

acBulkMail

Product Manual

Version 2.0.0

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Introduction

Many ISP's are blocking the use of "spam email" due to the bogus emails that are sent. These emails are increasing becoming annoying and time consuming to look at, not to mention the waste of bandwidth usage experienced. As a result it is becoming increasingly difficult to send emails to customers that belong to your organization. The use of acBulkMail aims to overcome some difficulties of sent emails as well as control the emails that do get sent out to your clients, but in no way is trying to give organizations a tool to send out unsolicited or bogus emails. By using this product you are accepting that the use of this product is strictly for sending emails out to your own clients or to clients that have signed up for newsletters. The current laws of South Africa require you to have a unsubscribe link or method for any emails that are sent out in bulk.

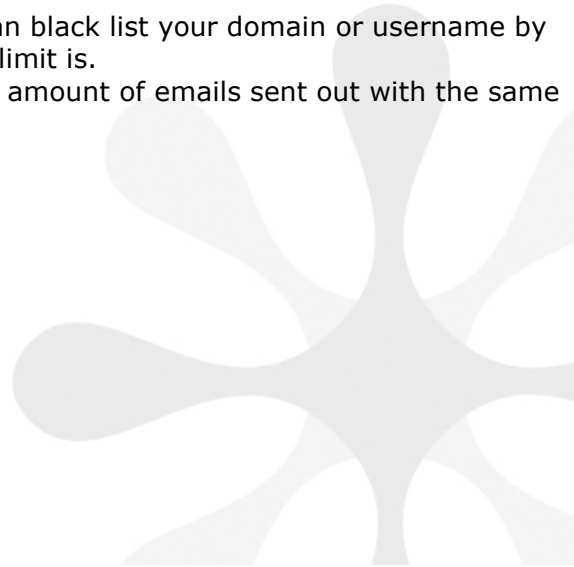
The term *spam* is derived from the Monty Python SPAM sketch, set in a cafe where nearly every item on the menu includes SPAM luncheon meat. As the server recites the SPAM-filled menu, a chorus of Viking patrons drowns out all conversations with a song repeating "SPAM, SPAM, SPAM, SPAM... lovely SPAM, wonderful SPAM," hence "SPAMming" the dialogue. The excessive amount of SPAM mentioned in the sketch is a reference to British rationing during World War II. SPAM was one of the few foods that were widely available.

Extract from Wikipedia: [http://en.wikipedia.org/wiki/Spam_\(electronic\)](http://en.wikipedia.org/wiki/Spam_(electronic))

