

CONTROL CENTRE

# Send Mail



This user guide brought to you by Brick technology Limited.

[www.brickweb.co.uk](http://www.brickweb.co.uk)

### Newsletters:

- BRICK| Web Design Blackburn Lancashire UK
- BRICK| Web Design Blackburn Lancashire UK
- BRICK| Web Design Blackburn Lancashire UK : sending, 10%
- BRICK| Web Design Blackburn Lancashire UK
- BRICK| Web Design Blackburn Lancashire UK
- Please check your website for new Companies House rules : do
- BRICK| Web Design Blackburn Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK :
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- Christmas opening times : done
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| Web Design Blackburn Manchester and Lancashire UK
- BRICK| instant websites : paused, 10%
- BRICK| instant websites : canceled
- BRICK| instant websites
- BRICK| instant websites
- BRICK| instant websites
- BRICK| instant websites
- BRICK| news : done
- BRICK| instant websites

Welcome to the **Mailer Control Centre**. Here is a list of all newsletters you can send to all approved subscribers.

The following newsletter status is marked by colour:  
sent - gray,  
in progress - green,  
paused - yellow,  
canceled - red.

You can add a new newsletter, edit, duplicate or delete one you have selected by pressing the corresponding button.

Select any message and press button "Edit details" to edit selected news to edit it.

Let's add a new item.

Use the **Compile** button to generate newsletter on basis of news items.

Use the **Pause** or **Cancel** button to pause or cancel started newsletter.

- Add New
- Compile
- Edit Details
- Duplicate
- Pause
- Cancel
- Delete
- Close

From: BRICK | Instant Websites <info@brickweb.co.uk> Created: Wednesday, August 29, 2007 1:35:05 PM

Subject: Brick technology Limited Sent: not sent yet

Type the subject of your e-mail here.

The "From" input field gives you the ability to enter your e-mail address which will be used as the senders address.

Mail body (HTML)

Mail body (text part, for text-only e-mail clients):

Here you can send mail to all approved subscribers by inserting HTML and/or text. You also have the option to attach a file.

Send Pictures with Message

Send Generate Text Version Manage Images Preview Ok Cancel

From: BRICK | Instant Websites <info@brickweb.co.uk>

Created: Wednesday, August 29, 2007 1:35:05 PM

Subject: Brick technology Limited

Sent: not sent yet

Attach file:

Attachment:

- To Groups:
- Web Site Subscribers [754]
  - Brick Clients [7]
  - Customers [137]
  - Registered users, pricing level 1 [6]

Template: Default

Mail body (HTML)

You can select group of subscribers

(text-only e-mail clients):

Empty text area for HTML mail body content.

Send Pictures with Message

From: BRICK | Instant Websites <info@brickweb.co.uk>

Created: Wednesday, August 29, 2007 1:35:05 PM

Subject: Brick technology Limited

Sent: not sent yet

Attach file:

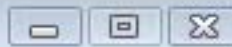
Attachment:

- To Groups:
- Web Site Subscribers [754]
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  - Customers [137]
  - Registered users, pricing level 1 [6]

You may want to attach a file to your e-mail. Click on the "Browse" button to explore your computer and select the target file. If you are attaching more than one file we would advise you to compress them to a single ZIP archive.

Mail body (HTML)

Send Pictures with Message



Choose file

Computer > Local Disk (C:) > Search

Organize Views New Folder

Name	Date modified	Type	Size
backup		Folder	
Program Files		Folder	
Users		Folder	
Windows		Folder	
BOOTSECT.BAK		File	
new		File	

File name: All Files (\*.\*)

Open Cancel

007 1:35:05 PM

Remove Download

mail clients):

Ok Cancel

From: BRICK | Instant Websites <info@brickweb.co.uk>

Subject: Brick technology Limited

Attach file: C:\news.swf Browse...

To:   
Group:

Mail

You can provide the HTML content of your e-mail by typing directly in to this text area and use back formatting key strokes (Such as Ctrl+B, Ctrl+I etc.)

