
User Documentation/Manual for Fantastico Group eMailer

Version 2.0

Table of Contents

Introduction.....	ii
Features.....	iii
Main Interface	v
Creating a group and adding contacts.....	vi
Importing and Exporting Contacts.....	viii
Configuring Mail Settings	xi
Sending Group Emails.....	xiv
Subscription Mail Check	xvii
Bounced Mail Check.....	xix
Validate Email Address.....	xxi
License Agreement.....	xxii

Introduction

Fantastico Group eMailer is a mailing list management software that you can use in your company to maintain the mailing list. This software can be used to send customized emails to all of your subscribed mailing list users. It supports many other features that you'll be familiar with in the next sections.

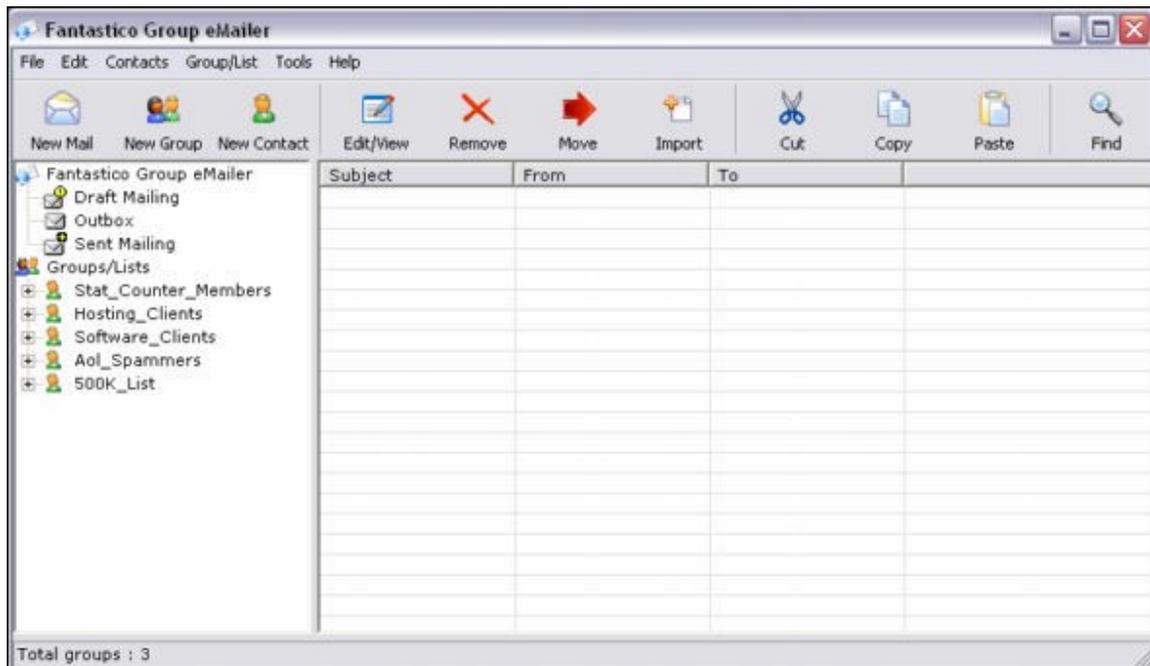
Features

1. Capability of storing 250 different groups
2. Unlimited number of contacts per group
3. Importing contact information from 4 file types:
 - a. Comma Delimited Text File (CSV)
 - b. Tab Delimited Text File
 - c. Custom Delimited Text File
 - d. Microsoft Access Database (MDB)
4. Exporting contact information to file
5. Support for cut, copy, paste, find, and other common operations
6. Contacts can be added/edited/removed
7. Contacts can be either stored as subscribed or unsubscribed. Interchange of status can be done
8. Duplicate contacts within a group can be removed instantly
9. Emails can be sent in either HTML or Plain Text or Both
10. Different styles in HTML mail can be used along with images
11. Direct web pages can be included from a web site. Built-in browser helps select the web site to include
12. Supports rebasing relative web images to absolute web images
13. Multiple attachment support
14. Efficient HTML to Text conversion
15. Emails can be personalized with fields from the contact info
16. Emails can be sent to as many groups and ungrouped emails can be included while sending
17. Groups can be added/renamed/deleted
18. Group properties can be shown
19. Validation of individual email addresses before sending
20. DNS MX Query for finding the MX Entry for any server
21. Processing subscription request through email by checking incoming mail

22. Processing bounced mail and removing unattended mails from groups
23. Different settings for delivering mail
24. Supports SMTP authentication and POP-before-SMTP for SMTP delivery
25. Supports Direct Mail delivery to remote server

Main Interface

The main interface of Fantastico Group eMailer is very simple and easy-to-use so that any novice PC user can use it without any problem.



On the left side, there are the folders for mailing and the groups that you have created. On the right side, the content will be either the mailings or the contacts within a group. At the top, there is the menu bar, which contains all the commands and just below the menu bar, there is the toolbar with icons for quickly accessing important commands.