Rules

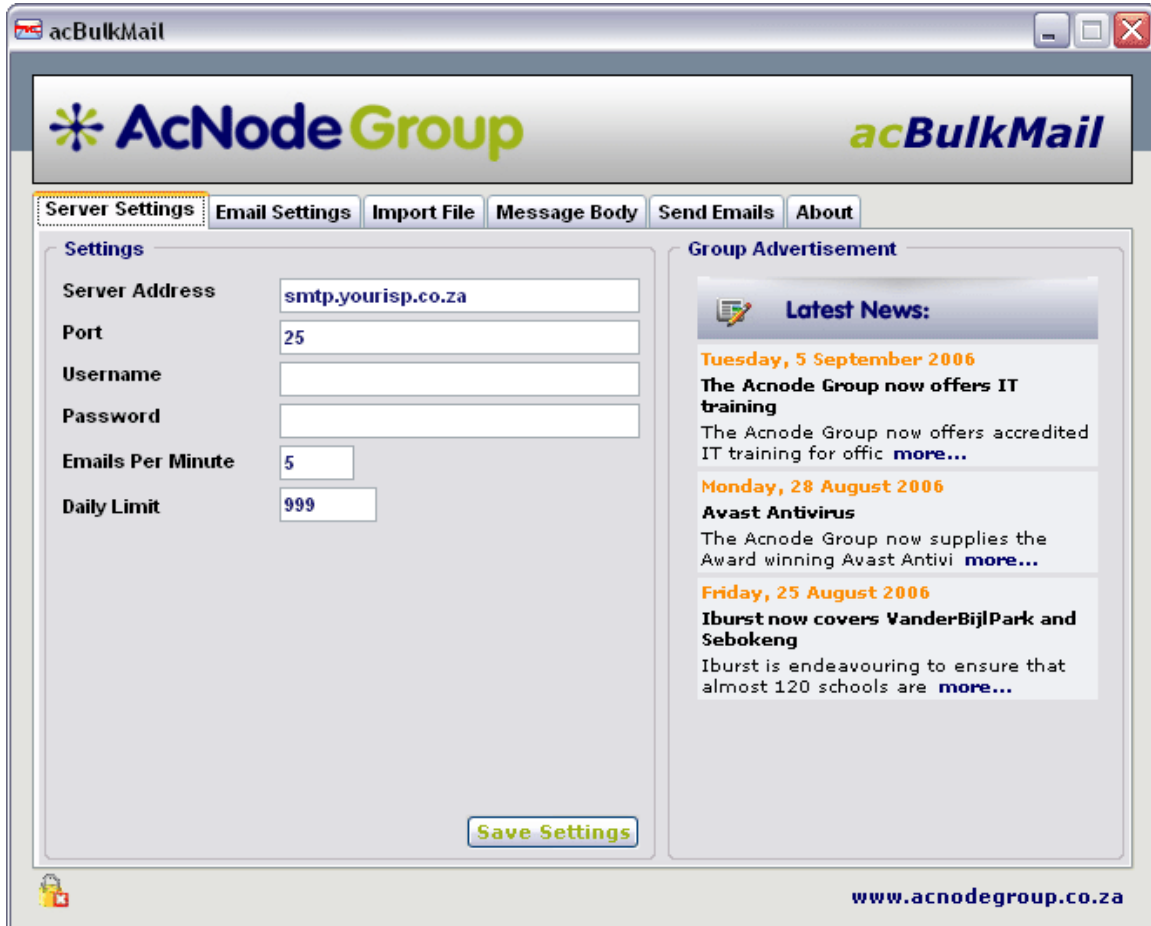
Some rules to consider when sending out emails to avoid been scored as "Spam":

- Subject line contains your email address or the word "free"
- More data in your email that consists of images than the actual amount of words.
- Having Dear [.....] as the starting part of your email.
- From does not include a real name.
- Sending emails from a dynamic IP address. Consider using a product like iBurst which offers fixed IP.
- To many emails sent per minute can black list your domain or username by your ISP. Please find out what the limit is.
- Some ISPs have daily limits on the amount of emails sent out with the same content.



Application

Server Settings



Server Address: The address of your SMTP server (usually your ISP)

Port: The port on which you emails get sent (usually 25)

Username/Password: You ISP might require you to have a username and password to send emails.

Emails Per Minute: This is the maximum amount of emails to send out per minute.

