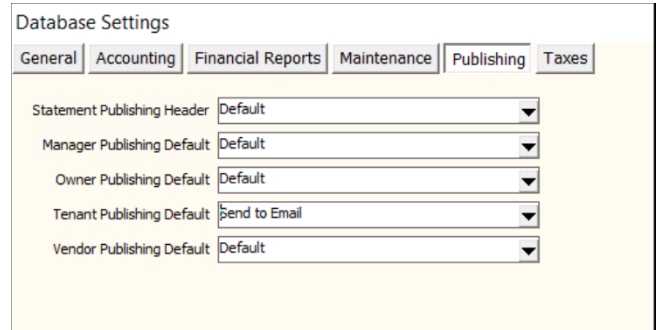


Email tenants using Internet Publishing

It is possible to create a document that can be attached to an email and send it to all your tenants using the email function in Internet Publishing.

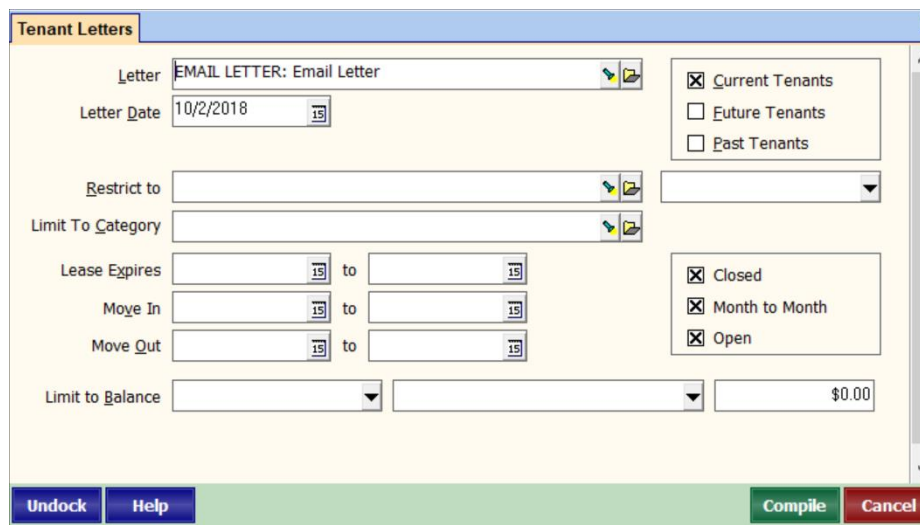
Preferred Method

1. Go to <<Settings, Database Settings>>. Click on the Publishing tab.
2. In the Tenant Publishing Default field choose Send to Email.
3. Save.