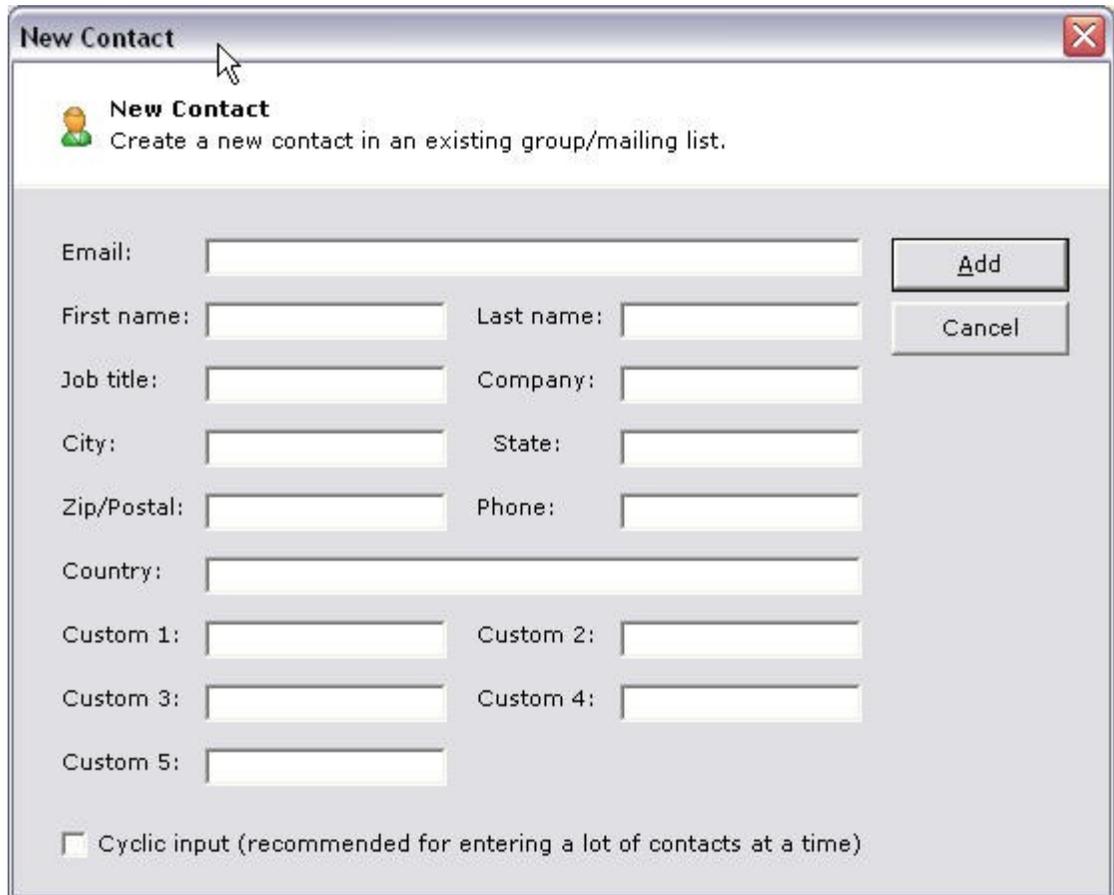
Creating a group and adding contacts

Here are the easy steps to create a new group and to add contacts to it.

1. Click on the New Group icon in the toolbar or select New Group/List from the Group/List menu. The following dialog window will open.



2. Enter a name for the new group and click on the OK button.
3. Now you are ready to add some contacts in the newly created group. Select the group name in the left list and click on the New Contact button on the toolbar. The following dialog window appears on screen.



New Contact

 **New Contact**
Create a new contact in an existing group/ mailing list.

Email:

First name: Last name:

Job title: Company:

City: State:

Zip/Postal: Phone:

Country:

Custom 1: Custom 2:

Custom 3: Custom 4:

Custom 5:

Cyclic input (recommended for entering a lot of contacts at a time)

Add

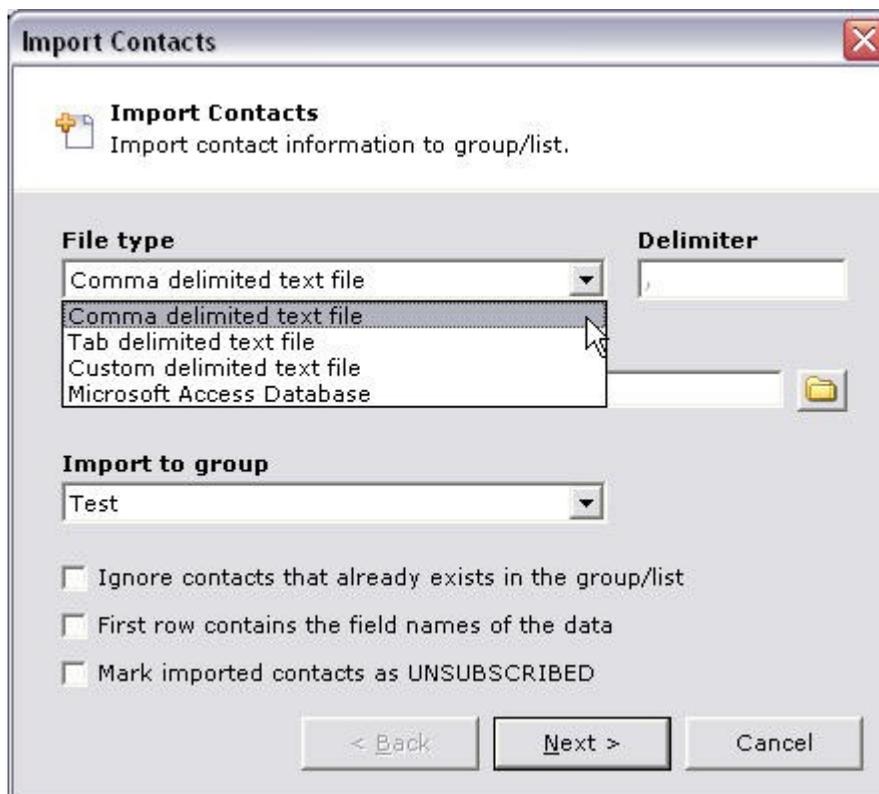
Cancel

4. Fill up as much data as needed and click on the Add button to save the data for the New Contact. Check the Cyclic Input checkbox on the bottom if you want to add many contacts at a time.

