your bulk email screen by mousing over agent and clicking on the bulk email selection. The bulk email screen will open.

**STEP 2** You will have the opportunity to put the subject in and any text you would like to have in the message prior to the flyer.

**STEP 3** Click the insert web based image button. Often when this button is pressed your browser will attempt to warn you about using scripted images and a warning window will pop up.

**STEP 4** Click on the warning and this will allow you to temporarily perform this function.

**STEP 5** Click on the insert web based image button a second time and a window will appear for you to insert the link your tech person emailed to you.

**STEP 6** Copy and paste the link in the box and press OK. You will see your image in the body of the email.

**STEP 7** Select the group you wish to send the flyer to and hit the send button. You have just sent your HTML flyer.

**WARNING** please remember that AGENT level access will send to only the folks the agent has entered into the system, the MANAGER or SYSTEM level users will send to all people associated with the community.

As always if you have any problems performing this please hit your Help and Support button. We will be happy to walk you through the steps until you are familiar with the process.

**HELP & SUPPORT**