

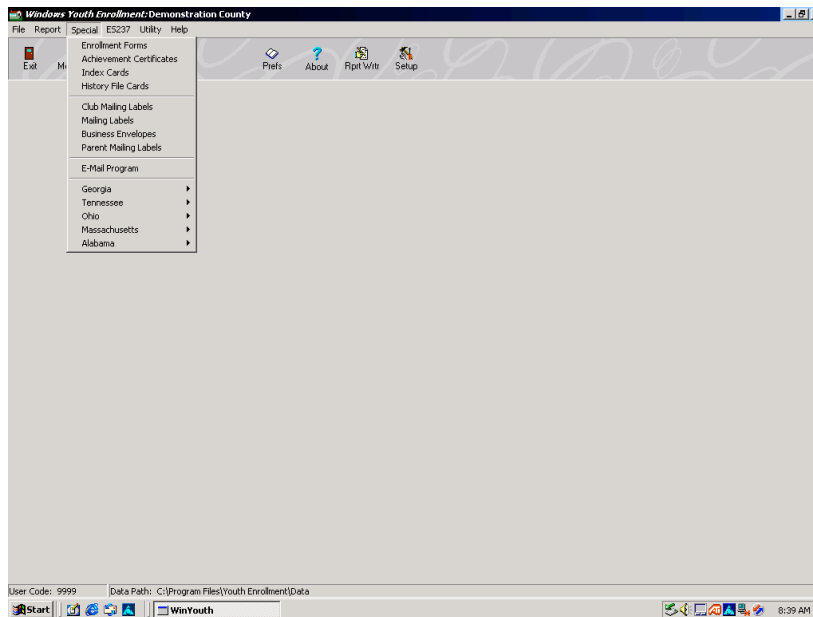
Email within Youth Enrollment

The Blue Ribbon Youth Enrollment program now contains its own email system that provides the ability to control the batch size of emails that are sent as a group.

NOTE: To use this utility, email capability must be already available on the computer to be used for Youth Enrollment email. This is a supplemental program to a standard email program.

The setup for this option is found in the Email Program. This utility can be used as a stand-alone system. The parameters set in this program also control emails sent from the queries and the mailing labels utility.

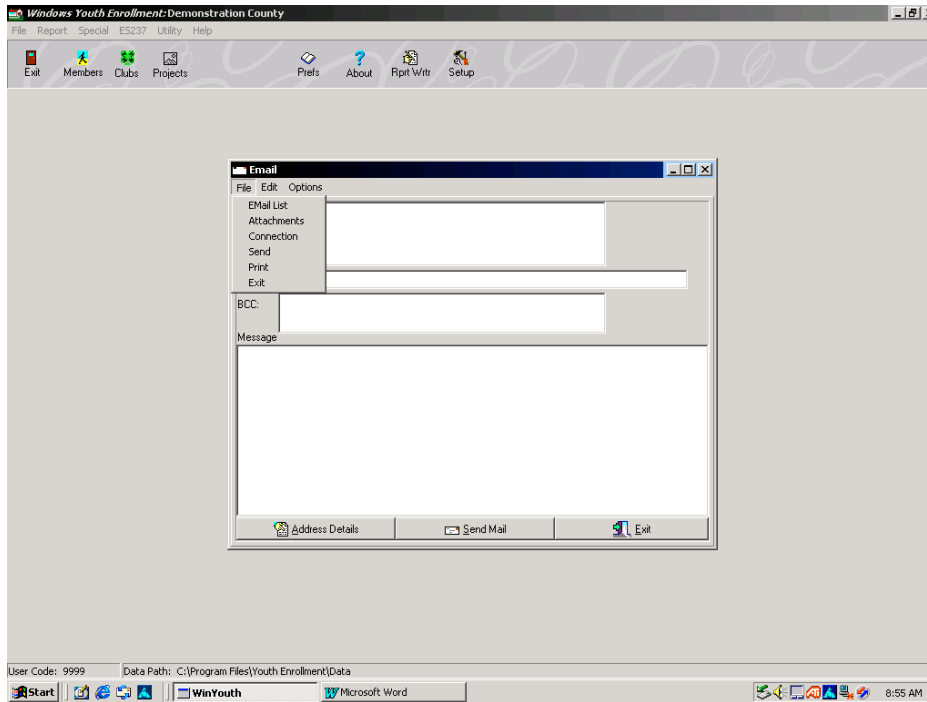
To access the email utility, go **Special|E-Mail Program**.