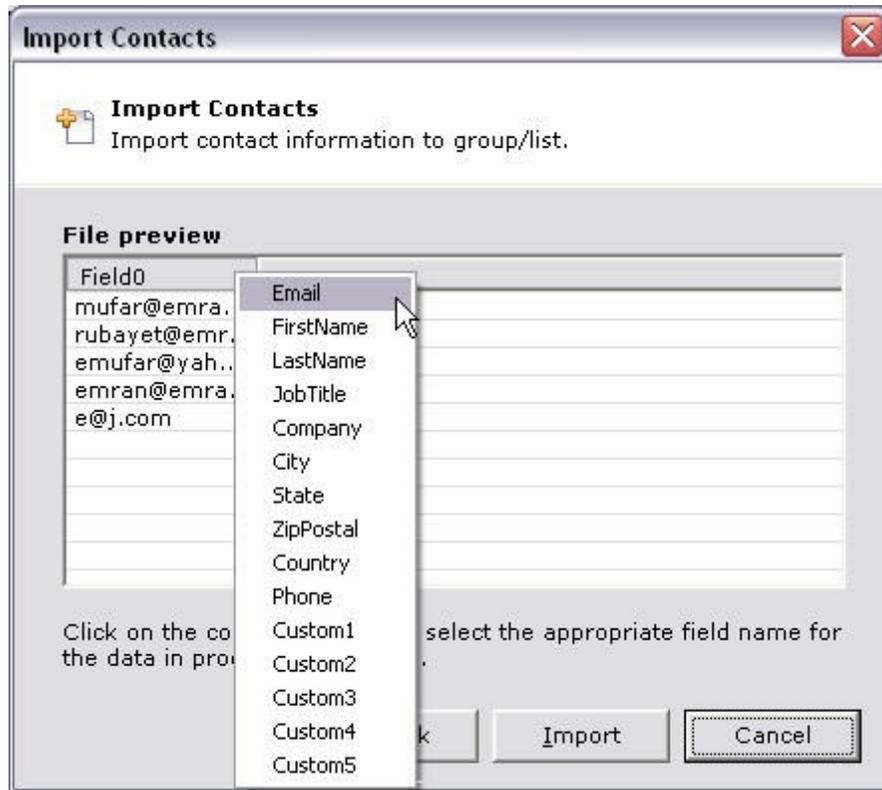
Importing and Exporting Contacts

With Fantastico Group eMailer, it's easy to import and export contacts. Here is a quick guide on importing contacts from external files.

1. Click on the Import icon on the toolbar. The following screen will appear on screen:



2. From the file type list, choose the type of file from you want to import contacts.
3. Then choose the group in which you want the imported contacts to be place from the list below.
4. Now choose the file by clicking the folder icon and browsing through your hard disk
5. There are some handy options available, such as ignoring existing contacts, assuming that first row contains field name and setting imported contacts as unsubscribed.
6. Now, click on the Next button to proceed with the data in the file. You will see the data in grids where you have to define which data belongs to which field. Click on the column header to show you the menu of the fields:



7. Now define which data will go in which field. Note that you must define a data as the Email field as it is a field required.
8. At last click on the Import button to import the contacts. You will be notified about the number of contacts imported.

Exporting contacts is also an easy task when you use Fantastico Group eMailer. Here are some steps, which will guide you through exporting your contacts to a file:

1. Click on the File → Export Contacts from the main window. The following dialog window will appear on screen:

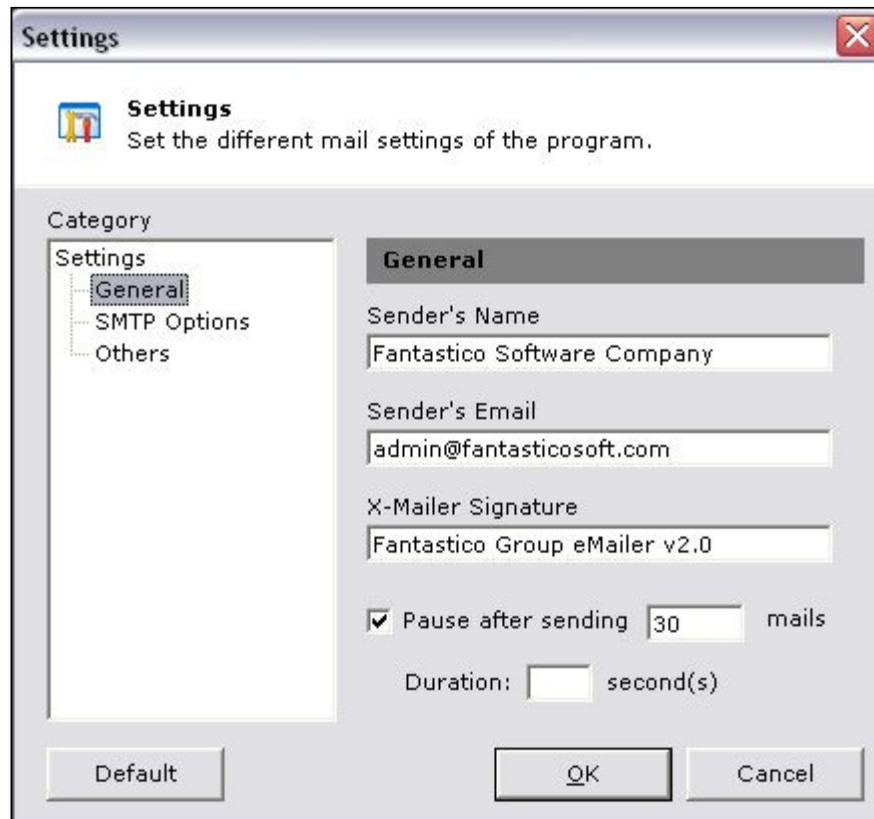


2. At first you have to decide what data you want to export.
3. Then similar to the importing window, you have to choose in which file format you want to export your contacts.
4. Afterwards, choose a filename where the exported data will be saved.
5. And don't forget to select which type of contacts you want to export: Subscribed, Unsubscribed or Both.
6. At the end, click on the Export button to export the contact information.