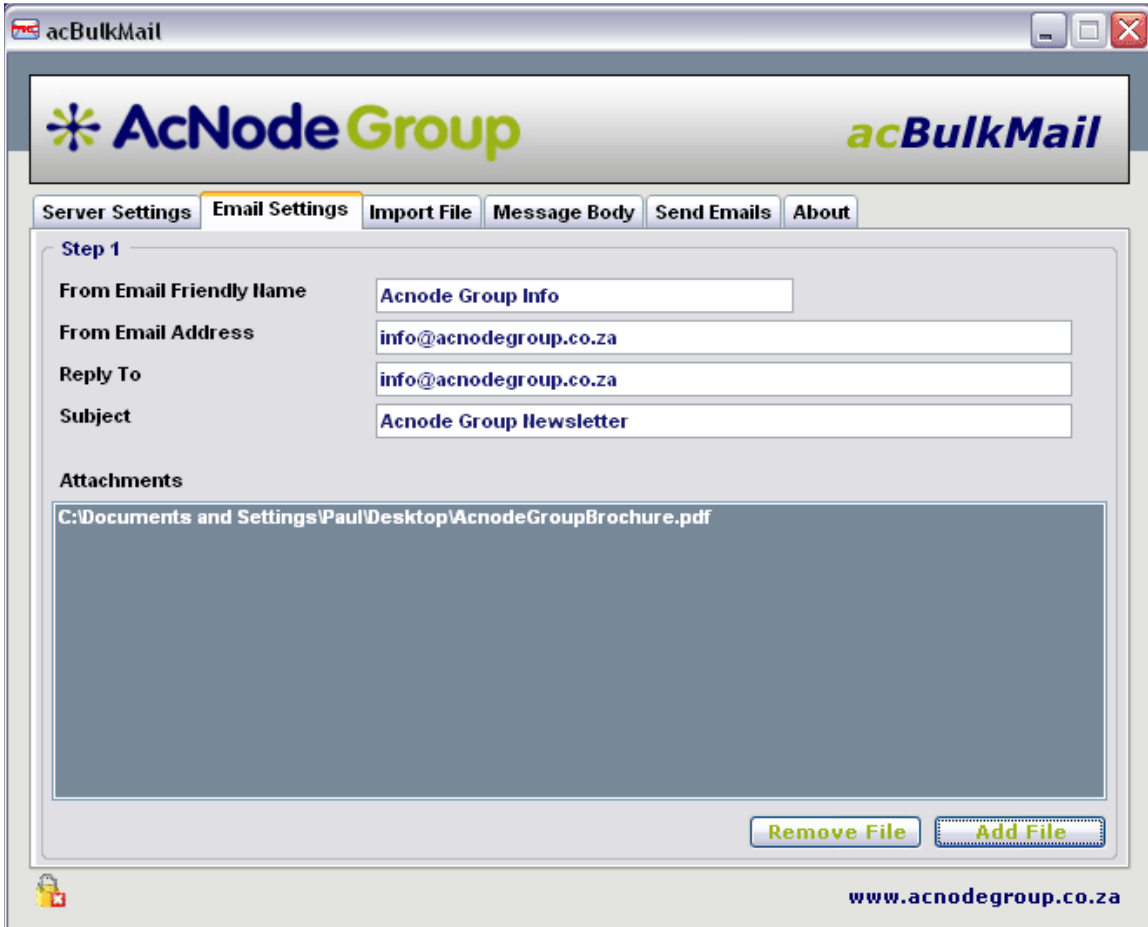
Daily Limit: This is the maximum amount of emails to send out during a 24 hour period from when you click "Send"

"Save Setting" You can save these settings for the next time you open acBulkMail.

Group Advertisement: Acnode Group will frequently advertise the latest news from our members or have advertisements. To find out how to advertise here please contact the Acnode Group.

Remember: A demo license will limit you to 50 emails per day.

Email Settings



From Email Friendly Name: This is the friendly name that will be displayed in the recipients' "From" field.

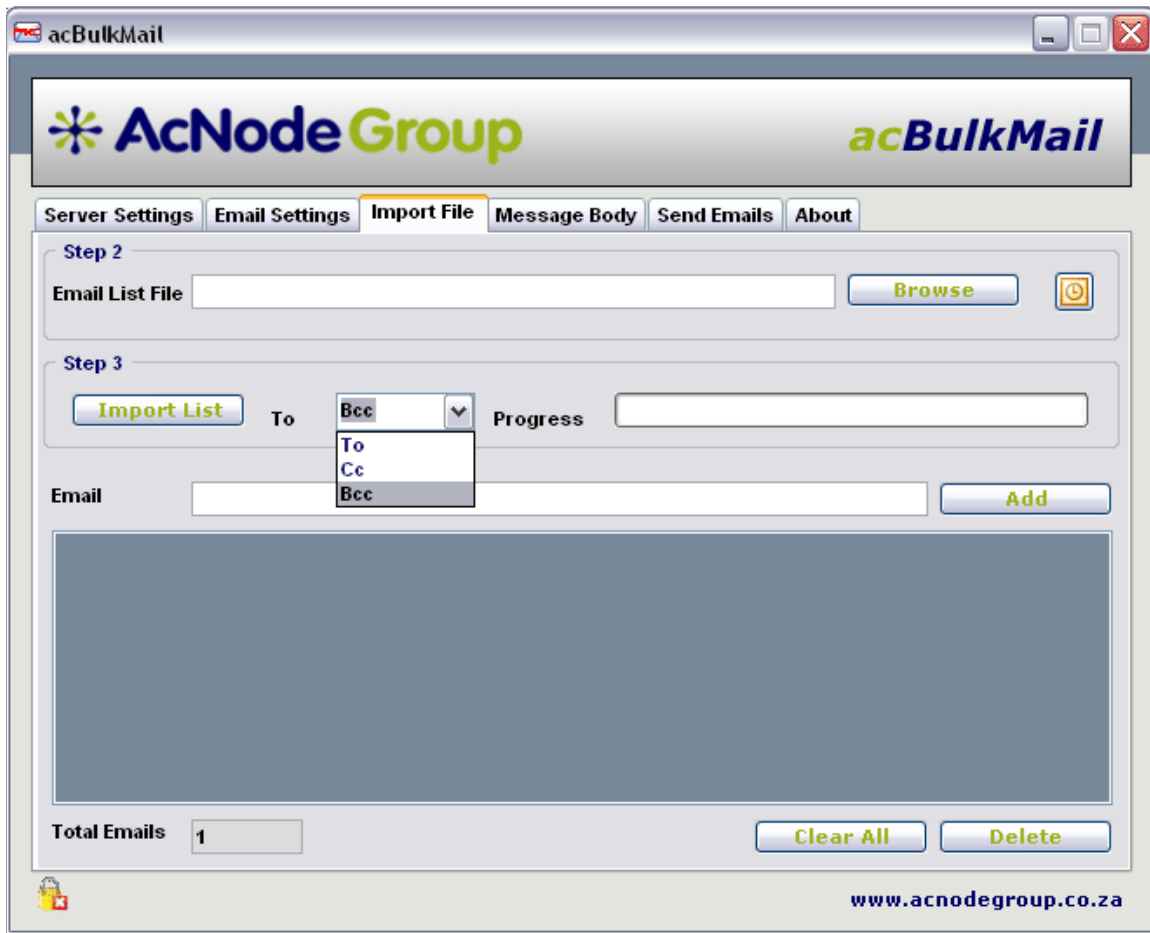
From Email Address: This is the email address which will act as the From email box. This needs to be a valid formatted email address from your domain although the email address itself might not exist.

