

## Emailing in Contacts

### USING WINDOWS OUTLOOK

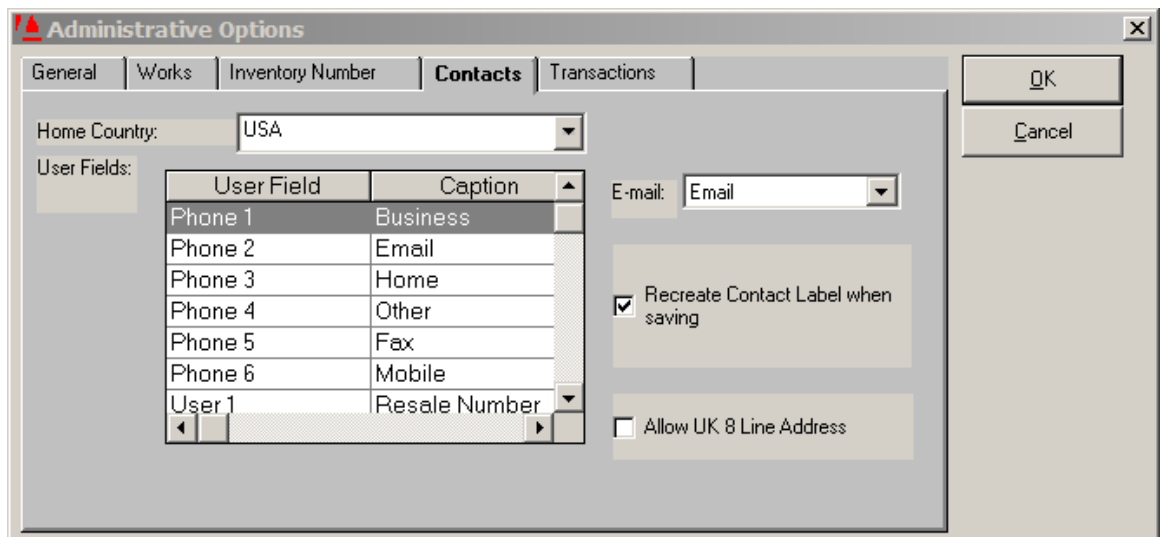
#### MICROSOFT OUTLOOK

*Microsoft Outlook* can be easily linked with *Artsystems* software. This link has the ability to send a single or mass email as well as provide the opportunity to save a copy of the email to each contact record for future reference.

#### SETTING UP

To set-up the ability to email contacts, declare one of the contact **phone** or **user** fields from which to email in the Administrative Options Contacts tab. Only one field can have this designation.

1. Open *GalleryPro* [or *Collections* or *Studio*] and select from the menu: Tools > Administrative Options > Contacts.
2. In the field labeled **E-mail**, choose the Phone or User field that will be designated as the email field. If the names of these fields have been customized, the user-defined name will appear in the list.



3. Click **OK**.

## EMAILING A CONTACT

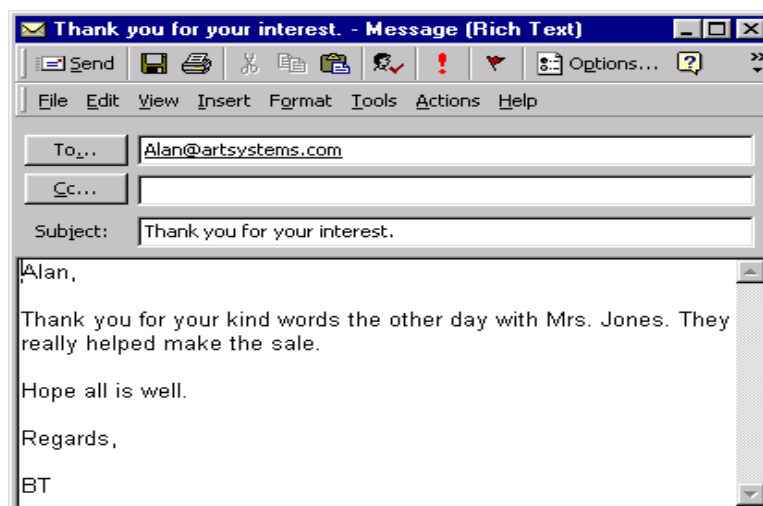
1. After the designated email field has been Setup, open the **Contacts** module.
2. The Form View of each contact record will have an arrow button to the left of the field declared for email. Clicking the arrow button starts the email process.

Business	(212) 620-5500	Resale Number	
Email	> sales@artsystems.com	Web site	www.artsystems.com
Home		Sig. Other	
Other		User 4	
Fax	(212) 741-1846	User 5	
Mobile	(917) 228-2834	User 6	

3. Upon clicking the arrow button, a small window will appear with the alert that to **save the email** when finished composing, **DO NOT** send through *Outlook*, rather, send by returning to the *Artsystems* application where a prompt will include a Send and Save option.



4. Click **Continue**.
5. An *Outlook* email form will appear as the front open window. If it did not appear as the front open window, find the email window minimized on the Start Tool Bar. At this point compose the Contact's email. Notice that the email address for the contact automatically appears in the **TO** field (or the **BCC** field if emailing a list of contacts).