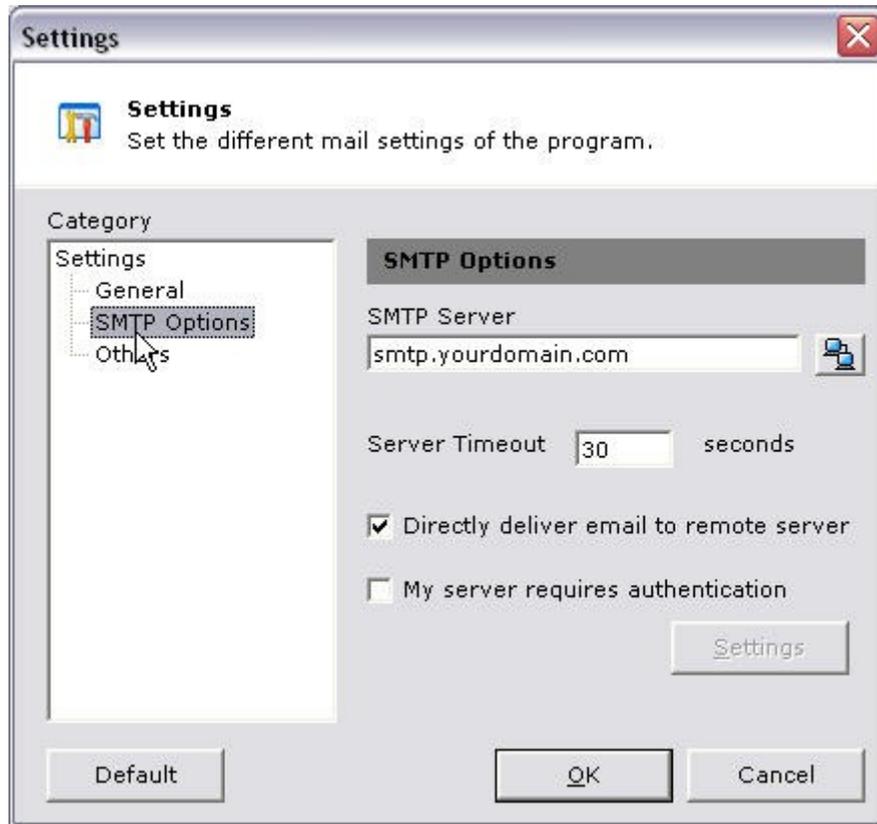
Configuring Mail Settings

It is very easy to configure the mail settings of Fantastico Group eMailer when you know the correct information about your computer's email options. In the following steps, we will help you setup the mail settings.

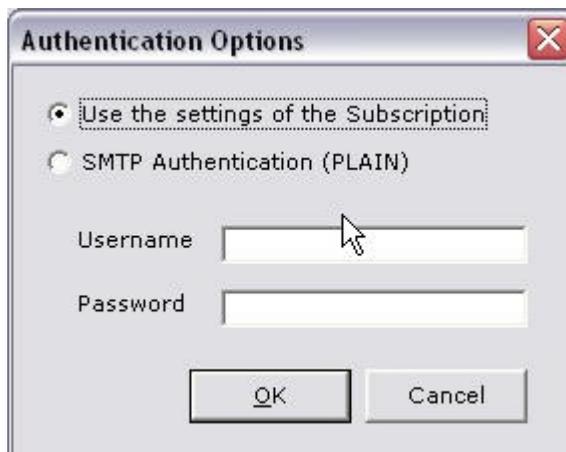
1. Choose Send Settings from the Tools menu. The following dialog appears on screen.



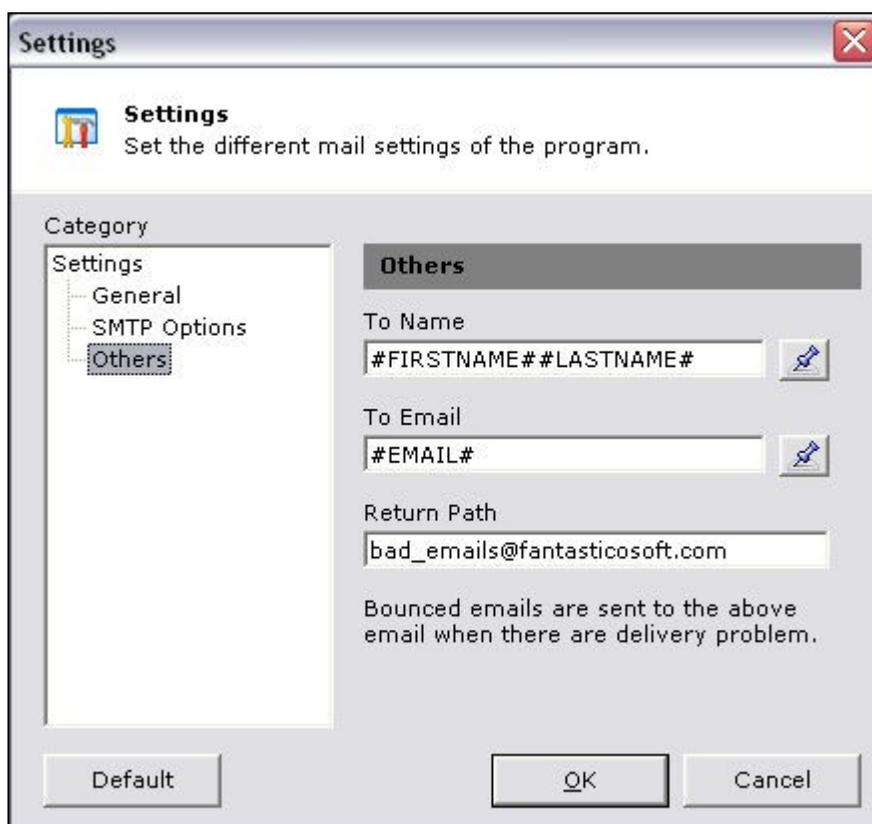
2. In the Sender's Name field, type the name you want the recipients to see when they receive your mail.
3. In the Sender's Email field, type the email, which will appear in the recipient's mailbox.
4. The X-Mailer Signature is the program name that sends mail. You can enter whatever you want here. Sometimes advanced managers require it.
5. Enable the Pause after sending option if you want to make a delay after sending each mail. You can set the amount of mail to be sent at each time and how many seconds to wait after that sending.
6. Now, click on the SMTP Options to modify the SMTP sending options. The following screen will be displayed on screen:



7. On the SMTP server box, type the SMTP server address of your ISP. If you're not sure what it is, ask your ISP about it.
8. The server timeout value is the time which will determine whether there is a problem with the server or not.
9. Enable the 'My server requires authentication' option if your ISP requires you to login first on their server before sending mail. Click on the Settings button to show the following dialog.



10. Select the SMTP Authentication option if your ISP requires SMTP authentication. Then enter the username and password in the following boxes. Then click on OK.
11. If they need to login to POP server before sending mail, choose that option instead and click on OK. You can configure the POP server options from Toolsà Subscription Mail Checkà Settings.
12. If you are not sure about all the above options, choose the 'Directly deliver email to remote server' option. If you choose this option, Fantastico Group eMailer will bypass all the above settings and will use its built-in server, to send all the emails to the remote server.
13. Again, click on the 'Others' item from the left list to show the following screen:

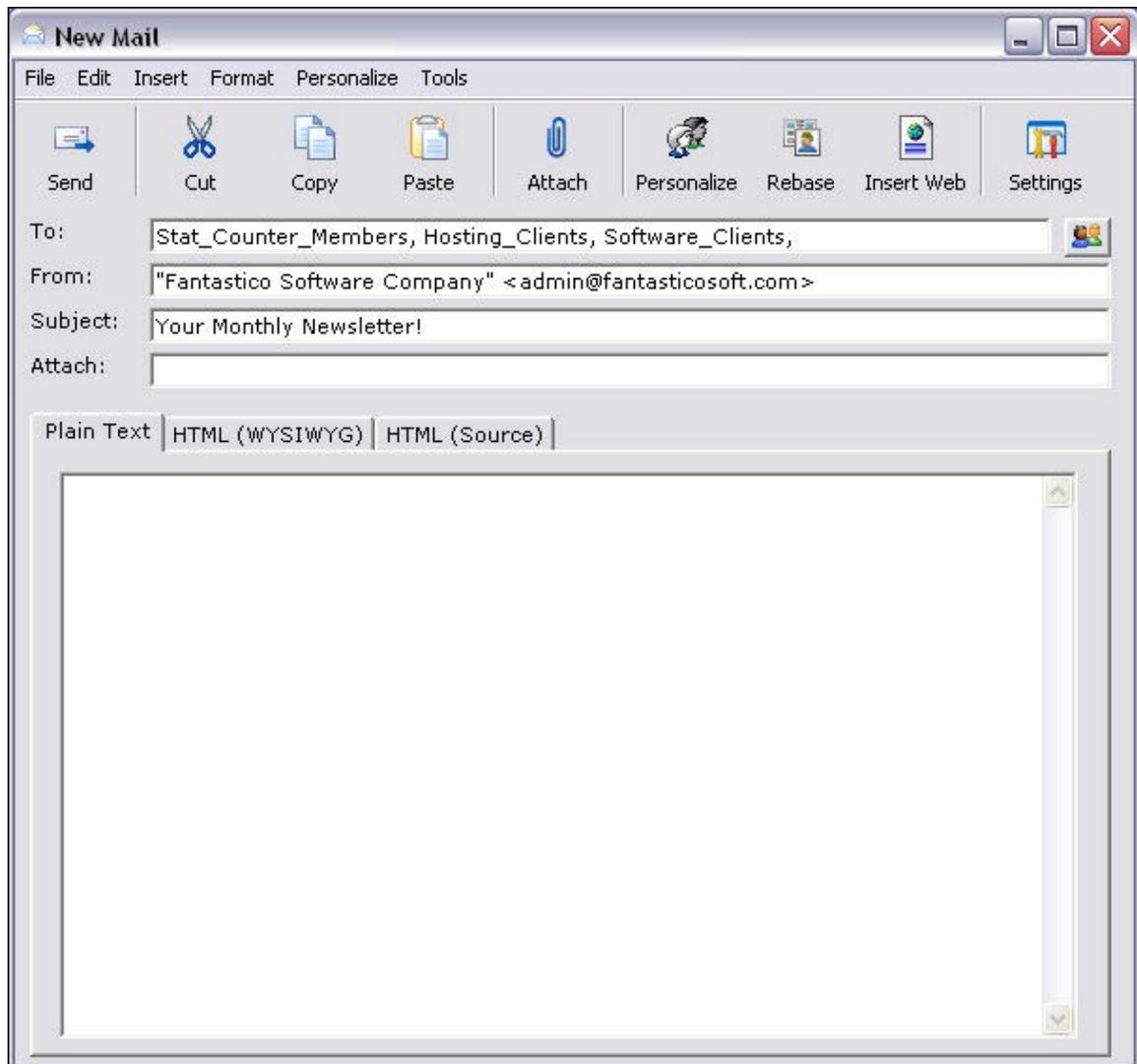


14. In the 'To Name field', type what you want as the recipients Name. You can choose fields from the contact details. Click on the icon on the right for a list of the fields.
15. Similarly choose which field in the contact details contains the actual email of the recipient.
16. The 'Return Path' is the email address where all the bounced/undelivered mails will come.