Reply To: When users reply to an email, this will in most instances default to this email address and needs to exist.


Subject: The subject of your email.

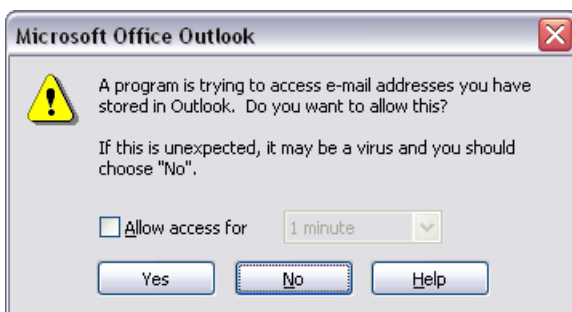
Attachments: To add an attachment, click on Add File, browse to the desired file to attach to the email and click on open. You can add more than one attachment.

Import File



Email List File: If you wish to import a list of email addresses, you can click on browse; choose the appropriate CSV file, and click on open and all your email address will be imported into the list. The CSV file should have a heading of 'email' to pick up which column is the email address. This is done by default when exporting from MS Outlook. To import this list, choose to which field you wish to import this to, it is always best to choose the Bcc field, and then click on Import List.

If you wish to import the email addresses directly from MS Outlook, you can click on the Outlook Icon . MS Outlook will prompt you to allow for this import to take place as shown below.



You can accept each address individually or check the "Allow access for" box, choose a time period and click on Yes. These addresses will directly import into the list box.