Email Options:

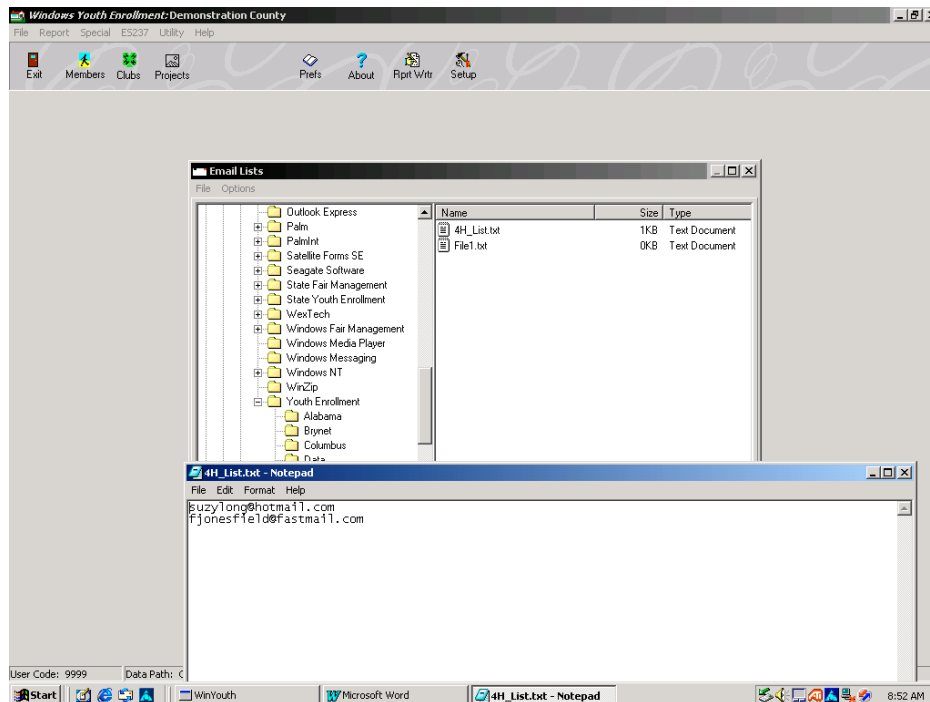
The Email Program allows the user to:

- Create email lists
- Include attachments to email
- Set up email connections
- Send and print email



Create an Email List:

The user can create a new email list, select the list to use for an outgoing email, or edit email lists. The email list window appears in the familiar Windows Explorer format. Go **File|E-Mail List**. The email list screen will appear.

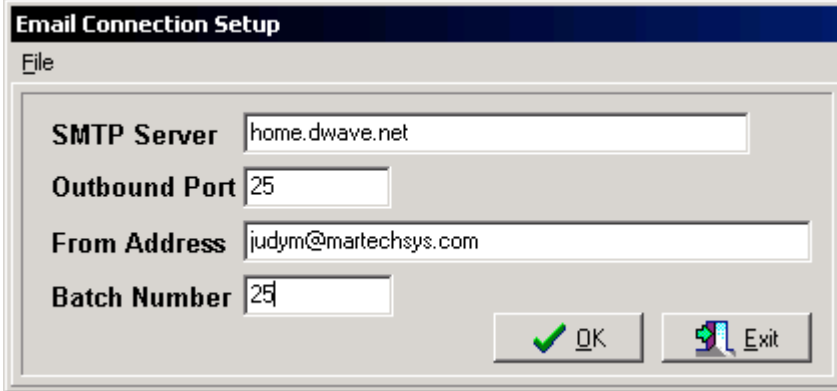


Create A New List:

1. Go **Options|New List**. A new file is created on the right side of the screen. Right click on the file to rename it.
2. Double click on the newly created file to open it in Windows Note Pad. Email addresses can be typed into the list. Note the above illustration.
3. Go **File|Save** and the email file will save in the **Mailist** folder that is automatically created under the Youth Enrollment folder.
4. An email file can also be created in the queries and saved to this folder. This file can then be reused without re-selecting the list each time from the query screen.

