

## Lodge-ical News – October 2009

### Update: Internet Training

We conducted our first Lodge-ical training class two weeks ago and it was a success. We had clients attend from 5 United States time zones! The participants agreed that in addition to the class instruction, it was beneficial to hear other people's questions and comments. We will be putting together a schedule of classes that begin in January 2009. Feel free to send us an email now to indicate an interest or to simply wait for future announcements. Here is what one participant said:

*"We use Lodge-ical and as we get more training on it, it becomes more and more valuable. It does so many things we still do not take advantage of. My goal is to become more skillful with it. We have used Lodge-ical for 3 years and at this point would not know what to do without it."* – Bob at Drifters Lodge, Alaska

### User Tip: Sending Blast Emails from within Lodge-ical

Many of our clients do not realize that they can send blast emails from within Lodge-ical. Here's how:

1. Go to Clients/Find-A-Client (if you are using version 6.0 or earlier, go to Clients/Mailing Labels)
2. Select the criteria at the top of the form to narrow down your query results
3. Press the DISPLAY button at the top of the form so that you can see the query results at the bottom of the page. The grid will show you ALL clients who satisfy the criteria of the query, it will not exclude those who do NOT have an email address entered in the database.
4. Press the EMAIL button at the top of the form. You will be asked if you want to update the Correspondence Log\*. Answer Yes or No and press OK.
5. Next, you will be asked if you want to use "Outlook/Express" or another "Any Other Provider".
6. If you select Outlook/Express, the email addresses will be gathered up, separated by a semicolon and sent to the Bcc\*\* line of a new Outlook email.
7. If you select Any Other Provider, the email addresses will be concatenated, separated by a semicolon and copied to another form. At this point, you can copy (Ctrl C) the email addresses, open up your other email program and paste (Ctrl V) the email addresses appropriately.

\*Only clients with an email address will have their correspondence log updated.

\*\*The advantage of using the Bcc line within Outlook is so that clients who receive your email will NOT be privy to your entire list of email addresses.

Remember there are federal rules and regulations for sending blast emails!