





# Email Promotions

Promotions can be mass emailed to tenants using the Message Blaster System. If you had not already emailed the promotion upon the creation of the entry using the **Save & Send** button (or would like to send out another reminder), follow the steps below.

1. Click on [Control Panel > My Workspace > Promotions](#)
2. Locate and select the promotion(s) you wish to email.
3. Click **Send**.

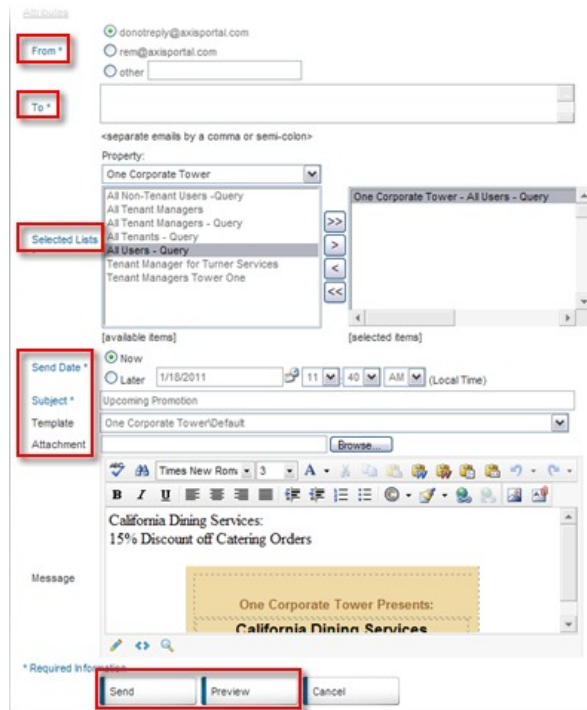


| <input type="checkbox"/>            | Vendor                     | Description                      | Start Date | End Date  | Active |                      |
|-------------------------------------|----------------------------|----------------------------------|------------|-----------|--------|----------------------|
| <input checked="" type="checkbox"/> | 24 Hour Fitness            | Discount Available               | 11/16/2007 | 5/31/2011 | Yes    | <a href="#">Edit</a> |
| <input type="checkbox"/>            | California Dining Services | 15% Discount off Catering Orders | 2/23/2010  | 5/31/2010 | No     | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Cost Plus                  | 40% Discount with Coupon         | 2/5/2008   | 8/31/2011 | Yes    | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Daphne's Greek Cafe        | Buy one get one free             | 5/13/2009  | 6/13/2009 | No     | <a href="#">Edit</a> |
| <input type="checkbox"/>            | El Dulche                  | 15% discount off lunch combo     | 2/26/2010  | 4/30/2010 | No     | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Enterprise Rent-A-Car      | 50% off Rental Rates             | 2/3/2009   | 7/28/2009 | No     | <a href="#">Edit</a> |

4. You will be automatically redirected to the **Message Blaster** system with the message content already filled out.
5. Enter individual email addresses, or select distribution lists from the **Available Items** list to be moved to the **Selected Items** list using the arrows.

**Note:**

- Refer back to the [Distribution List](#) section of this help handbook for additional information on Distribution Lists.
6. Enter a **Send Date** and **Subject**.



From: donotreply@axisportal.com  
To: rem@axisportal.com

Property: One Corporate Tower

Selected Lists: All Users - Query

Send Date: Now  
Subject: Upcoming Promotion

Message: California Dining Services: 15% Discount off Catering Orders

One Corporate Tower Presents: California Dining Services

7. Click **Preview** then **Send**.