Sending Group Emails

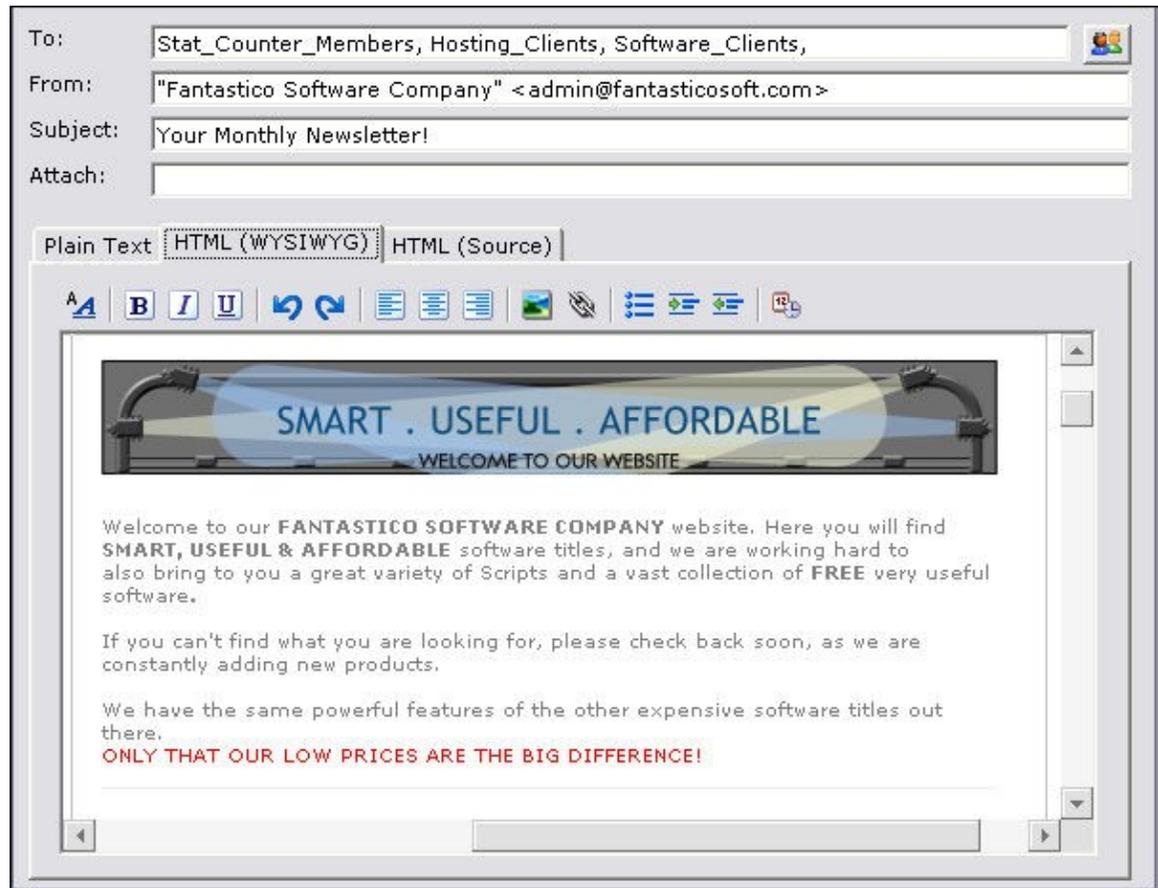
When you've set-up all the settings and groups, it's very easy to send group emails. Here is a review of the steps you need to take to send group emails.

1. Click on the 'Send' button from the main program's toolbar or Choose Fileà Send. The following 'New Mail' window will appear on screen.



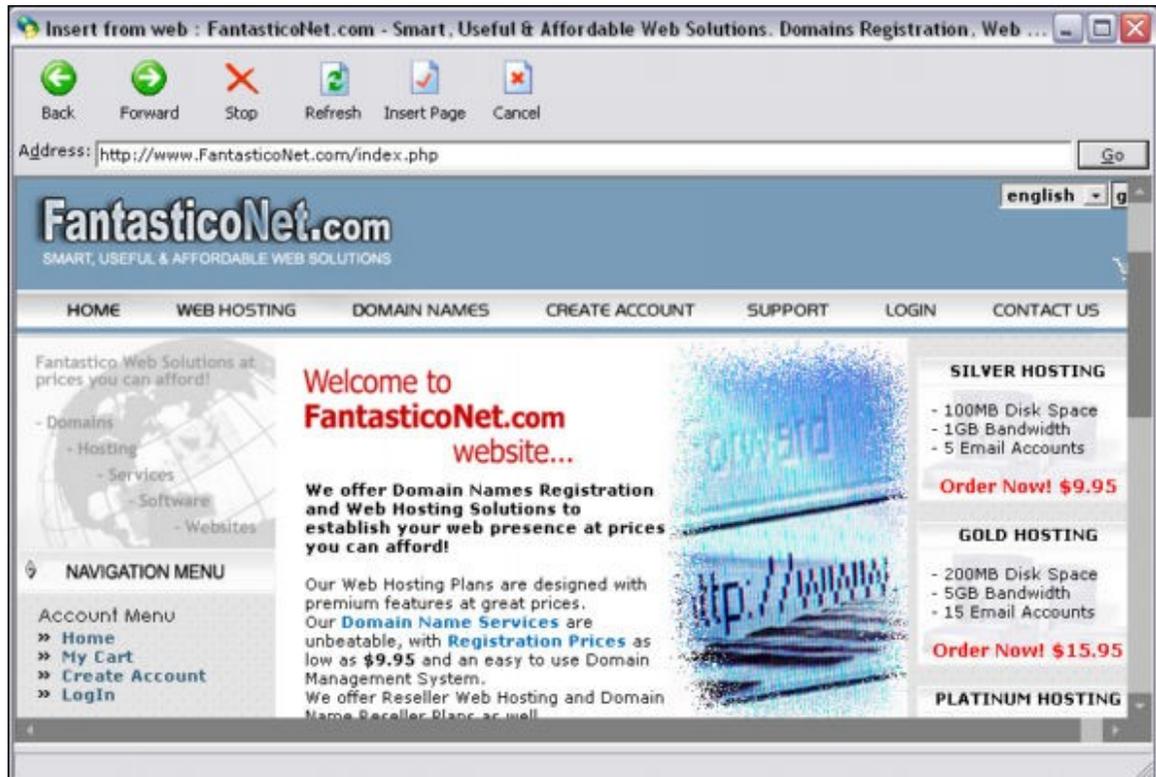
2. In the To field, you can either enter the name of the groups you want to send mail or can enter the emails you want to send mail. Click on the icon at the right to choose the groups from a list.
3. The 'From' field is automatically filled with data from your 'Send Settings'. But, you can also change that if needed.
4. In the 'Subject' field, type the subject of the email.