You can use the advanced HTML editor (**Editor** button situated in the top right corner of text area) or paste content from and external source such as Microsoft Word.

Now the file is attached to the newsletter.

Rename

Remove

Download

Template: Default

Mail body (text part)

Choose template for newsletter here.

Send Pictures with Message

Send

Generate Text Version

Manage Images

Preview

Ok

Cancel

From: BRICK | Instant Websites <info@brickweb.co.uk>

Created: Wednesday, August 29, 2007 1:35:05 PM

Subject: Brick technology Limited

Sent: not sent yet

Attach file: C:\news.swf

Attachment:

- To Groups:
- Web Site Subscribers [754]
  - Brick Clients [7]**
  - Customers [137]
  - Registered users, pricing level 1 [6]

Template: Default

Mail body (HTML)

Mail body (text part, for text-only e-mail clients):

**We are a full service interactive agency providing custom website design and web development.**

At Brick we understand that web sites only work when all of the elements come together - an effective combination of content, design, and functionality. Your business is unique and a lot of the time we find that we cannot simply provide an off-the-shelf web product for a very special business. We are experts in assessing your needs, identifying the task and providing a solution to bring your job to a successful conclusion. It's a wide range of services and employment experience in dealing with custom

[Here's what you get - Here a](#)

The HTML part of an e-mail is usually viewable by most e-mail clients (such as Outlook Express). But to provide complete support for all e-mail clients and users who have chosen to receive plain text mail you can enter text manually or automatically generate a text version (without HTML formatting) by clicking the **Generate Text Version** button.

Send Pictures with Message



From: BRICK | Instant Websites <info@brickweb.co.uk>

Subject: Brick technology Limited

Attach file: C:\news.swf

- To Groups:
- Web Site Subscribers [754]
  - Brick Clients [7]**
  - Customers [137]
  - Registered users, pricing level 1 [6]

Created: Wednesday, August 29, 2007 1:35:05 PM

Sent: not sent yet

Attachment:

Template: Default

Mail body (HTML)

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ny skilled people with  
nds.

Mail body (text part, for text-only e-mail clients):

E-COMMERCE

Everything you need to sell your products and services on the Internet

Your own secure custom designed e-commerce online. You get a Fully featured top quality content managed e-commerce website which includes an easy to update Webstore with a payment gateway that ensures funds are cleared in to your bank account without fuss, Secure Hosting, Multiple E-mail and a top-level domain name. Of course nowadays this simply isn't enough. That's why we're with you every step of the way with live support, marketing campaigns, best advice and lots more professional and experienced help to make your business a success.

Check this box if you want to send images with message.

Use the **Manage Images** button to upload images on the server. Then you can use them in the Editor.

Send Pictures with Message

From: BRICK | Instant Websites <info@brickweb.co.uk>

Subject: Brick technology Limited

Attach file: C:\news.swf

- To Groups:
- Web Site Subscribers [754]
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Mail body (text part, for text-only e-mail clients):

E-COMMERCE

Everything you need to sell your products and services on the Internet

Your own secure custom designed e-commerce online. You get a Fully featured top quality content managed e-commerce website which includes an easy to update Webstore with a payment gateway that ensures funds are cleared in to your bank account without fuss, Secure Hosting, Multiple E-mail and a top-level domain name. Of course

ough. That's why we're with you every support, marketing campaigns, best advice and experienced help to make your business a

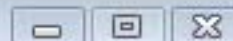
To send your e-mail click on the **Send** button.

Click the **Preview** button to send mail to the administrator e-mail address.

This e-mail is specified in the **TO E-mail** field in the System Configuration Control Center panel.

Use **OK** or **Cancel** button to save the newsletter or to cancel changes.

Send Pictures with Message



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Select any message and press button "Edit details"

Subject: BRICK| Web Design Blackburn Lancashire UK  
Date: Tuesday, May 08, 2007 1:39:20 PM  
Status: Not sent yet

Click on the **Close** button to close this window.

- Add New
- Compile
- Edit Details
- Duplicate
- Pause
- Cancel
- Delete
- Close



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