SuperMailer

The SuperMailer module provides you with a function for mass mailing in PC CADDIE. This module must be licensed. You can use SuperMailer to send personalised serial mails with HTML attachments directly from PC CADDIE, e.g. for sending newsletters.

Advantages compared to Outlook mailing:

- Sending personalised emails with a direct salutation
- Sending of professional HTML documents
- Any attachment is possible
- Direct address export from PC CADDIE according to personal filter
- The probability of SPAM is significantly minimised
- Only 50 mails can be in the BCC via Outlook, otherwise it becomes spam. With Supermailer, each mail is sent individually.

The programme is installed on any computer on which you want to work with SuperMailer. Installation on the server is useless, it is only a local application.

This is how you install Supermailer:

Installation

The installation and licensing of Supermailer on the first workstation is included in the licence price and is carried out by our support team. Would you also like to use Supermailer on other workstations? The next chapter describes how you can easily install it. Contact our support team at after you have completed the installation(s) so that we can licence it for you.

Download Supermailer

To install the Supermailer, download the German-English version http://www.supermailer.de LOKAL to your computer. This means you always have the latest version available and avoid licensing problems with Windows 7 computers.

For the installation you need administrator rights for the computer on which SuperMailer is to be used. If your computer is replaced, you will need to reinstall SuperMailer!

Nev Email	vslette HTML new	e r softw sletter softw	vare and	email mark	(eting so ers and perso	oftware Sup	oerMailer ©
Start	Features	Download	Order license	SuperMailer Script	Contact Us	Imprint	
Downlo	ad Freewar	e version		iail newsletter soft	ware supermai iler v10.61 32	ILER FREEWARE VERSION	N (08. OKTOBER 2018) 23 MByte
Newsle	tter scripts		(English a	nd German)			(x64 29 MByte)
Referen	ices						
Order I	icense		English a	er Software SuperMai nd German)	iler v10.61 64	bit [10.61.0.1952]	

Depending on your operating system, double-click on the 32bit or 64bit version.

Opening smintsw_x64.zip	×
You have chosen to open:	
🔯 smintsw_x64.zip	
which is: WinRAR ZIP archive (30.1 MB)	
from: https://int.supermailer.de	
What should Firefox do with this file?	
Open with WinRAR archiver (default)	
O <u>S</u> ave File	
Do this <u>a</u> utomatically for files like this from now on.	
	1
OK Cancel	

Confirm with OK

🙀 smintsw_x64.zip	(evaluation copy)		
<u>File Commands</u> To	ool <u>s</u> Fav <u>o</u> rites Optio <u>n</u> s <u>H</u> elp		
Add Extract T	o Test View Delete Find Wizard	Info VirusScan Comment SFX	
↑ Main Smintsw_:	x64.zip - ZIP archive, unpacked size 31.825.568 bytes		
Name 🔺	Size Packed Type	Modified CRC32	
	File folder 31,825,568 31,609,169 Application	08.10.2018.12:25_9E24E174	
- becapiexe	Prozosta Processia Provident		
		Total 31.825.568 bytes in 1 file	

Start with double-click

User account control query: Do you want the programme to make changes? YAAAAA

Select S	etup Language 🛛 🔀	
12	Select the language to use during the installation:	
	English	
	OK Cancel	
		German, (



Setup - Newsletter Software SuperMailer(x64)	
Select Destination Location	
Where should Newsletter Software SuperMailer(x64) be installed?	
Setup will install Newsletter Software SuperMailer(x64) into the following folder.	
To continue, click Next. If you would like to select a different folder, click Browse.	
C:\Program Files\SuperMailer Browse	
At least 115.2 MB of free disk space is required	
< <u>B</u> ack <u>N</u> ext > Cancel	
	CONTINUE
Setup - Newsletter Software SuperMailer(x64)	
Select Additional Tasks	
Which additional tasks should be performed?	
Select the additional tasks you would like Setup to perform while installing Newsletter Software SuperMailer(x64), then click Next.	
Additional icons:	
Create a desktop icon	
< Back Next > Cancel	

As the Supermailer is started via the corresponding function in PC CADDIE, you do not need the icon on the desktop. The tick can normally be removed. If you often need to access newsletters that have already been sent in order to look something up, the shortcut on the desktop is the quickest way.

F Setup - Newsletter Software SuperMailer(x64)	_ 🗆 🗙
Ready to Install Setup is now ready to begin installing Newsletter Software SuperMailer(x64) on your computer.	
Click Install to continue with the installation, or click Back if you want to review change any settings.	or
Destination location: C:\Program Files\SuperMailer	A
	T
	+
< <u>B</u> ack Install	Cancel



SuperMailer - New project	×
New project Existing project	
Email format	
HTML and plaintext email (multipart email)	
Plain HTML email (not recommended)	
Plaintext email	
Editing HTML email	
in WYSIWYG HTML editor	
in wizard after loading a suitable template	
• in plain HTML editor	
Email encoding	
 German, Alban., Dan., English, Finn., French, Gal., Irish, Icelan., Italien, Catalan, Dutch, Norse, Portug., Swedish, Unicode (UTF-8) (unicode) Croat., Polish, Ruman., Slovak, Slovene, Czech, Hungar. (iso-8859-2) Esperanto, Galizien, Maltese, Turkish (iso-8859-3) Estonian, Latvian, Lithuanian (iso-8859-4) Arabic (NOT supported) (iso-8859-6) 	
Recipients database	
New recipients database	
© Existing recipients database:	
Show window again.	
SuperMailer	