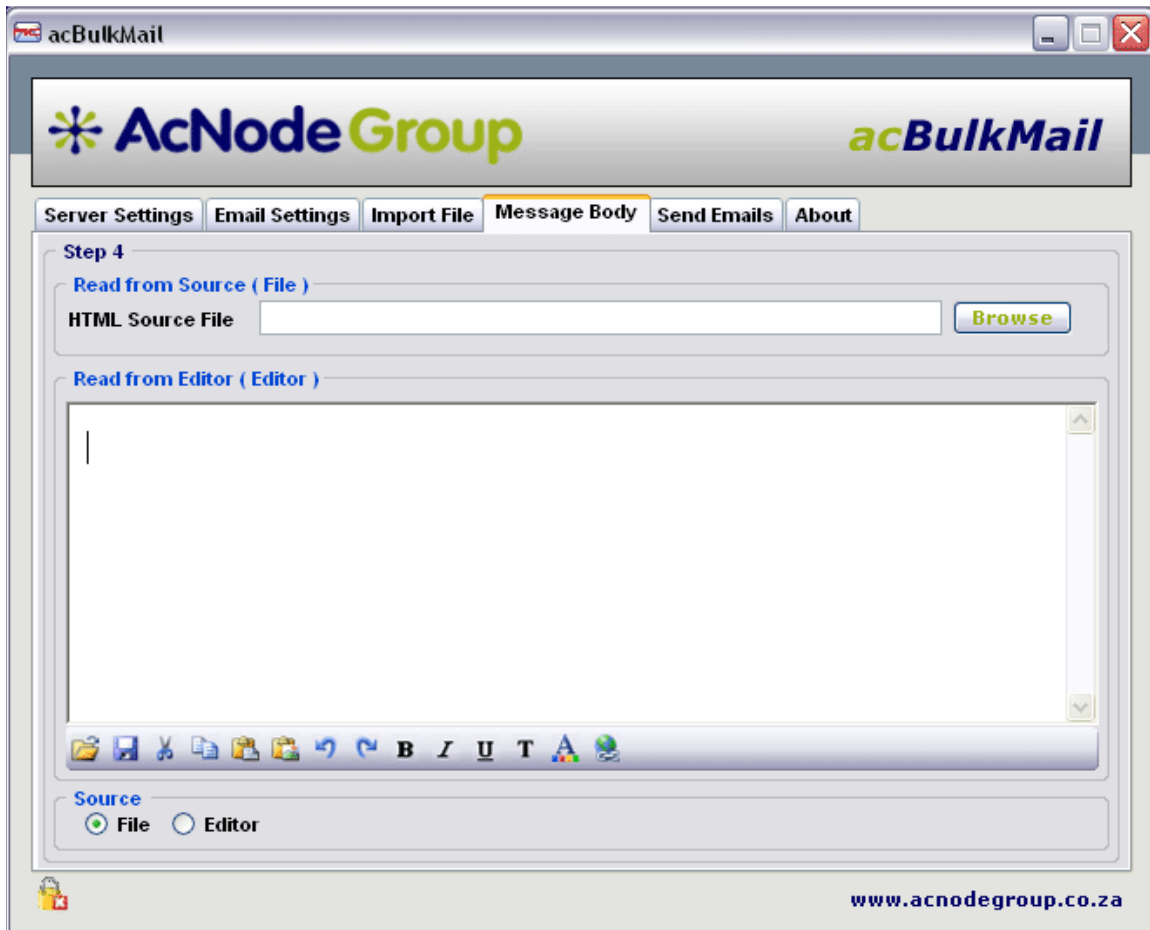
You can also add email addresses individually by entering the email address in the Email box and by clicking Add.

To remove all emails from the list, click on Clear All.

To remove a single email address from the list, select the item and click on Delete.




