Bulk Email Users

The **Email Users** functionality allows administrators to email users with notices or important information. There are a variety of presets that allow you to chose your recipients.

Quick Steps:

1. Hover over **User Management** and Click **Email Users**.
2. Choose a **User Type Group**.
3. Select recipient filters using **Filter by, Select by Lot, and Select by Locker Area,** as applies.
4. Click on **Prepare Email.**
5. Click **View Recipient List** to verify recipients. You also have the option to **Export the Recipient List**.
6. **Compose** your email, add attachments if needed.
7. Click **Send Email**.
8. Confirm by clicking **Yes**.
9. Wait for the confirmation message that your email has been queued.

Step-by-Step Instructions:

1. **Navigate Email Users page:** Hover over **User Management** in the main menu. Click on **Email Users**.
2. **Select user group to email:** Select the desired group to email.
3. **Choose user filters:** The **Email Users page** will open, allowing you to choose conditions and filters for your recipients. For example, selecting the **User Type Group** as **Staff** will send the email to all staff members. If you choose **User Type Group: Staff** and **Company Staff Lot**, the email will be sent only to staff members who park in the company staff lot, and so on. If you wish to select multiple filters hold control and click on the filters that apply. To deselect a filter already selected, hold control and select the individual filters you wish to remove.
4. **Prepare email:** After selecting your recipient list, click the **Prepare Email** button.
5. **View recipient list:** Click the **View Recipient List** button to review your email recipients.
6. **Create email** Type in a **Subject** and a **Message**.
7. **Attach files:** If needed, attach files by clicking the **Choose File** button.
8. **Send email:** Once your email is ready, click the **Send Email** button.
9. **Confirm:** A confirmation dialog will appear. Click **Yes** to confirm.
10. **Confirm email was sent:** A message stating **Mail message has been queued for delivery** will display.