🖆 SuperMailer 10.61 [New project]								<u> </u>
<u>File Edit Email Project Tools Go to</u>	?							
📔 🗋 New project 🤔 Open project 🔳 S	Save project 🛛 🧒	Send emails nov	v 💫 Send SM	S now 🧒 Che	ck email address	es 🥑 Help		
Recipients of email	Recipients of e	mail						22
Recipients groups	ी 👔 Import 🔓	Export 🚨 Sub	-/ unsubscriptions	🔍 Bounces	Select recipie	ents 👻 🏠 Faile	d 🛛 🤝 Go to	😪 Replac
Sector	🌡 🎭 Add recipie	ent 🐓 Edit recipi	ient 🤽 Remove	recipients 👻 🎽	Fill 👥 Remove	e duplicates 🛛 🎾	🤊 Fields 🔻	
	Name	FirstName	🖃 EMail 🛆	Salutation	CellPhoneNu	IP	DateTime	
Recipients of email								
Text of email								
Attachments of email								
😲 Other programs(german)								
		0 reci	pients total	Rec	ipient: 0 Free v	ersion		:

Settings for sending e-mails

Click on Project and select the option Settings for e-mail dispatch.

🖆 SuperMailer 1	0.61	[New project]						_ 🗆 🗙
File Edit Email	Proj	ect Tools Go to ?						
New project	9	Send settings Ctrl+M	v 💫 Send SM	S now 🧑 Che	ck email address	es 🥑 Help		
Recipients of ema		Field with email address						
Recipients groups	f.	Query functions	-/ unsubscriptions	Bounces	Select recipie	nts 👻 🎥 Failed	d 🛛 🧇 Go to	😤 Replac
No recipients	Φ	Target groups	lent & Remove	recipients 👻 📝	Fill 98 Remove	duplicates	Fields 🔻	
		Mailboxes Shift+Ctrl+P	EMail V	Salutation	CellPhoneNu	1P	DateTime	
	89	Unsubscribe link						_
	6	File upload Ctrl+U						
	8	Tracking •						
L	6	Newsletter archive						
👷 Recipients of a	Q	Alternative browser link/Online version						
	Q	Setup Feedback link						
Text of email		Setup surveys						
L Attachments o	1	Remove block list recipients from recipient list						
(1) Other program	82	Default values for adding recipients manually						
-	-	Define your own date/time format						
	۵	Report of last email sending						
		Project properties	pients total	Red	tipient: 0 Free v	ersion		

In the tab E-mail addresses tab, enter

- 1. the sender address = your club e-mail
- 2. the name you would like to display (e.g. Golfclub Sonnenschein)
- 3. the address to which the reply should be sent

Send settings
Email addresses Email sending Extended BCC sending Limits Header of email
Sender email address:
Displayed sender name:
Replies are sent to email address (Reply to):
Send a visible Copy (Cc:) of each email to this email address(es):
Send a blind copy of each email to this email address(es):
Creation of recipient name (only by conding via SMTP conver):
Only by sending via SMTP server resp. directly to server of recipient:
Create multipart messages (one part ntml, one part plaintext
Pre header/preview text
Profiles OK Cancel Help

In the tab **E-mail dispatch** tab, enter the details of your mail server. Click on the button *Test e-mail dispatch* button to check the settings. If the e-mail was sent successfully, the details are correct.

end settings	×
Email addresses Email sending Extended BCC sending Limits Header of email	
 send over SMTP server of email provider send over Microsoft Outlook (2003 or newer) use own webspace/dedicated server to send emails send over Microsoft Cloud (et al Office 365/Microsoft Azure) send directly to server of recipient send over SMAPI interface (no HTML mails possible) 	
Timeout: Number of sending threads: 120 Seconds 2 turboSMTP	
Outbox server (SMTP): Port: 25	
Server requires secure connection (SSL/StartTLS) Import	
Authentification at SMTP server necessary Username: Password:	
Authentification at POP3 server Envelope/Bounce email address	
Sign emails with a <u>digital signature</u> (S/MIME)	
Test email sending More outbox servers >	
Profiles OK Cancel Help	

We recommend sending the newsletter with small pauses. These can be set in the **Limits** tab:

nail addresses	Email sending Extend	ded BCC sendi	ng Limits	Header of en	nail
Pause betwe	en each email:			1	ms
Pause en Hint: Th after ca	nail sending ne number of threads h 50 Mails	as to be less that	an the num conds break	ber of messa	ges!
Limit ban maximal Hint: Reduction option should	dwidth usage while sen y 500 Kbi on of bandwidth usage only be used to reduc	i ding emails t/s per Thread. will result in a sl te network traffi	ower email s c in local ne	Hint sending proce tworks,	ess, This
Limit to s	end emails pximally 20	Emais in	1 п	iinute(s)	
on over	un wait additionally		60 ₅₀	econd(s).	

Create newsletter

Excursus: Supermailer and EU GDPR

Since the General Data Protection Regulation came into force on 25 May 2018, care must be taken to ensure that newsletters no longer illegally reach recipients who have objected to receiving them.