Message Body

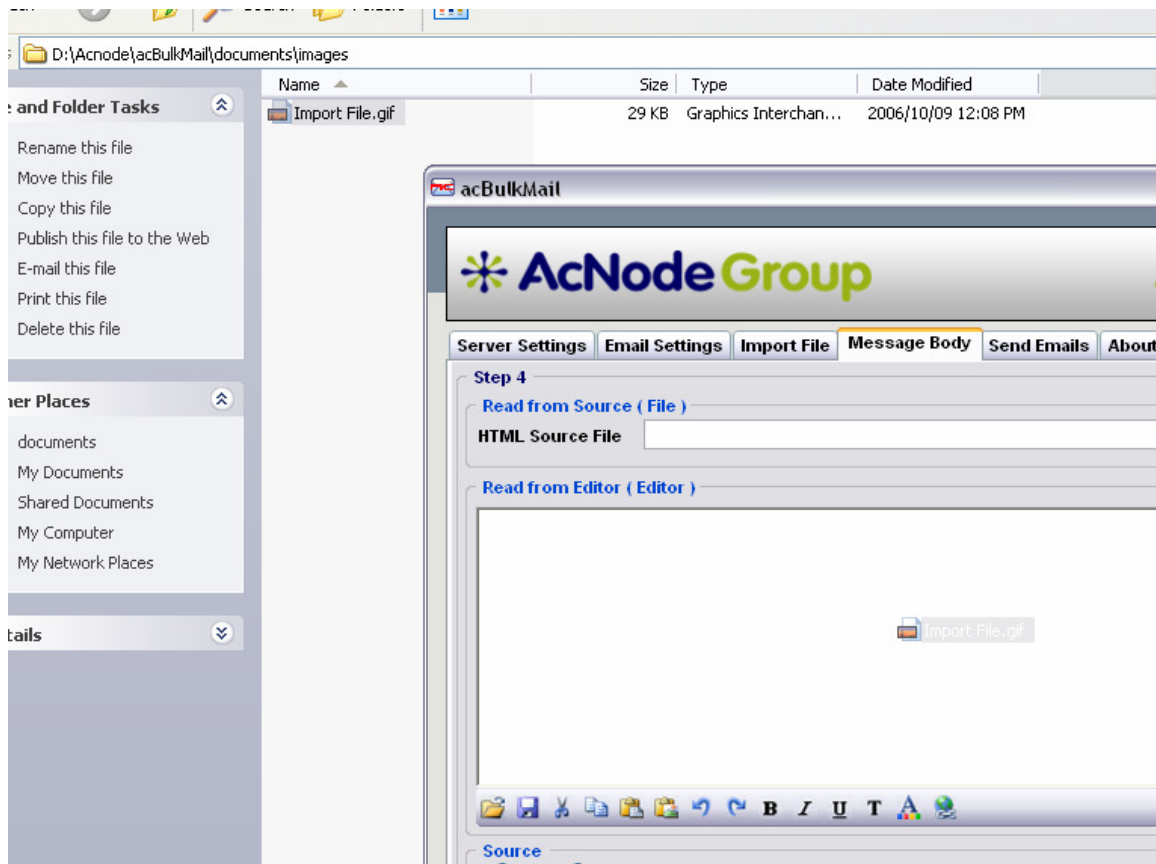




There is 2 ways to send your email messages, you can either choose the HTML email file from which to send the email, or you can use the editor. It is important to choose either File or Editor from the Source group box before sending your emails.


The editor has been written as a content rich editor whereby you can format your text to any style you wish. You can also add pictures to the emails within your message.


When copying and pasting all your contents from another editor, your images may not be pasted correctly. To correct this you can copy an image to clipboard and paste it within your editor by click on the Past Image button . Make sure you fist select the area or move your cursor in the editor to where you would like to paste the image.


You can also drag and drop an image file from Windows Explorer to the editor. This will automatically show the image in your editor as shown below.




You can open an existing HTML file in you editor by clicking on "Open File" icon  or save  the current editor to an HTML type file to reuse at a later stage.

The next four icons are your cut and paste options. 

To redo or undo a change click on one of the next two icons. 

You can format your text by clicking on the next 5 icons to make them Bold, Italic, Underline, Change the Font Type and Size, or color. 

If you would like to insert or remove a link into your document you can use the last icon in the toolbar to do so.  To do this, select the current text to convert to a link and click on the icon. You will see options on how to handle the link.