5. If you want to attach any file with the mail, click on the 'Attach' button from the toolbar or choose Insert → Attach to select the file. That filename will appear on the attachment field.
6. Now, type the body of the email. There are two formats of the email. You can either write in Plain Text or in HTML format or can include both. The user will see the version his/her email client supports. Click on the Formats menu and check/uncheck the formats you want.
7. If you choose the HTML (WYSIWYG) tab, you will see the following editor:



8. You can sort your HTML email just like any HTML editor like Frontpage, Dreamweaver, etc.

You can insert web page directly from the Internet by clicking on the Insert Web icon on the toolbar. It will open the following mini-browser with which you can browse the Internet and insert any page.

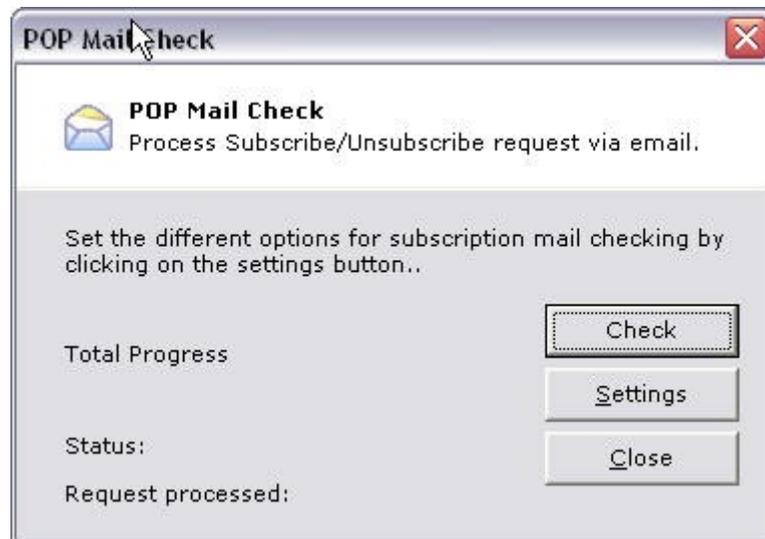


9. You can also convert your HTML texts to the plain text version by using our powerful built-in HTML to Text converter. Click on Tools → HTML To Text to convert the HTML texts to the plain text version.
10. And you can personalize your email by using the personalize option. Place your cursor at any text box where you want custom field from contact details and click on the Personalize button to show the menu with fields from the contact details. Then choose any field you want to include. When Fantastico Group eMailer will send the email, it will substitute the fields with actual data.
11. Check the Insert menu to insert different items in your email. You can insert any text from file, HTML from file, image, attachment, hyperlink etc.
12. And don't forget to browse the Format menu to play around with different formatting options available.
13. When you are have prepared all the things, you can immediately send the emails or save it as a draft for sending later. Click on File → Save As Draft to save the mail in the Draft folder. Or click on the Send button to start sending the mails immediately.