Therefore, with the EU GDPR-compliant update of PC Caddie, the export of email addresses is

generally suppressed. You will not be able to select any addresses for the first export. Of course, there are ways to still be able to work. You can find out what these are hier:http://doku.pccaddie.com/doku.php?id<ignore>=de:sonstigefunktion:datenschutz:datenschutz#s upervisor-rechte_bezueglich_e-mail-versand</ignore>

Define group of people

In PC CADDIE, select **Persons/SuperMailer.**

		? ×
ayout		→ Ausgeben
SuperMailer	Editieren	
C:\PCCADDIE\SuperMailer\List.txt		
		Bild verkleinerr
ersonengruppe		
Newsletter	▼ Defi <u>n</u> ieren	🖂 Mail senden
eihenfolge	<u>V</u> on-Bis	
Alphabet (Namen)	▼ Bearbeiten	Sermerken

Select the desired groups of people here. You can use Define to check that the correct options are stored.

ntakte-Filter: Newsle	tter				_ >
la <u>m</u> e Newsletter		*	Speid	hern L <u>ö</u> schen	<u>√ о</u> к
Personen- <u>F</u> ilter <u>A</u> ufzähl	ung		+ N	euer Filter F9	Negation
<u>H</u> andicaps	von	Pro	bis		Eintritt/Austritt passend zum:
<u>G</u> eburtsdatum	von		bis	31.12.2020	Heute
Eintritts <u>d</u> atum	von		bis	31.12.2020	
Heimat <u>c</u> lub	nur			\equiv	Sonderfilterung:
Geschlecht	nur			=	Event
Altersklasse	nur			=	<u>B</u> eitrag
Mitgliedschaft	nur			=	Umsatz
Status	nur			=	
Verschiedenes	nur			=	Logisch
Zusatz-Info	▼ nur	INONEWS			
E-Mail, P+G	▼ nur	! <leer></leer>			Datei
Clubnummer/-kennur	- nur				
Irgendwo/Alles	+ nur				X Abbruch

The person filter is created as a normal filter, but the 2 options displayed must be ticked:

- The ticked option means that people who <u>no</u> Additional information "NONEWS" will receive an e-mail. This means that the e-mail address does not have to be deleted when you unsubscribe. It is sufficient to enter the additional information. Information on this can be found under Unsubscribe from the newsletter
- 2. Only those persons who have entered an e-mail address will be included. The exclamation mark indicates that the field <u>not</u> be empty.

Confirm with **OK.**

Select Ausgeben and Start file output.

Dateiausgabe X	(
Soll die Dateiausgabe wirklich gestartet werden	
▶ <u>D</u> ateiausgabe starten	
X Abbruch	

This window may appear during output if you are working with the ALINK contact person in CRM/DMS: More information about ALINK contact persons.

Ansprechpartner wählen	
Welcher Ansprechpartner bzw. welche Adresse soll verwendet werden?	√ <u>о</u> к
Einzelauswahl Automatik	X Abbruch
PC CADDIE AG, Benedikt Schmedding	
Keinen Ansprechpartner drucken	
Haupt-Ansprechpartner: Benedikt Schmedding	
Arens, Anja, SP (+49-700/72233-03, aa@pccaddie.com)	
Birekoven, Iris (+41-41/39270-80, iris@pccaddie.com)	
🚔 Böer, Mirko, SuperMailer (+49-341/8632842, info@supermailer.de)	
Bucheli, Christof, TC (cb@pccaddie.com)	
Hodel, Carmela, SP (+41-41/511-0613, ch@pccaddie.com)	
Hotline (+49-700/72233-43, support@pccaddie.com)	
🖡 Höllinger, Manuela (+41-41/39270-83, mh@pccaddie.com)	
🛉 Moser, Daniel	
Ollendorff, Yannick, TC (+49-700/72233-01, yo@pccaddie.com)	
🛉 PC CADDIE: Alle mit Verbindung zur Entwicklung, DEVTEAM (devteam 🗸	

With individual selection, you decide who is included in the selection for each data record output. You can also decide not to select a contact person.

Ansprechpartner wählen			
Welcher Ansprec	hpartner bzw. welche Adresse verwendet werden?		√ <u>о</u> к
Einzelauswahl	Automatik		X Abbruch
Für diese Ausgabe <u>a</u> utomatisc	h wählen		
Dabei diesen zuerst nehmen:	Briefempfänger	-	
danach diesen Typ:		•	
weiter diesen Typ:		•	
weiter diesen Typ:		•	
weiter diesen Typ:		•	
weiter diesen Typ:		-	
weiter diesen Typ:		•	
Zusätzlich jene mit dieser Zusatz	z-Info:	-	
	СМ		
Ausgabe-Umfang:			
eine Ausgabe je Datensatz mit E	-Mail der passenden Ansprechpartner		
eine Ausgabe je Datensatz mit E	-Mail von allen Ansprechpartnern		
alle passenen Ansprechpartner	einzeln verarbeiten		
Doubletten dabei ausfiltern			
Automatik-Wahl:	einzeln je Datensatz wählen	•	

With the automatic function, you can specify which contact persons are to be selected for further output. There is then no further individual enquiry. Please edit this window carefully and note the following aspects:

- Tick the box for E-mail from all contact persons so that everyone receives the e-mail.
- If you tick the box next to E-mail from all suitable contact persons, the respective contact person will be selected that you choose first from these contacts. *these first* and *this type* have stored.
- If you want to select all persons from the person group who have also entered additional information, in our example, all contact persons letter address with additional information CM, you can enter the additional information here.
- If you are not sure whether your setting will achieve the desired result, you can click the *Note* button in the address output window if you click on *F7 Check export list* you will receive the addresses output for checking.
- Or you can use the SuperMailer programme under **Recipient group** Take random samples.

If you work with the CRM/DMS module, there are further setting options. Please contact Support so that these can be activated.

