

Boombastic Big Show Event for Corporate (Brochures and Flyers)

The following attachments are allowed to be emailed as an attachment to send to CORPORATE customers.

To attach a brochure or flyer do the following ...

1. Download the attachments to your computer by clicking on them.
2. Search for the customer and open the customer details page.
3. Press the Send Email Button.
4. Select your email template.
5. Enter your subject heading.
6. Enter the information on the body of the email window.
7. Click on the button SELECT FILE under the attachments heading (near top right).
8. Find the location of where you saved or downloaded the brochure on your computer.
9. Select the correct file (make sure it is the correct file).
10. Press OK.
11. Check that the correct file is attached.
12. If you want to attach more than one file, repeat steps 7 to 11 again on each Select File row. (only 5 attachments are allowed to be sent per email).

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Unique solution ID: #1208

Author: n/a

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