

How to Send a Mass Email

You have a large number of Guest Cards in Yardi so let's reach them all at once!

1. Go to your **Outlook** Account and sign in.
2. Click on New Message or New Email
3. Using the guest card list from **Yardi**, copy and past all the email address into the **BCC** section.
NOTE – Make sure to use the **BCC** option. (If you do not see **BCC**, you can enable it from settings or contact IT for assistance) (For Yardi assistance, please contact your supervisor)
4. Add your subject line – see below examples. Where it says **Add a subject**, type the one you like best from the list.
5. Copy the email template below. To copy, start your mouse in front of the first word and hold down **the left mouse button**. While holding down the left button, move your mouse to the last word you want to copy and that should highlight the email. Once you have moved the mouse to the end, let go of the left button, right click on the highlighted text and click on **COPY** from the pop-up menu.
6. **Paste** the email template in the email you already started in Outlook. Move your cursor to the beginning of the email, right click, and choose **PASTE** from the pop-up menu.
7. In the template, you will see **fill-in-the-blank** spots. Please make sure to delete the black line and replace it with the information in it (*community name, phone number, city, your name*).
8. Once that is all done and you have filled in the blanks, hit **send** at the bottom of the page. It may look like a paper airplane.

Looking for a new place to call home?
Current Apartments Available!

Only # Senior Apartments Open!
No Waiting for Your New Apartment

Hello again,

Still looking for a new place to call home? We would be happy to schedule a tour and show you community name.

We recently had some apartments come open and we know they won't last long! If you would like a tour, more information, or have questions, please call our office at phone number. I look forward to showing you our community and answering questions you may have about our amenities. This could be your new home in city!

Please let me know how I can help you complete an application so we can get you moved into your new apartment! Please call phone number for a tour or information. **Don't miss out on this chance to move into this new apartment!**

Thanks,

Your Name

This property does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities. TTY: 771