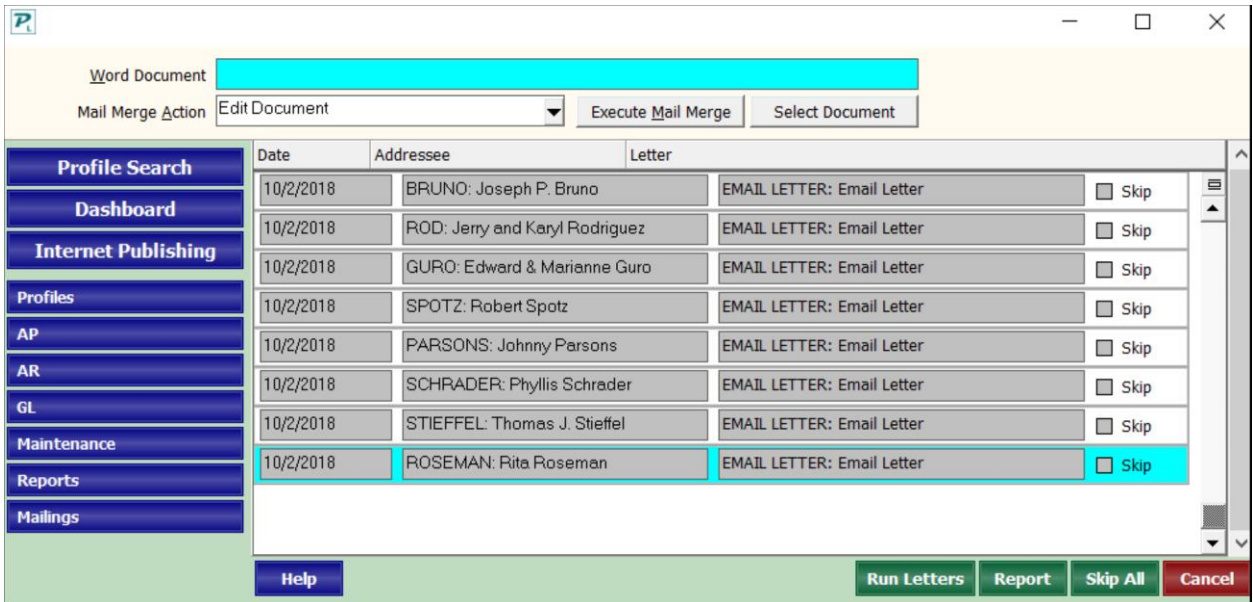


The screenshot shows the 'Database Settings' window with the 'Publishing' tab selected. The 'Tenant Publishing Default' dropdown menu is set to 'Send to Email'. Other settings include 'Statement Publishing Header', 'Manager Publishing Default', 'Owner Publishing Default', and 'Vendor Publishing Default', all set to 'Default'.

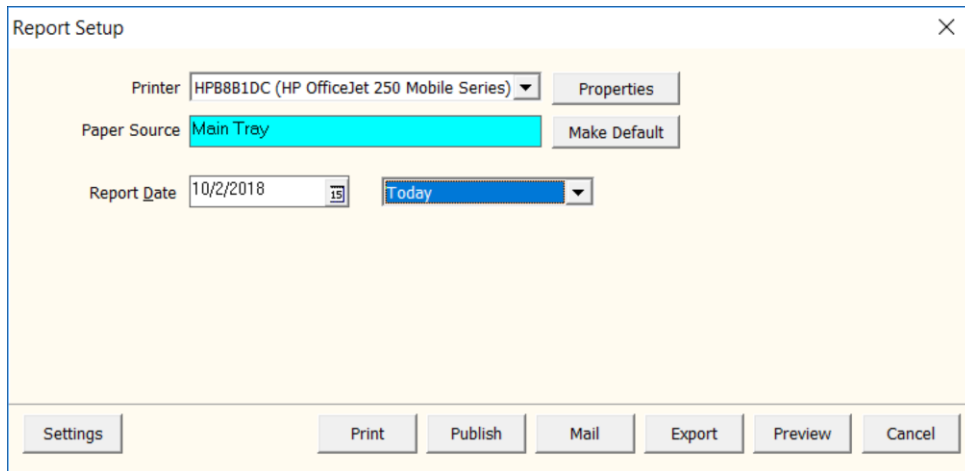
4. Go to Mailings, Edit Letters. Create the letter you want to send.
5. Go to Mailings, Tenant Letters.
 - a) Choose the letter, compile.



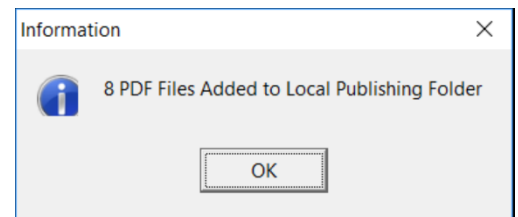
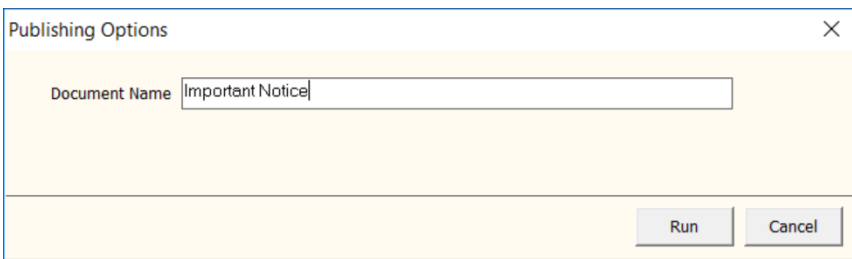
The screenshot shows the 'Tenant Letters' dialog box. The 'Letter' field is set to 'EMAIL LETTER: Email Letter' and the 'Letter Date' is '10/2/2018'. The 'Restrict to' and 'Limit To Category' fields are empty. The 'Lease Expires', 'Move In', and 'Move Out' fields are empty. The 'Limit to Balance' field is set to '\$0.00'. The 'Current Tenants' checkbox is checked, and the 'Closed', 'Month to Month', and 'Open' checkboxes are also checked. The 'Future Tenants' and 'Past Tenants' checkboxes are unchecked. The 'Compile' button is highlighted in green.