Firstly, use the person selection to determine who should receive the e-mail, e.g. all persons with e-

mail, or all persons with a turnover of €2000, or in our example all persons with the additional information nomag.

-					
la <u>m</u> e Newsletter Mitglieder	•	*	Speich	ern L <u>ö</u> schen	✓ <u>о</u> к
Personen- <u>F</u> ilter <u>A</u> ufzählu	ng		+ <u>N</u> e	uer Filter F9	Negation
<u>H</u> andicaps	von	Pro	bis		Eintritt/Austritt passend zum:
<u>G</u> eburtsdatum	von		bis	31.12.2020	Heute
Eintritts <u>d</u> atum	von	• •	bis	31.12.2020	
Heimat <u>c</u> lub	nur	м	Mitglied	ler 🔳	Sonderfilterung:
Geschlecht	nur			=	Event
Altersklasse	nur			=	Beitrag
Mitgliedschaft	nur			=	Umsatz
Status	nur			=	
Verschiedenes	nur			=	<u>L</u> ogisch
Zusatz-Info	r nur	INONEWS			
E-Mail, P+G	nur	! <leer></leer>			<u>D</u> atei
Zusatz-Info+Ansprech	r nur	nomag			
Irgendwo/Alles	r nur				X Abbruch

Click on **Output**. Our task now is to send the e-mail to all persons and contact persons who have stored the additional information nomag. The following setting is required:

nsprechpartner wählen				>
Welcher Ansprech soll ver	partner bzw. welche Adresse wendet werden?		√ <u>о</u> к	
Einzelauswahl	Automatik		X Abbruch	
Eurodiana Auropha automatin	th with loo			
Dabei diesen zuerst nehmen:	Briefempfänger	-		
<u>d</u> anach diesen Typ:		-		
<u>w</u> eiter diesen Typ:		-		
w <u>e</u> iter diesen Typ:		*		
we <u>i</u> ter diesen Typ:		-		
wei <u>t</u> er diesen Typ:		-		
weite <u>r</u> diesen Typ:		-		
Zusätzlich jene mit dieser Zusat	z-Info:	-		
 E-Mail von allen gassenden A E-Mail von allen Ansprechpart Alle passenden Ansprechpart 	nsprechpartnern tnern ner ggf. einzeln verarbeiten			
 Alle passenden Ansprechparti Doubletten dabei ausfiltern 	ner ggf. einzeln verarbeiten			

If available contact person automatically as follows means that PCC **selects all** contact persons and the individual persons from the person group with the additional info nomag. The tick *E-mail from all matching contact persons* now ensures that the e-mail is sent to all individuals and only those contact persons who have stored the additional info nomag.

Tick the box *E-mail from all contact persons* PCC will output all contact persons and additionally all individuals from all data records with contact persons in which one of the contact persons has a nomag.

Another task: If you want to send the e-mail to all managing directors with the additional information nomag, set the following:

nsprechpartner wählen			
Welcher Ansprech soll ve	partner bzw. welche Adresse rwendet werden?		<u>✓ о</u> к
Einzelauswahl	Automatik		X Abbruch
Für diese Ausgabe automatis	ch wählen		
Dabei diesen zuerst <u>n</u> ehmen:	Briefempfänger	-	
<u>d</u> anach diesen Typ:		-	
<u>w</u> eiter diesen Typ:		-	
w <u>e</u> iter diesen Typ:		•	
weiter diesen Typ:		•	
wei <u>t</u> er diesen Typ:		-	
weite <u>r</u> diesen Typ:		•	
Zusätzlich jene mit dieser Zusat	tz-Info:	-	
E-Mail von allen gassenden A	Ansprechpartnern		
E-Mail von allen Ansprechpar	thern		
Alle passenden Ansprechpart	ner ggf. einzeln verarbeiten		
Doubletten dabei ausfiltern			

At the top right, you can see the figure displayed and, if necessary, assess whether everything is OK with the filter.

Serienmail			? ×
<u>L</u> ayout			Ausgeben
SuperMailer		Editieren	Letzte Ausgabe:
C:\PCCADDIE\SuperMailer\List.txt	:		130 Personen
			Bild verkleinerr
Personengruppe			
Newsletter	-	Definieren	🖂 Mail senden
<u>R</u> eihenfolge		Von-Bis	
Alphabet (Namen)	•	Bearbe <u>i</u> ten	Permerken
MIT und OHNE Einzugsermächtige	ung 💌	Definieren	
Familien zusammenfassen	Extra Ansch	reiben zusätzl 🔻	-> Ende

Output addresses and select mail template

Click on the button Mail senden . The SuperMailer folder opens in your PC CADDIE main data.

It is very practical to work with a master template. This avoids errors and the newsletters go out in a standardised form. Always save all newsletters in this directory with a new name. The chronological sorting gives you a good overview.

Wählen Sie, welche Vorlage Sie für die Mail	verwenden	möchten:		√ <u>о</u> к
Club 90 - Einladung Familienpicknick 2018	14.08.18	19:56:03	^	X Abbruch
Club 90 - Freier Eintritt FC Schüpfheim Spiele	15.09.18	09:29:07		
Club 90 - Einladung GV 2018	22.10.18	19:20:18		
LUB 90 - Jahresbeitrag und Jahresprogramm :	20.11.18	15:06:13		
Club 90 - Dart Turnier FC	20.11.18	16:00:45		
Club 90 - Jahresprogramm 2019	14.03.19	17:46:03		
			~	

Here you can select a (master) template and then click on **OK** button. The SuperMailer programme now opens and first asks you to select the desired email field and to delete duplicates.

