Mass Mail

Last Updated Monday, 09 April 2007

Type:

com_mass_mail

Access:

menu=>Components=>Mass Mail

User Level:

Super Administrator.

Screenshot:

Mass Mail

Description:

The Mass Mail Component makes it possible for a Super Administrator to easily send an e-mail to all Registered Users or Users in a particular Group sequence from within the Back-end of Joomla! without having to start an external mail agent. It uses a completely basic text screen for the message to be entered into but this can be enhanced by using HTML code entered manually.

NOTE: Although this function appears in the Component Menu for Administrators, only Super Administrators can actually use it.

Toolbar:

Send Mail: Once the Details sections below have been completed, and the e-mail is ready to be sent, click the Send Mail icon and the e-mail will be issued.

Cancel: Clicking Cancel at any point ends the
current Mass Mail creation session and returns the display to the Control Panel . Any changes made since the session commenced will be
lost and the new e-mail will not have been created. There is no 'drafting' facility within this function.

Help: Click the Help icon at any time to view this Help Screen.

Details:

Group: Select the Group to whom the e-mail is to be sent from the displayed list of all Groups. Select - All User Groups - to send to all Registered Users of the web site. Select Public Front-end to send to the Registered, Author, Editor, and Publisher Groups only. Select Public Back-end to send to the Managers, Administrators, and Super Administrators only.

Mail to Child Groups: It is possible to further refine who receives the e-mail by checking the Mail to Child Groups check box. For example:

- Select the User Group Author and then check the Mail to Child Groups check box. Users in the Editor and Publisher Groups will also receive the e-mail but not the Registered User Group.

- Select the User Group Administrator and click the Mail to Child Groups check box and the Administrator and Super Administrator Groups will both receive the e-mail but not the Manager Group.

Send in HTML mode: Check the Send in HTML mode check box to allow an e-mail that is created using additional features of HTML code to be sent rather than just a plain text version. If HTML code is entered it is essential that this check box is checked otherwise the e-mail will be sent in plain text.

NOTE: Not all Users will have their e-mail programs set to receive e-mails in HTML format, so this may not always be the best choice!

Subject: Enter a subject for the e-mail. Make it descriptive of the content of the e-mail and ensure it is recognisable as having come from the web site and not therefore Spam.

Message: Enter the content of the message using completely plain text or using HTML tags as required. It is also easy to create the document in your favourite HTML or WYSIWYG editor and copy and paste the code straight into this field.

NOTE: It is not possible to send an e-mail without selecting/completing the Group, Subject, and Message fields of this function.

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team