Email Connection Setup:

The setup screen makes the connection between the email utility and the email server set used with this particular computer. These settings **MUST** be established to make the email utility work from this email screen or from the query screens.



The screenshot shows a dialog box titled "Email Connection Setup" with a menu bar containing "File". The dialog contains four input fields: "SMTP Server" with the value "home.dwave.net", "Outbound Port" with the value "25", "From Address" with the value "judym@martechsys.com", and "Batch Number" with the value "25". At the bottom right, there are two buttons: "OK" with a green checkmark icon and "Exit" with a red X icon.

Setting Definitions:

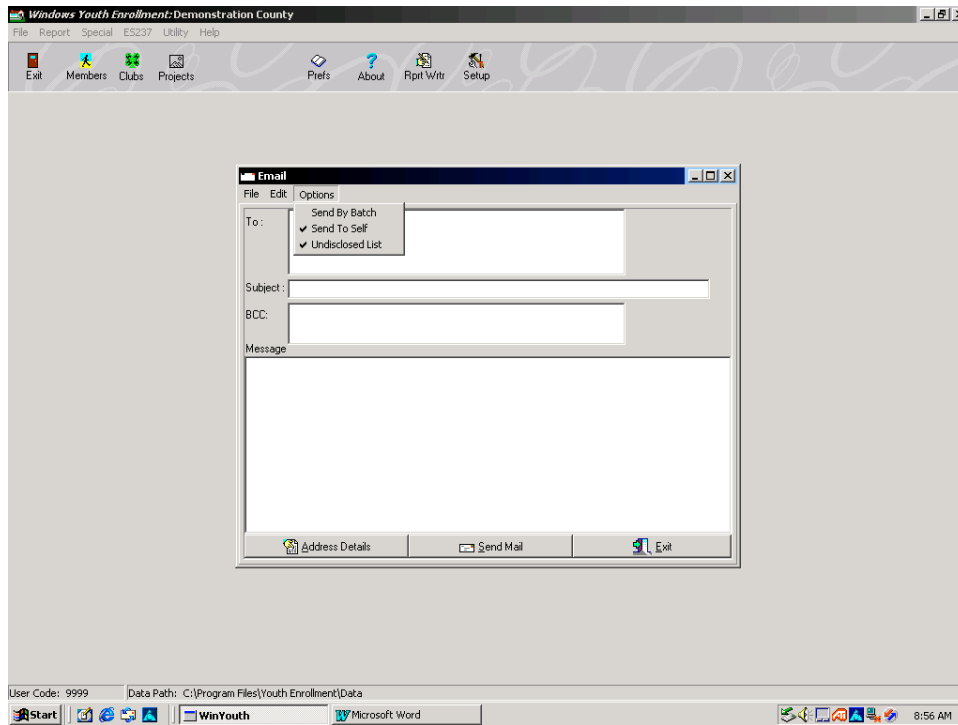
SMTP Server: The internet service provider used by your system. This address can be found in the email setup of the computer itself.

Outbound Port: The default setting is 25. This setting can usually remain at 25.

From Address: This is the 'Reply To' address. It is included on all emails as the sender of the email.

Batch Number: This option controls the number of emails that are sent at one time. In the above example, 100 emails would be sent in 4 batches. This prevents the flooding of the email service.

Additional Options:



The options screen establishes how the emails are to be sent. Click on the specific options that are to be activated. The checkmark indicates that the option is set for use.

Send By Batch: This is the off/on switch for use of the batch option.

Send to Self: This sends a copy of the email to the address that is set up as the sender (From Address on the Connection Screen).

Undisclosed List: This option hides the recipient list from all recipients of the email. This prevents distribution of the email list to others.