DATA TEC
EASYDENT *eMail Blaster*

One Time Setup:

1) Download the eMail feature from the EasyDent web site.
Go to **www.ezdent.com** select the "**Support**" tab, select the "**Downloads**" button.
Click on the "**Add email Support Files**" link.
Download and run this on any computer where you wish to send emails from.
If you would like help doing this call Data Tec and schedule time for a technician to help you.

eMail Blast Steps:

1) Create your Newsletter or Advertisement that you wish to send. We suggest using Microsoft Word; you can find free Newsletter templates Online. Once you create your document and save it, then save it a second time as a "**PDF**" type file. These are the best type of files for emailing.

2) Compose a brief text document that you wish to use as in the Body of the eMail.

3) Create a list of patients to receive the email. You can do this with any EasyDent report that creates an **Account Number Work File**. For example: "**Patient Search by Criteria**", "**Patient Recall Search**", or "**Treatment Planning**".

4) From the "**Forms Menu**" select the "**eMail Blaster**" option. You must run this option on the same computer you used for **step 3**, immediately after running the step. On the eMail Blaster screen you will see a list of patients that you selected by running your report. Only patients that appear to have a good eMail address on their General Screen will be listed.

5) Scroll through the list of patients and un-check any patients that you don't want to send the eMail too.

6) Click the Red "Run" button, then the eMail Blast – Data Tec window will be displayed.

7) Fill out the light blue fields. Be sure to fill in the "Message Text" box with your brief eMail message from **step 2** above.

8) Use the Green "**Attachments**" button to add your **PDF** you created in **step 1**.

9) Press the Red "**Start Sending eMails**" button. This is the last step, monitor the process to ensure it runs properly.

Note: Remember eMails are dependent on several factors including; your Internet Service Provider, Correct & Current Patient eMail Addresses, and your patients seeing eMails (sometimes they go into the patient's spam folders).