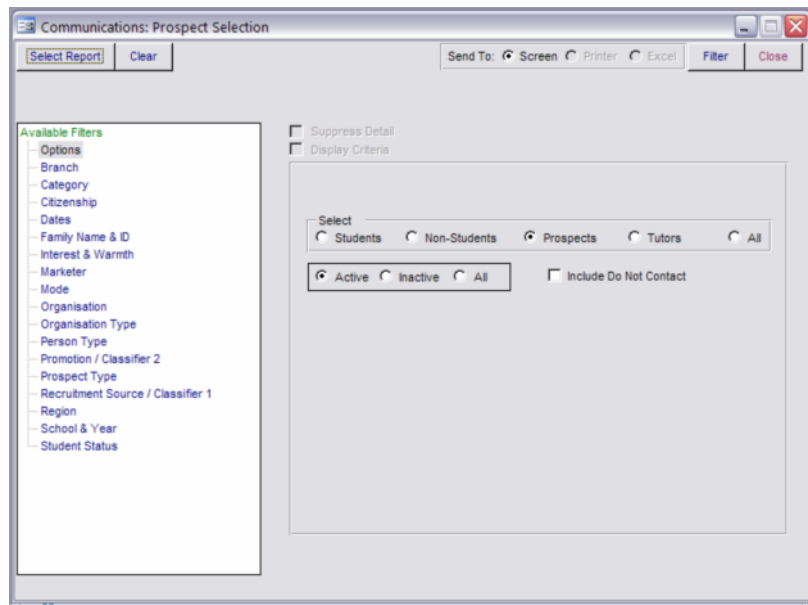


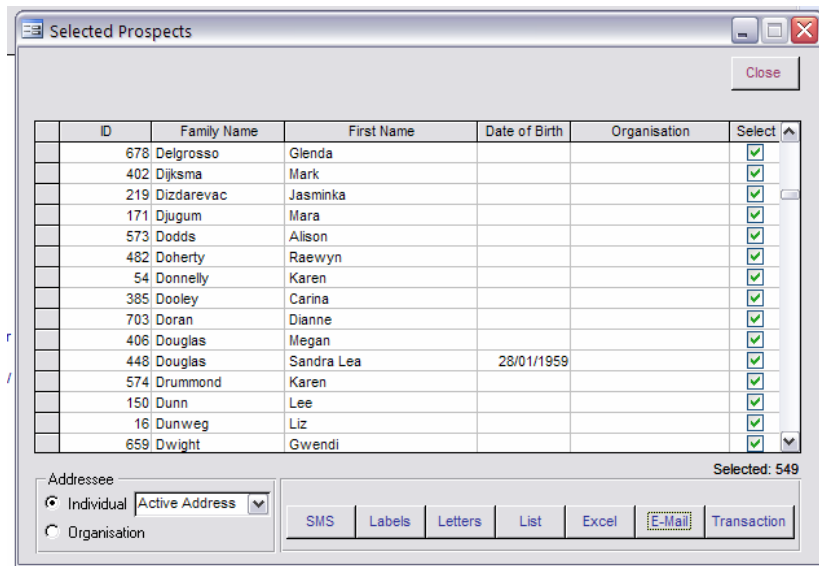
## Prospect Communication - Emailing

Take2 can simplify communicating with multiple prospects in a number of ways; including via email, standard letters, envelope labels, and text messaging (an optional extra).

1. From the main menu **click** *Contacts*.
2. **Click** *Prospect Selection*.
3. To narrow down your selection, use one or more of the available criteria on the various tabs; for example category, dates, warmth, interest etc.
4. **Click** *Filter*.

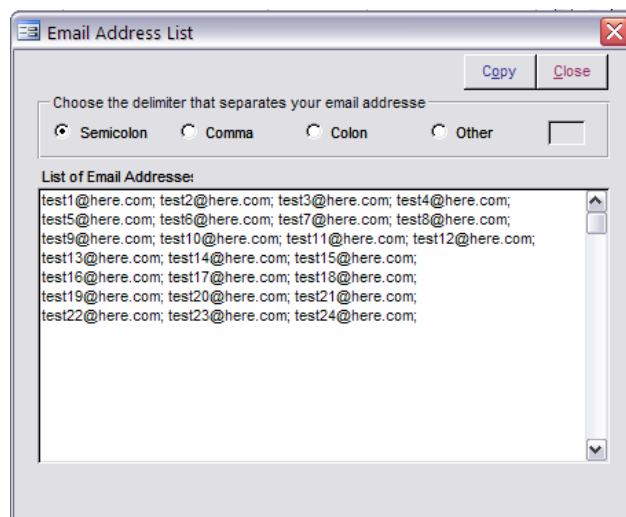


5. A list of prospects is shown. To send an email to all prospects with an email address within Take2, **click** *Email*.



6. You can use this list of addresses within your email program. Click *copy*.

7. Click *paste* in the *BCC*: field in your email message.



See tipsheet 49 for instructions on how to produce standard letters. Please see the manual or contact the helpdesk for assistance with the other types of communication.