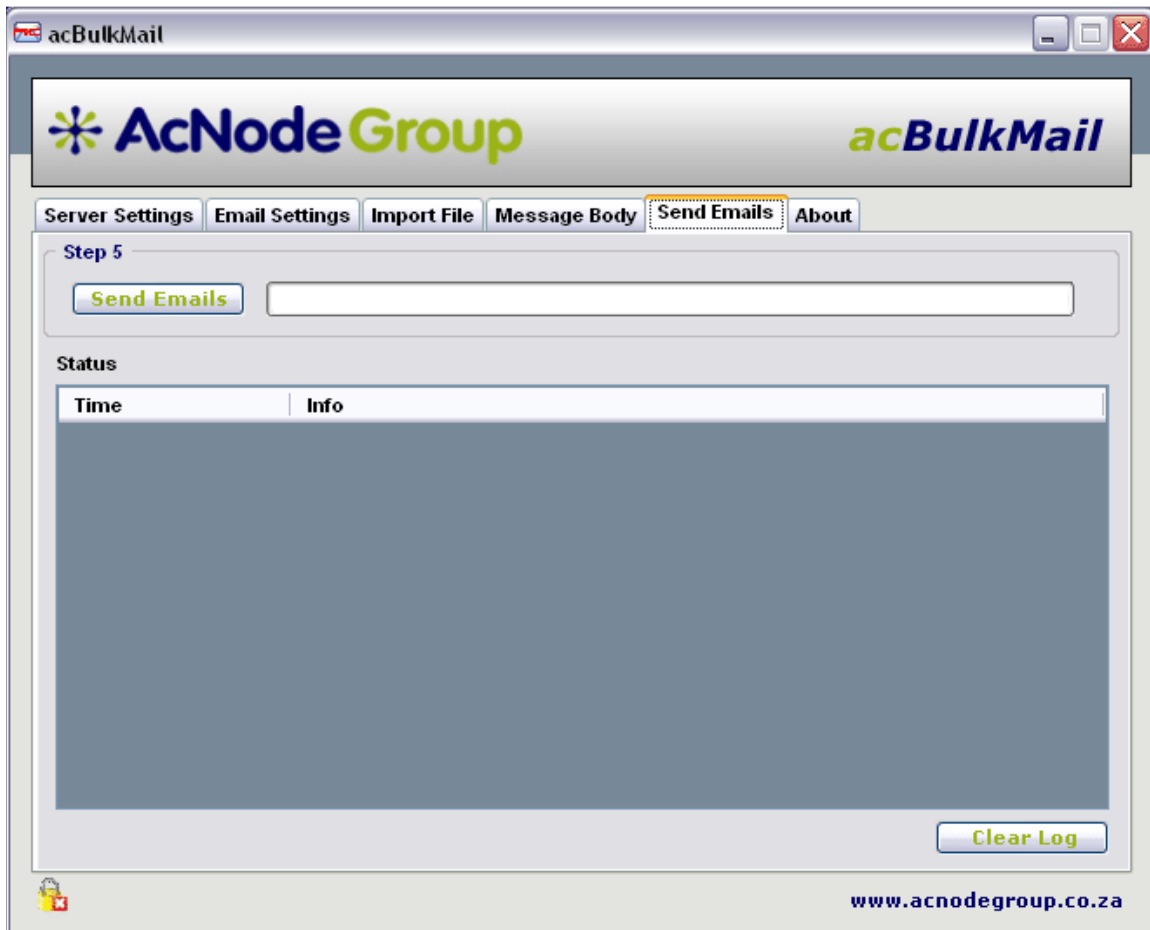


Type in the Href field to enter the URL to where the link should go. Choose if you would like the link to open a new window if the recipient clicks on the link, or if the link will open the web page in the same window. You can also add in email links. To do this the href should contain the mailto part e.g. <mailto:info@acnodegroup.co.za> and therefore will not have the http:// part in it. Once you are done, click on Insert Href.

If you want to remove a link currently in the document, highlight the link in the editor, click on the link icon, and choose Remove Href from the pop-up.



Send Emails



Once you have completed all the settings for you email, you are now ready to send to all your recipients.

Once clicking on "Send Emails", you can monitor the status of you emails in the Status list. The time of the message is also shown for you to monitor the duration between events.

Any emails not sent to a recipient will remain in the email list in the Import File tab.

The status log is only kept for the duration of the application been open. Once you close the application, the Status log will be cleared. If you would like to clear the Status log for the current session, you can click on the "Clear Log" button.

About



If you have just received the new acBulkMail, you can always try this out with limited functionality for a period not exceeding 15 days by clicking on 15 Day Trial. If you are happy with the product and would like to purchase the full license, then you can do this by clicking on Full License.

When choosing either of these options, acBulkMail will automatically send an email to Acnode for a request for license. To make sure the request gets send, please ensure your server settings are correct.

Once you receive the certificate file from Acnode, save this to a safe location. Click on Browse to browse for this file, and click on Import to activate the product.

Pleas do not attempt to remove or amend any certificate files in the product's folder as this will give you an invalid message and your product may be classified as an illegal product.

Support

Thank you for your interest in our product and we hope you will find it very useful.

We are always looking at doing further enhancements to our product range and look forward to your feedback. You feedback can be submitted by our website or by emailing us on support@acnodegroup.co.za. To help us with identifying any problems you may have or upgrade wishes, please use the form below if you are not using our website.

Firstname	
Lastname	
Company	
Contact Number	
Email Address	
Product	
Product Version	
Demo or Purchase?	
If Purchased, when?	
Query	

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