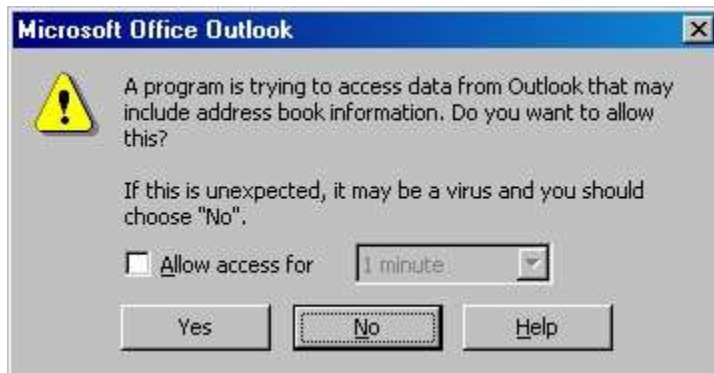


6. Once finished with the email, click back on the *Artsystems* application either by either minimizing the *Outlook* email or by clicking on *Artsystems* on the Start Tool Bar.
7. In *Artsystems GalleryPro, Collections, or Studio*, a message box asking if you would like to save a copy of the email to each Contact will appear. Press **Send**.

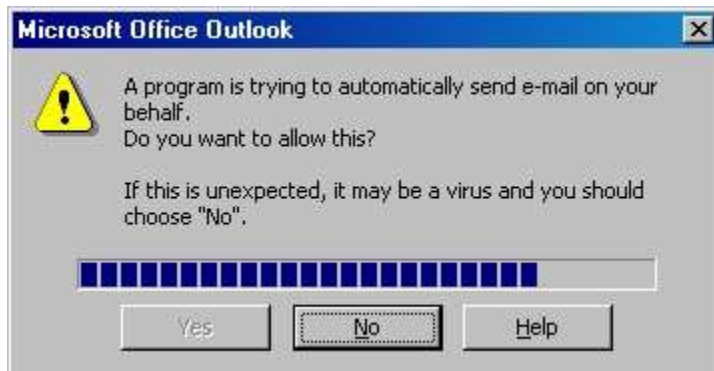


**NOTE:** Pressing Cancel will NOT send the email.

8. Choose to allow *Artsystems* access to send an email. Click **YES** to allow access for this one time or click a check and select a desired period of time from the drop down: 1, 2, 5, or 10 minutes. **NOTE:** the next two steps are new to *Outlook 2002* and above and were not required in *Outlook 2000*.



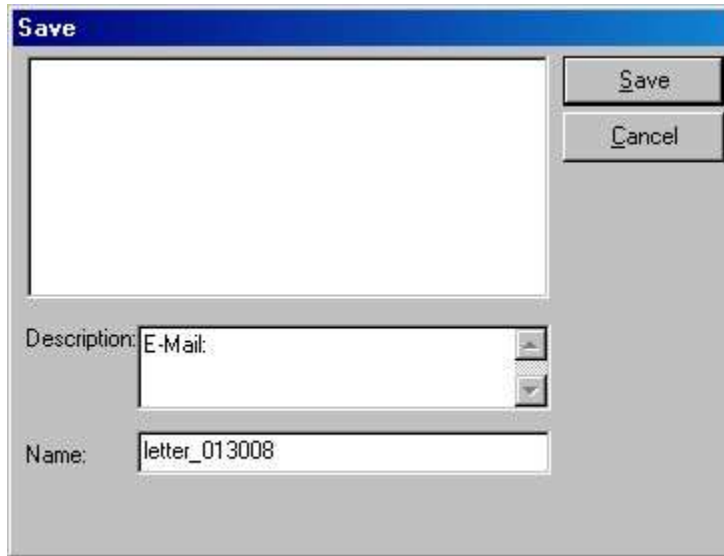
9. Next, confirm the choice to allow the *Artsystems* application to send the intended email with Outlook. Click **YES** when the progress bar has completed and the **YES** option becomes available. This may take a few minutes if emails are being sent to a large number of addresses.



10. The email has now been successfully sent.

### SAVING THE EMAIL TO THE CONTACT RECORD

After the email is sent a Save Window will appear to allow the option of saving the email to the contact record.



1. In the Name field, enter a descriptive name for the email file, then Click **Save**.
2. When you need to access the email for reference, browse to the contact Record then select the Arrow next to the **Open** Documents icon in the Tool Bar, then select the email from the list. A copy of the email will open.

### EMAILING A GROUP OF CONTACTS

1. Create a data set of the contacts for a group email by marking records, creating a set, or selecting a desired saved viewset or worksheet. Make sure all contacts in the group of contacts (data set) have email addresses in the designated E-mail User Field.
2. Select from menu File > Send E-Mail to list.
3. Follow the same directions as #3 – 10 above.

**If further assistance is needed, please contact Artsystems Support.**

**Artsystems Support 212-620-5500 x 2**

<mailto:Support@artsystems.com>