

How to Send a Group Email

Sending a group email with Sales Connect enables you to contact multiple recipients at once with the same message. This eliminates the tedious task of copying and pasting the same information over and over into multiple emails.

Note

Group email recipients each receive their own personalized message. We also deliver individual tracking statistics for each recipient.



Click [here](#) for a step-by-step guide on creating a new contact group (required in order to send multiple contacts a group email).

Tout an Email to a Group

1. Navigate to the [People](#) page on our web application.

Note

If you're using the Gmail or Outlook plugin, you'll need to navigate to the web application to send a group email.



2. Select the group to be emailed.

3. Click the **Email Group** button.

4. Choose an email template.

Tip

Each member of the group will receive the same email, so be sure the template includes [dynamic fields](#) in order to personalize each recipient's message.



5. Click **Preview** to review the email before sending.

6. When the email is ready, click **Send**.

Now, open up your Sales Connect [Live Feed](#) and watch as your recipients start engaging with your email.



Note

Recipients of a group email cannot tell they are part of a bulk send.