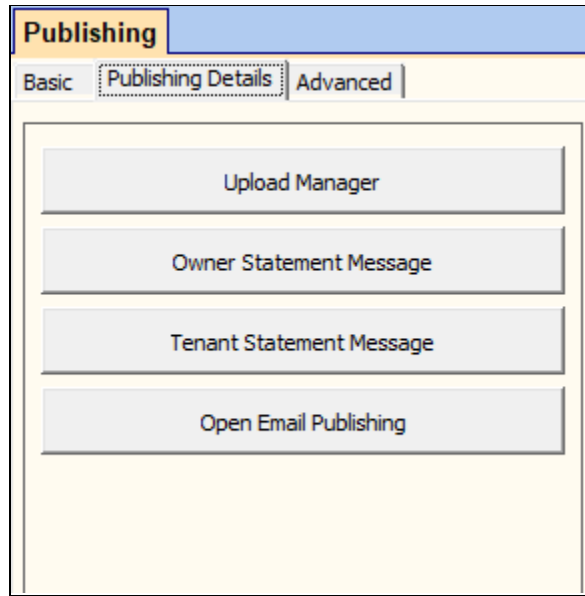
b) Click Run Letters, then click Publish.



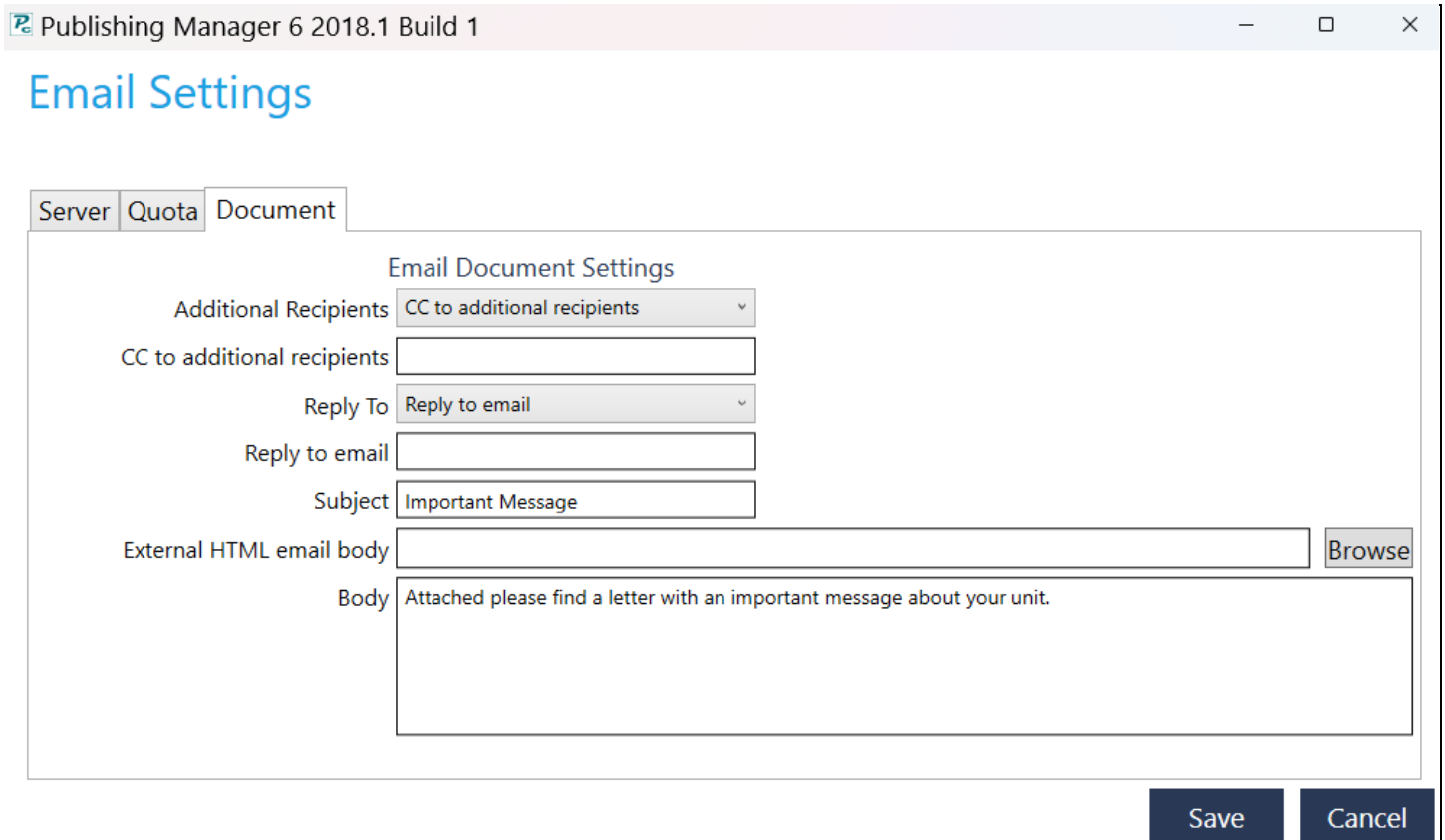
c) Enter the Document Name, click Run. Documents will be added to the Upload folder.