Feld mit der E-Mail-Adresse festlegen	— ×
Legen Sie das Feld mit der E-Mail-Adresse fest.	
[◯ ID	*
O ADDR1	
ADDR2	=
ADDR_ADD	_
C ADDR3	
ADDR4	
SALUTATION1	
© SALUTATION2	
MAIL	
© TITLE	_
OK	Abbrechen

Bestätigung	
Es könnten Duplikate bei den importierten Empfängern aufgetreten sein, möchten Sie die Duplikate jetzt entfernen?	
Ja Nein	
Duplikate entfernen	—
Dies entfernt Duplikate anhand des Felds "MAIL" in der Empfär Empfängergruppe>". Fortsetzen?	ngergruppe " <keine zeigen</keine
Ja Nein Manuell	Weitere Felder
Information	
Es wurden 2 Duplikate entfernt.	
ОК	

Decide whether you want to remove or keep the duplicates. Assuming that Daisy and Donald Duck have the same e-mail address in your PC CADDIE, only one of them would ever receive the personalised e-mail.

The previously issued persons will appear in the e-mail recipient window:



The number of email recipients can be found at the bottom of the window.

Here you can again randomly search for individual persons. search.

Error during address import

If no addresses have been imported or there are still old, incorrect addresses in the list, proceed as follows:

<u>د</u> :	SuperMailer 9.00	(20150511 - Fr	ühlingsgrüsse.si	mp; 20150511	- Frühlingsgrüss	se.recipients]		□ ×
Datei Bearbeiten E-Mal Projekt	Extras Wechseln a	1.7						
📄 Neues Projekt 🤭 Projekt öffnen	📕 Projekt speid	um 🛛 🥂 E-Mais je	trt versenden 😭	SMS jetzt versend	ien 🤯 E-Mail-Adr	essen überprüfen	. 💓 Hife	
Empfänger der E-Mail	Empfänger de	er E-Mail						
Enipfängergruppen	Polocoteres	DEspartment St	An-Whereidungen	Bourges 🕅	Enothoger auswähle	n • 🔿 Seblarach	lacene C cha Suchen	· Ersetzen
Kine Empfängergruppe>			and provide an approximately a		copie go economic			nee Crocaco
	a phinger hi	naufügen 🎶 Drock	nger lendern 🎝 🕻 En	planger loschen •	Z Pülen 👷 Dup	ikate entfernen	Pelder *	
		NAME	KURZNAME	DGVNR +	TETEL	VORNAME	NACHNAME	GESCHLEDH
	1 20	Golfclub Schloss	Wilkendorf	1110				^
	29	Golfclub am Ihla	Ihlandsee, GC Am	1118				
	28	Golfclub Club g	gelöscht, nicht	1119				
	2 🖃 31	Golfpark Schlos	Wikendorf Golf	1129				
· ·	e8 🖃 🛃	Golfclub Bad Els	Bad Eister, GC	1629				
	V 🖃 16	Golfclub Hambu	HH-Ahrensburg	2201				
	2 🖬 35	Golfclub Hambu	HH-Walddorfer	2211				
	25	Golf-Club Alten	Altenhof, GC	2216				
	✓ 11 56	Mittelholsteinisc	Aukrug	22:18				
	✓ 10 69	Golfclub Bad Br	Bad Bramstedt,	2220				
	🗹 🖃 34	Golfclub Gut Ka	Kaden, GC Gut	2248				
	2 20	Golf & Country	Bissermoor, G&	2314				
	2 🖃 71	Golfakademie G	Gut Bissermoor	2335				
Empfänger der E-Mal	2 🖃 33	Gut Kaden Golf	Gut Kaden GribH	2336				
	2 🖃 55	Golf-Club Herz	Harz, GC	3302				
Text der E-Mai	🗹 🖃 1	Golf-Club Bed S	Bed Selzdetfurt	3304				
0	2 12	Hamelner Golfd	Hameiner GC	3311		Udo	Wichmann	
Dateianhänge der E-Mai	P 🖃 64	Golfclub BUREG	Bad Bentheim	3312				
Andrea Description	2 🖃 76	Golfclub Tietling	Tietlingen, GC	3333				
- Nober Hugainie	2 🖃 🖂 26	Golf-Club Bad B	Bad Bevensen,	3342				
	R 1 1 29	Artland Golfclub	Artiand GC	3349				~
				-	- Hereiter			,
		sos Emphanger ges	arte	conphanger: 0 Pre	e version		2710 KB methory	used 27

In the recipient window, click on the button Import

1 - Here you check that the path for the List.txt corresponds to the one stored in the initial window under Layout.

	Importieren von Empfängern	
aus Datei aus Windows-Adressbuch aus Vista Kontakten aus Outlook aus Cutlook aus Exchange mit Outlook aus Excel aus OpenOffice.org Calc aus Datenbank Text direkt aus dem Internet Rückläufer importieren aus SuperMailingList aus SUBout	Importeren von Emplangen Datei same: C: (PCCADDIE (SUPERMATLER (List.txt Importeren Zwischen den Felder: Importeren Datei komplett importieren Datei enthält keine Felddefinition in der ersten Zeile, verwende die vorgegebene Struktur Bestehende Empfängerliste nicht löschen, Struktur der Datei muss bestehender entsprechen Datei enthält nur E-Mail-Adressen Keine außere Prüfung der E-Mail-Adressen Etwaige Anführungszeichen entfermen Dots (DEM) in Windows (ANSI) Konverterung Importieren in Empfängergruppe: Keine Empfängergruppe: VEtweige Minführungszeichen entfermen	
Alle Importeinstellungen zurückse	tzen Auto-Import deaktivieren Schließen Hilfe	2 X
	Layout SuperMailer Editieren	⊕ <u>A</u> usgeben
	Personengruppe	Bild verkleinen
	Newsletter T Defigieren Beihenfolge	Mail senden
	MIT und OHNE Einzugsermächtigung 👻 Definieren [Familien gusammenfassen] Extra Anschreiben zusätzl 🗵	🕀 Ende

2 - Then tick the box for the automatic import of addresses and re-import the addresses.