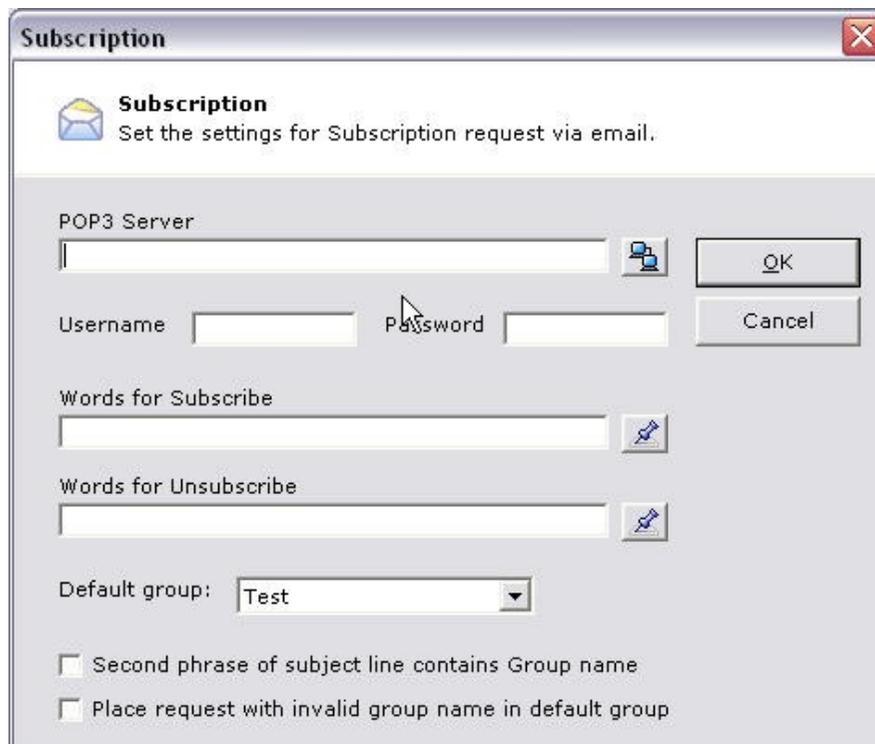
Subscription Mail Check

You can check your email account from Fantastico Group eMailer and process any subscription request automatically. Here is a quick tour about this feature.

1. Click on the Toolsà Subscription Mail Check from the main window of the program. The following window appears on screen.



2. At first we should configure the settings so that we can check our mails and process the subscription requests. Click on the Settings button to show the following settings dialog.



3. Fill up the POP3 Server textbox with your ISP's incoming mail server address. Then type your username and password in the following boxes.
4. Now, write down the keywords for identifying any subscription request. Suppose, all your subscription mails' subject line contains the word SUBSCRIBE, so write this word on the Words for subscribe box. Similarly, write the words for non-subscription in the following text box.
5. Now choose a default group where all the subscription emails will be placed. If you know that the second word of the emails' subject line contains the group name, check the Second phrase of subject line contains group name option.
6. At the end, click on OK to save the settings and go back to the previous window.
7. Now, click on the Check button to check the mail.

Bounced Mail Check

You can check your email account from Fantastico Group eMailer and bounced/undelivered email automatically. Here is a quick tour about this feature.

8. Click on the Toolsà Bounced Mail Check from the main window of the program. The following window appears on screen.



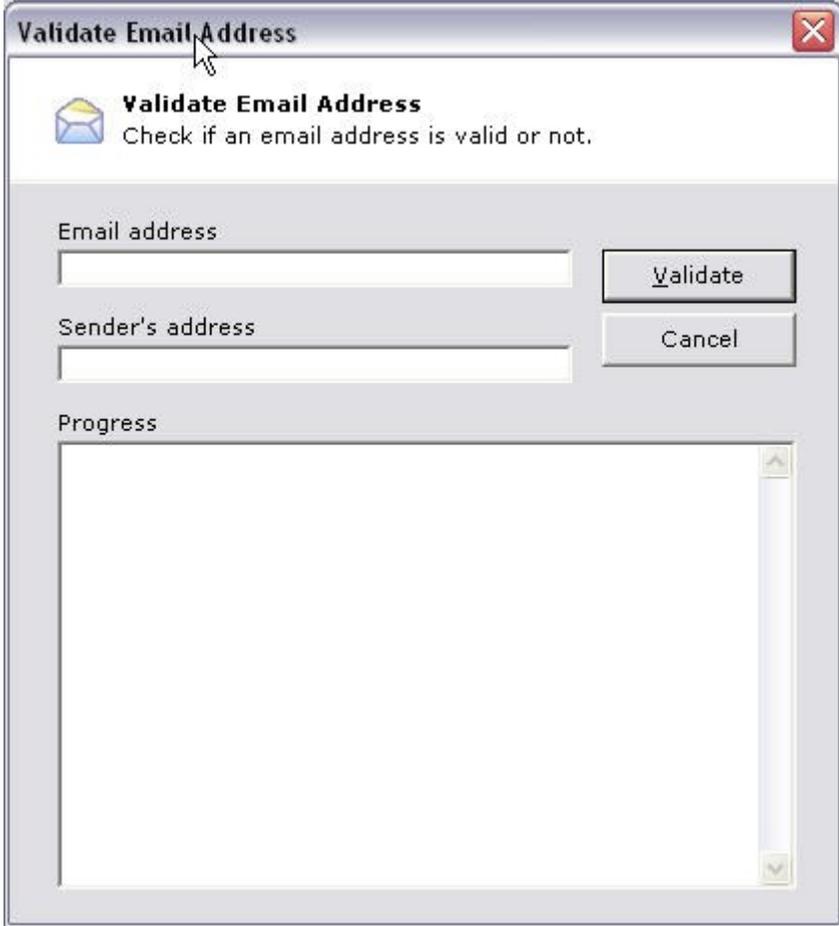
9. At first we should configure the settings so that we can check our mails and process the bounced mails. Click on the Settings button to show the following settings dialog.



10. Fill up the POP3 Server textbox with your ISP's incoming mail server address. Then type your username and password in the following boxes.
11. Now, write down the keywords for identifying any bounced mail. This varies from server to server. So, it is better to keep some common words here such as Failure notice, Failure delivery, etc.
12. At the end, click on OK to save the settings and go back to the previous window.
13. Now, click on the Check button to check for the bounced mail.

Validate Email Address

Sometimes you may need to check for the validity of any email account. With Fantastico Group eMailer, you can do that easily. First click on the Toolsà Validate Email Exists. The following screen appears on screen:



Enter the email to verify in the first textbox and your email address in the second textbox. Now, click on the Verify button to connect to the server and verify the email address.

Details server-client response will be shown in the text box.

Hopefully this comprehensive User's Guide will help you achieve the best results when using Fantastico Group eMailer for all your email campaigns.

Should you have any questions, do not hesitate to contact us at:

support@fantastico.com

Or visit our website for more great software titles at:

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