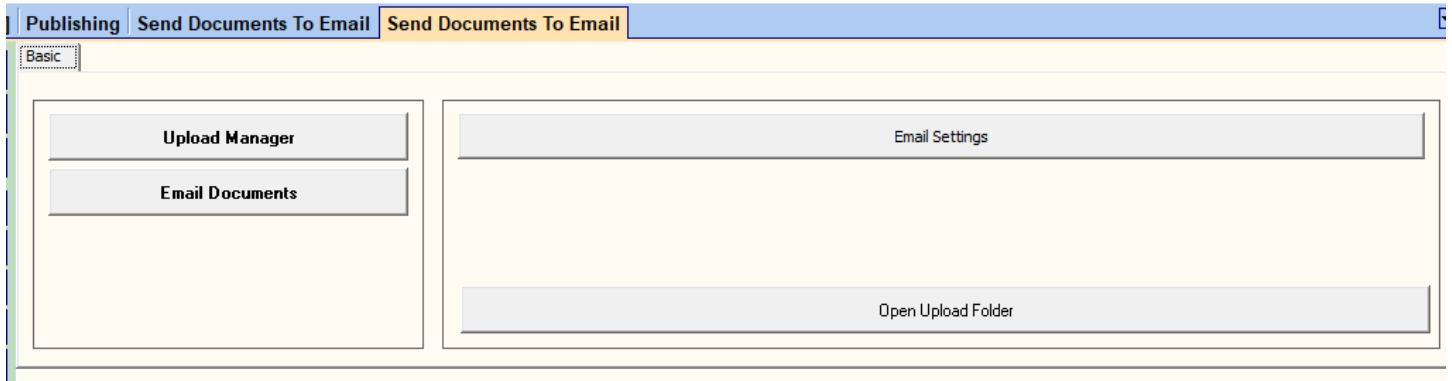
6. Go to Publishing, Publishing Details tab. If you have not previously set up your Email Settings see our document on [Email Documents](#).



Click on Open Email Publishing, Email Settings, Document tab and enter a subject and any note you want to be in the email body. Save.



Click Email Documents.



After they are successfully emailed they will be deleted from the Upload folder.

If you have not previously set up the email settings in Internet Publishing see our document on [Email Documents](#).