Close the window and check whether you now have the correct addresses in the recipient list.

Text of the e-mail

Click on Email text in the left-hand window. If you have saved an HTML text in the installation, this will appear. We will be happy to help you create a customised customised supermailer template.



If no HTML text is stored, you will find an empty window here. Click on the Newletter templates option here. This wizard helps you to easily create and personalise a template/newsletter with just a few clicks.

4	SuperMailer 9.00 [Neues Projekt] ++ - 🗖 💌							
Datei Bearbeiten E-Hall Projekt Extras Wechseln zu ?								
📄 Neues Projekt 🤌 Projekt öffnen	🗋 Neues Projekt 🤌 Projekt offinen 📳 Projekt officieren 🦿 😻 Erkele jetzt versenden 🗞 SPK5 jetzt versenden 🐼 Erkel Adressen überprüfen 🥹 (Hile							
Text der E-Mail	Text der E-Mail 🛛 🔹							
Aufgaben	👷 Modus 🔹 😥 Text 🔹 👔 🔜 🌈 🤪 Serienmahronschau 🌒 SWM Upload 🔞 Hilfe							
🤔 Text laden	🔓 Feld einfligen - 💢 🚱 - 🗙 KO CH 👁 🤧 🌆 💷 Tabele 🗞 Link 🖬 Bild 🛆 🕃 🚟 🕊							
Text speichern	Standard - Arial - 3 (12) - 4. p. x. p. (10) (10) (10) (10) (10) (10) (10) (10)							
Text aus Internet laden								
Newsletter-Vorlagen								
RSS-Peed als E-Mail	Betreff: • • • Fed in Betreff •							
Serienmailvorschau zeigen	^							
Tracking								
Hintergrundfarbe ändern								
Hintergrundbild ändern								
Reg Empfänger der E-Hal								
Text der E-Hai								
Dateianhänge der E-Mai								
(1) Andere Programme								
· · · · · · · · · · · · · · · · · · ·	~							
	EHal in HTML Fornat EHal in Text-Fornat							
	0 Empfänger gesamt Pres Version 2758 K8 memory used 227							

- Customise the text with the practical functions in the SuperMailer Editor.
- Copy an existing text into the window or write the text you want. As in a form letter, you can insert text in SuperMailer via **Insert field** to insert individual fields that are filled individually. This gives the newsletter a personal touch and the recipient feels directly addressed.

The most common fields for the personalised salutation and for the subject line are listed in the following table. An example is shown next to each field.

This inserted field	looks like this in the serial mail to Axel Heck				
[SALUTATION1],	Dear Mr Heck,				
Latest news for [ADDR2]	Latest news for Axel Heck				

The following commands are suitable for the date in the letter or the indication of how many people have received this newsletter (e.g. for mails to junior, ladies' or senior groups):

This general command	can also be very practical		
Hertenstein, the [Date_short]	Hertenstein, the 24.12.10		
This e-mail has [Mail_recipient_number] persons have	This e-mail has been received by 999		
received this e-mail.	people have received this e-mail.		

To avoid error messages, it would be good if a text <u>without</u> MS-Word formatting, or if the text is written directly in SuperMailer.

Have you written the Supermail in another programme? Use the function **Load text from the Internet** function (on the left in the selection) you can load the text of the mail directly into the Supermailer via the link.

Images in the text

Insert tables so that images can be positioned correctly in the mail. Within these tables, you can align the images and (next to them) the text right-aligned, centred or left-aligned. The images can be located on your hard drive or on the Internet. Bear in mind that sending large files will be considerably slower. Insert the images in small resolution or directly into the text with a link.

You will find the necessary editing functions here in the editor:

11111	📝 Modus 👻 🤔 Text 👻 📴 🛃 🌄 🏂 😥 Serienmailvorschau 🏂 SWM Upload 🕐 Hilfe					
11111	🕼 Feld einfügen 👻 🖌 🧯 🖀 🔹 🗙 🚧 🗇 🦈 🧤 💸 🏢 Tabelle 🦠 Link 📷 Bild 🖆 🕼 🧱 ୩					
11111	Standard 🔹 Verdana 🔹 2 (10) 🔹 🔩 🖡 X 🗓 🔳 🗮 🗄 🗮 🐨 🐨 🖉 🥢 🍆 🚝					
11111						
1111	Betreff:					

Serial mail preview

As soon as your mail has been created, click the button **Mail merge preview** button on the left in the selection. This function shows you how your newsletter will look to the recipient. You can browse through each newsletter recipient individually. In the mail merge preview, any placeholders are already replaced by the recipient details so that you can check the personalisation.

Save serial mail (as)

Save each newsletter anew. This prevents the master template from being overwritten. To do this, go to *File/Save project as.* Now assign a new name, e.g. made up of the date and file name, so that it can be clearly identified later: 20150512-Frühlingsgrüsse. If you save the file in the (server) PC CADDIE main folder, it will be available in the SuperMailer templates the next time you send it.

