

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**.



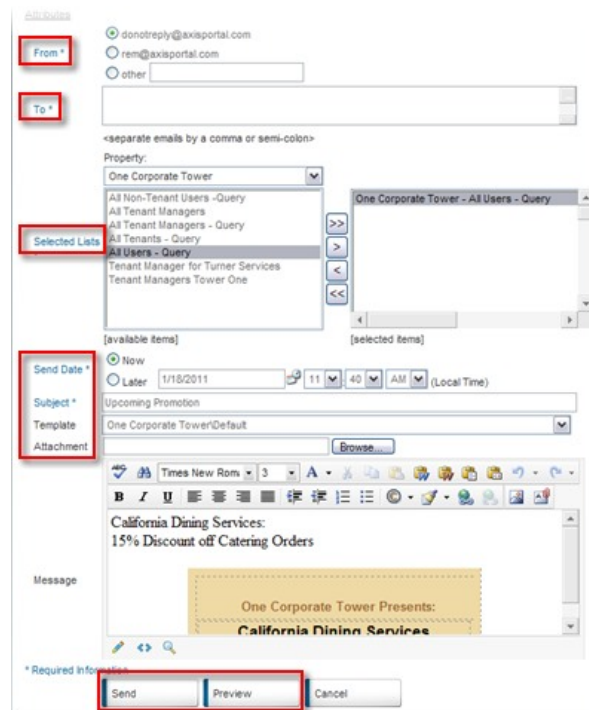
<input type="checkbox"/> Vendor	Description	Start Date	End Date	Active	
<input checked="" type="checkbox"/> 24 Hour Fitness	Discount Available	11/16/2007	5/31/2011	Yes	Edit
<input type="checkbox"/> California Dining Services	15% Discount off Catering Orders	2/23/2010	5/31/2010	No	Edit
<input type="checkbox"/>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

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: donotreprey@axisportal.com
To: rem@axisportal.com
other

<separate emails by a comma or semi-colon>

Property:
One Corporate Tower

Selected Lists: All Non-Tenant Users - Query, All Tenant Managers, All Tenant Managers - Query, All Tenants - Query, All Users - Query, Tenant Manager for Turner Services, Tenant Managers Tower One

[available items] [selected items]

Send Date: Now, Later 1/18/2011 11:40 AM (Local Time)

Subject: Upcoming Promotion

Template: One Corporate TowerDefault

Attachment: Browse...

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

One Corporate Tower Presents: California Dining Services

* Required Information: Send, Preview, Cancel

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