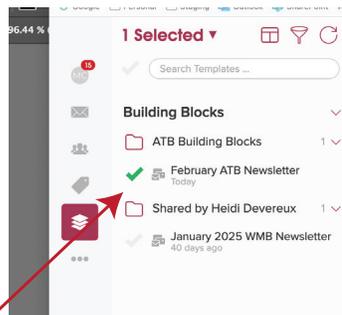
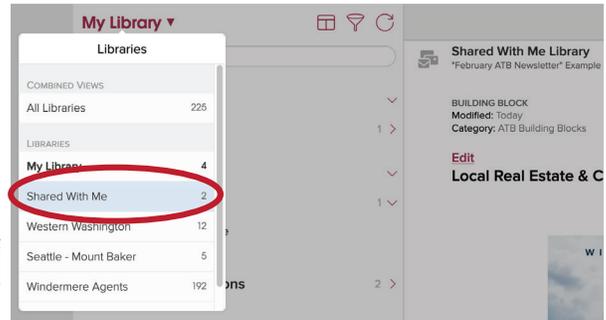
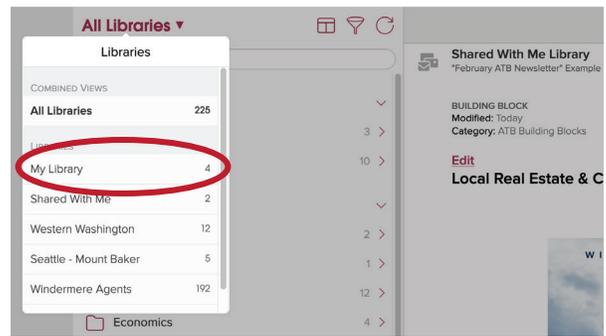


SENDING 'AROUND THE BLOCK' NEWSLETTER

Click on 'All Libraries' dropdown menu at top left
Select 'My Library'

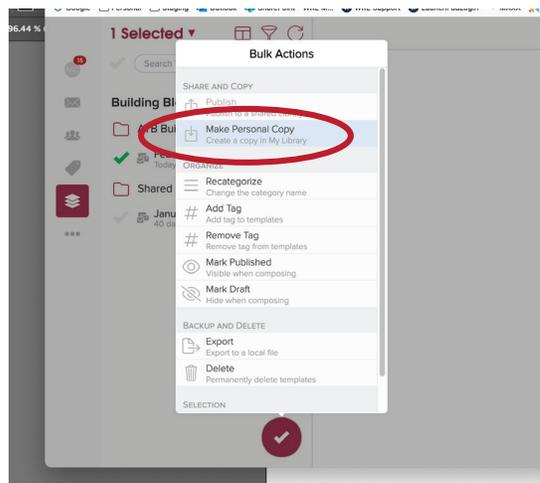
This will hide all of the Windermere Templates and only list your current and personal projects and building blocks.

To access Around the Block Newsletter template and other office eblasts Click on 'Shared With Me'

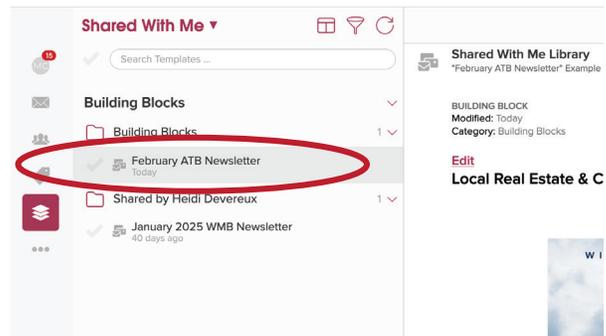


Click on the green arrow to left of 'Around the Block'

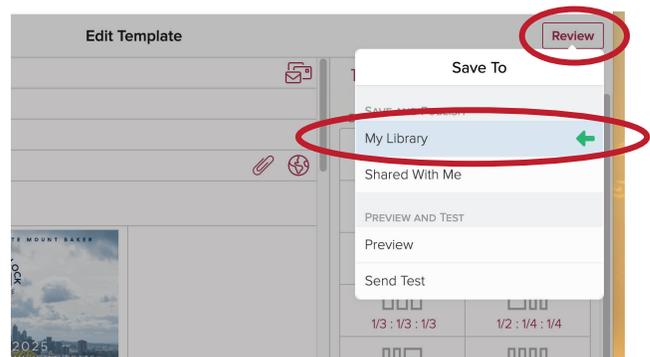
Select "Make Personal Copy"
This will put a copy into your Building Block list



Click on 'Around the Block' in your building blocks



You will want to save periodically by clicking **Review** in upper right corner, then click My Library each time you want to save.



SEND EMAIL

Save the file, then select the envelope icon

Select Specific People

In 'To' Field enter # (for tag)
then the List Name

#Newsletter

(or whatever you
named your tag)

All contacts with that tag will
populate in the to list.

To ensure separate messages to each
recipient (no CC) be sure that the
small megaphone to on the upper
right is selected!

This is called mail merge
and will send to each
individually.

Then hit send.

Cloze gives it a few minutes
before the emails go out....
just in case you need to
cancel right away.

The screenshots illustrate the following steps:

- Step 1:** In the 'Send To' dropdown menu, 'Specific People' is selected.
- Step 2:** The 'To' field contains '#newsletter' and a megaphone icon is visible in the top right corner.
- Step 3:** The recipient list is populated with names, and the megaphone icon is highlighted in the top right corner.
- Step 4:** The recipient list is shown with 927 more recipients, and the megaphone icon is highlighted in the top right corner.