File attachments of the e-mail

With SuperMailer, file attachments of any size can be sent to any e-mail recipient. To do this, switch to the *File attachments of the E-Mail:*

🖆 SuperMailer 5.40 [Leermail.smp]		
Datei Bearbeiten E-Mail Projekt	xtras Wechseln zu ?	
📄 Neues Projekt 🤔 Projekt öffnen.	. 🕞 Projekt speichern 🛛 🥂 E-Mails jetzt versenden 🔊 SMS jetzt versenden	🧑 E-Mail-Adressen überprüfe
Dateianhänge der E-Mail	Dateianhänge der E-Mail	0
Aufgaben	Datei hinzufügen D Personalisierter Anhang 🎒 Datei entfernen 🦷	Bgenschaften 🛛 🕑 Hilfe
🖄 Datei hinzufügen		
📴 Personalisierten Anhang hinzufügen		
Empfänger der E-Mail		
Text der E-Mai		
Dateianhänge der E-Mail		
(Andere Programme		
-		
	DE Frankransson	Unanishint Chargements
1	25 Empfanger gesamt	Unregistriert - Shareware Ve

Please note that it can take a very long time (several hours) to send large file attachments if your internet connection is slow. Your Internet connection may be blocked as a result, and customers' e-mail inboxes may run out of space.

We recommend placing hyperlinks in the text of the e-mail. These can be linked to an article on your website or to your tournament calendar. PC CADDIE://online tournament calendar. This has the further advantage of drawing your customers' attention to other topics at the same time. To do this, select a word in the text of the e-mail and then right-click on it. You can then insert a hyperlink.

Sending newsletters

Check and test mail

Please ask yourself the following questions before sending:

- 1. Have I selected the right recipient group?
- 2. Are the content and layout of the newsletter correct dates/days/spelling/locations?
- 3. Have I included the legally required, correct Imprint?
- 4. Do I want to create the newsletter again in text format? (This is important for e-mail recipients

who do not wish to receive HTML files).

- 5. Is the subject line correct?
- 6. Are the file attachments correct (pdf files)?
- 7. Does the preview look nice?

To send your finalised newsletter to the recipients, click on Send e-mails now.



A summary including error log will now open in the following window.

E-Mail-Versand						
	Versand der E-Mails					
Dies versendet E-Mails an 25 Em	pfänger.					
Haben Sie • die Rechtschreibung überprüf • sind alle Datenanhänge (Atta • ist die E-Mail im HTML- und/od • besteht eine Verbindung zum Klicken Sie auf "Jetzt versenden Zusammenfassung und Fo	ft? chments) angegeben? ler Textformat korrekt? Internet Provider? ", um den E-Mail-Versand zu beginnen.	Hilfe				
Geprüfte Option	Ergebnis					
Empfängergruppe	<keine empfängergruppe=""></keine>	=				
Betreff der E-Mail	Neujahrsgrüße					
Dringlichkeit der E-Mail	Normal					
E-Mail-Text	Die E-Mails werden im HTML-Format versendet.					
(i) Dateianhänge	Hinweis: Sie haben keine Dateianhänge (Attachments) angegeben, dies ist nicht	notwendig.				
Personalisierte Anhänge	keine	-				
1 2 3 4 5						
Outlook 2007 + Test Spam-Test Test-E-Mail versenden Jetzt versenden Abbrechen						

In the upper area, you can see any file attachments or other items that you want to send. If there is an object that is not suitable for sending, this will be highlighted in the error log and the button **Send now** button would not be active.

- 1. Test here whether your e-mail is suitable for Outlook 2007.
- 2. The spam test should be carried out at times.
- 3. A test e-mail can be sent to all control readers.

Send newsmail

Do you like the mail?

```
4. click on **//Send now//** and your e-mails will be sent.
5. click **//Cancel//** you can cancel the mail dispatch at the current point.
```

Error 250 appears. This code is not an error! The code 250 indicates that your e-mail has been sent successfully.

As soon as the sending process has been completed, you will see the log. This shows whether the mail was successfully sent to the mail recipients, whether the mail address no longer exists for some recipients or whether the mailbox is full. no longer exists or the mailbox is full.

Returned e-mails (returns)

SuperMailer initially does nothing with returned mails (mail delivery, delivery status notification, mailbox unavailable, etc.). In your case, it is easiest to send the returned mails to a special address, e.g. *newsletter*@ and then check them 1-2 days after dispatch and then adjust the data directly in PC CADDIE. The changed data will then be adopted for the next dispatch.

The following cases can occur, for example:

- The e-mail account is full. You can contact the customer if necessary.
- The address is incorrect. It should be corrected.
- The e-mail address no longer exists. This can be removed from the system.
- The e-mail address no longer exists, but the returned e-mail shows an address that PC CADDIE does not recognise because it has been redirected to a different address. This is often difficult to trace.
- The domain is not known to the recipient system and is therefore not accepted. In this case, the technician would have to make the sender domain trustworthy.

Imprint

The legal regulations stipulate that every newsletter must contain a complete imprint. See here the one from PC CADDIE:



Diese Nachricht erhalten Sie, weil Sie unser Kunde, einem Kunden zugehörig oder ein Interessent sind. Sie können das Newsletter-Abonnement jederzeit beenden, indem Sie eine E-Mail an <u>support@pccaddie.com</u> mit dem Betreff "Abmeldung Newsletter" senden.

