

CONTACT TRAINING

infoodle
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SENDING EMAILS
STUDENT HANDBOOK

1
LEVEL

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INFOODLE CONTACT TRAINING

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Infoodle Contact

From the contact page you can send and receive emails, texts, letters and print labels. Depending on the package your organisation has and what permissions have been set in your role, will determine what you can do.

The contact page is found by clicking on the contact tab near the top of your screen, above the search bar.

Sending an email from the contact pages

The contact default setting will take you to the email page.

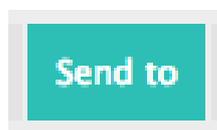
1. Send From

This first page shows who the email is sent from. If you have an infoodle inbox (details how to get this in level 2 training) you can choose to have replies go to your infoodle inbox or to your normal email inbox ie. google, outlook etc. Also your inbox reply account number may be visible if you have this setting.

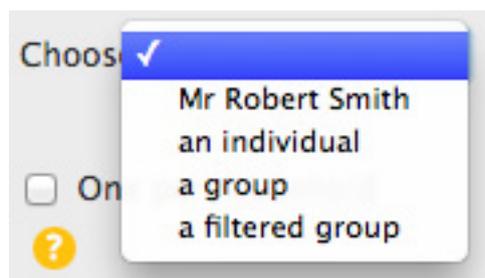
If you do not have an infoodle inbox, replies will come to your normal email account.

2. Send to

Click on **send to**.



Choose individuals an/or groups. You can make more than 1 selection of individuals and groups.



1 infoodle contact training

Start typing the individual's name. Click on the person you want.

Choose **an individual** bob

One per household ?

- Albert Mr Kent
11 Mayfair Sr
- Brown Bobby
934 Cameron Road
- Dagg Mr Bob
16 Blue Heron Rise, Stanmore Bay
- Ramsey Mr Bob
44 Rewa Rewa Place

His /her name will appear in the box above.

Mr Kent Albert X

Choose **an individual**

You can build up a list of people and groups. The X beside will remove from the list.

Mr Kent Albert X Miranda Hart X - Newcomers Lunch [38] X Alpha Course Team [10] X
Seniors in the Word [13] X

Choose **a group** Seniors in the Word [13]

Tick the box for one email go out per household.

By default the system will take out those with no email address and any double up email addresses.

You can deselect someone by ticking the box on the left of the screen. Then close.

One per household ? **EDIT LIST**

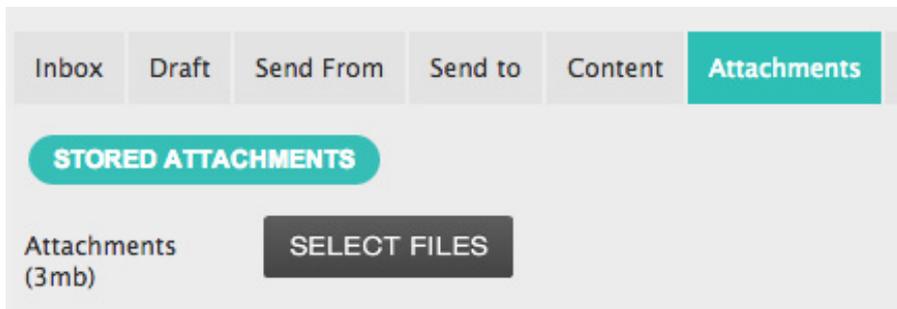
Close

4. Attachments

Click on the Attachments tab.

Then click on Select files an attachment should not be more than 3mb.

Select your file in the normal way. You can choose to store files for selection next time.



5. Signature

You can create your own footer or signature.



To create the footer click on **edit**.



Once you have created your signature, type in the template name and save.

To change your footer at any time just click on **edit**.



When adding an image to your signature it must not be a PDF.

If you have more than one signature, you may want to select one as a default. Simply tick the box when saving.



6. Send

Select **send**.

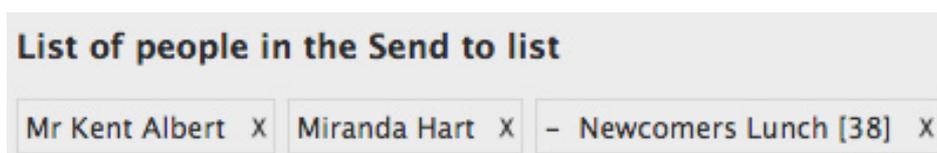
Choose who will have visibility in infoodle of the email once it has been sent. This email will be recorded in the history tab of each person that it is sent to.

Just Me - Just you.

Group - All full members or administrators of the group you select by clicking in the box and selecting the group.

Anyone - Anyone but only those who have been given permission in their roles to see content.

Edit list - Then you will see a detailed list of the individuals.

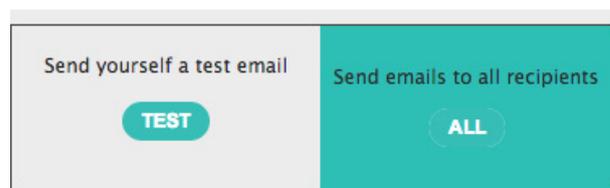


infoodle will not send to an empty email address and will not send to duplicate email addresses.

Now you can send.

Click on **all**.

If you wish you can first send a test to your self.



You will now see to the right the number of emails have been placed in the queue and will be sent shortly.

Sending an email from an individuals profile page

Click on an address and this then takes you directly to the Contact pages.



Congratulations you have now completed

infoodle contact training **Level 1 - Sending Emails**

Further training is available in the help system including

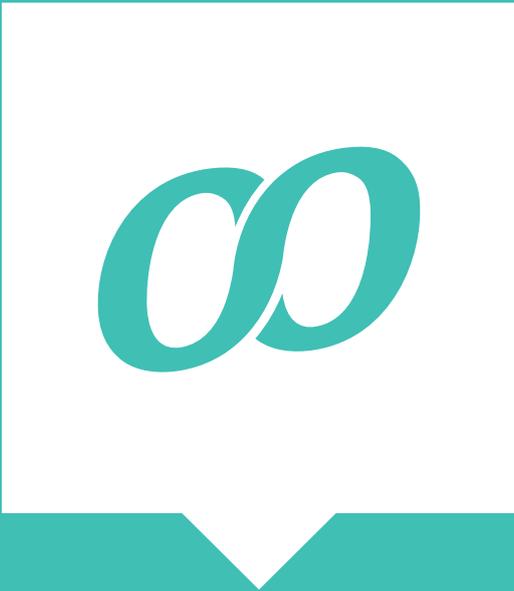
Level 2 Training will demonstrate how to receive emails, Find email history, Select filtered groups for emailing and insert images.

Sending texts, letters and labels will be covered in **Contact Training level 3.**

Why do we use Infoodle?

Infoodle is a tool that not only has cool features but is used to equip you and your organisation to do the job you are required to do. That is to care, include and encourage everyone in your community.

In the church setting this means, infoodle is a tool to help equip the saints to fulfil their ministry and to build up the church. Ephesians 4:12



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MANAGE

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Certificate of Completion

has successfully completed

**infoodle contact training
level 1**