You should consider the following points here:

- 1. Complete address
- 2. E-mail contact and Internet address in your own interest
- 3. Managing director and commercial register
- 4. Reason why the customer is receiving the message
- 5. Option to unsubscribe from the newsletter

Tracking

Tracking is the logging of events. Every user leaves traces even before opening a newsletter or a website, i.e. information about the page from which they were directed to this page.

You can activate tracking in your SuperMailer project yourself: Menu Project/Tracking

Tracking	×
Mit der Tracking-Funktion können Sie feststellen wie oft Ihr Newsletter geöffnet und w Hyperlink im Newsletter angeklickt wurde.	vie oft ein
Voraussetzung für die Nutzung der Tracking-Funktion:	
* Versand von HTML-Newslettern	
* eigener Webspace bzw. eigener Server mit PHP 4/5 und MySQL/Microsoft SQL-Se 2005+ Unterstützung	erver
Was möchten Sie tun?	
Dieses Projekt einrichten/modifzieren, so dass die Tracking-Funktion möglich is	t.
○ Tracking-Statistik aus dem Internet abrufen.	
Hilfe < Zurück Weiter >	Abbrechen

To transmit and receive the tracking data, you must have your own web server/web space and the corresponding access data must be entered. Alternatively, we will be happy to set this up for you: PC CADDIE://online Customer service

If you have a Google Analytics account, the SuperMailers can also be analysed via this. Please make the necessary settings under: Menu **Project/Google Analystics setup...**

You can find the tracking statistics under: Menu **Project/Retrieve and display tracking** statistics...



- A **personalised tracking** (so that you can also see which customer has done what) is not possible in Germany. **not** permitted.
- A pure **tracking by success** (how many people have opened the mailing, how many people have clicked on what) **is permitted.**

Newsletter cancellation

The newsletter provider is legally obliged to make it possible to unsubscribe from the newsletter at any time and without any additional hurdles. The customer must be informed of their right to unsubscribe in every newsletter; this is usually done as a text in the legal notice. The recipient can simply send the clear unsubscribe intention as a newsletter reply. However, an unsubscribe link directly in the newsletter email is more convenient.

Both a note or an e-mail address for manual newsletter cancellation or an automatic cancellation link can be integrated into a SuperMailer template. Continue reading:

Manual newsletter cancellation

For people who have unsubscribed from the newsletter or do not wish to receive a NEWSLETTER in the first place, enter "NONEWS" (without inverted commas) in the additional information. To do this, please go to **Persons, enter new, change, delete...** to the relevant person. Select the "Info" tab and enter in the additional info: **NONEWS**

10	Sonnensc	hein, S	Susanne
----	----------	---------	---------

Name							
Suchkürzel		sosu	Nr.	041.7003.203600		Nr. wählen	
Titel				Briefanrede			
Vorname		Susanne					
Nachname		Sonnenschein					
🖤 Event	昌	<u>K</u> asse		imetable			
<u>M</u> erkmale	<u>A</u> dresse	<u>2</u> .Adresse	ł	Zahlung	Inf <u>o</u> s	Memo	
Zusatz-Info		NONEWS					Ξ

Confirm with Save.

Automatic newsletter cancellation

If you have subscribed to our PC CADDIE://online modules for tournament management or start time reservations, we can provide you with automatic newsletter cancellation as an online service at no extra cost. To do this, we store an unsubscribe link in your newsletter template (in SuperMailer), which leads your golf customers to the automatic newsletter cancellation.

For example like this:

Diese Nachricht erhalten Sie, weil Sie diesen kostenlosen Newsletter bei der ausgewählt haben, unser Mitglied sind, oder an einem unserer Turniere teilgenommen haben.

Sie können das Newsletter-Abonnement jederzeit beenden, indem Sie auf -hier- klicken, um sich abzumelden.





Bitte bestätigen Sie Ihre Abmeldung für die E-Mailadresse

@web.de

indem Sie die angezeigte vierstellige Zahl wiederholen und im Anschluss auf den untenstehenden Button klicken.



Your golf customer simply confirms his cancellation and the additional information **NONEWS** is automatically written to the PC CADDIE personal data record - without any manual work for the secretary.

Special features

Customised SuperMailer template

We would be happy to create a template according to your wishes to match the appearance of your golf course.

The following information is required to create the template:

- Font used, font size...
- Requested photos, logo, advertising partners...

• Specific colours, etc. (corporate identity)

Please send us an enquiry regarding costs, duration and possibilities to support@pccaddie.com .

Personal salutation: Dear

TIP There is certainly also a mailing in which you would like to address the customer in the e-mail as Liebe/Lieber. This requires an "if-then priority". You can set this here:

You can find the function in SuperMailer under **Project/Request functions.** The following window opens:

1	Abfragefunktionen	×
	Funktionsbezeichner	
	f ∧ R_ANREDE f ≫ WENN_SALUTATION2_GEFUELLT	
	🕂 🕂 Hinzufügen 🕼 Ändern 🔀 Löschen 🦻 Importieren 🌒 Hilfe	
		Schließen

Now click on **Add**, name the function:

🖆 Abfragefunktion hinzufügen 🔅 🗖 🗖 💌
Bezeichnung der Funktion:
Liebesgeflüster
Bedingungen:
Bedingung
🕴 🕂 Hinzufügen 📓 Ändern 🗙 Löschen 🛛 🕜 nach oben 🕗 nach unten
OK Abbrechen Hilfe

Click again on *Hinzufügen:*

Abfragefunktior	n einfügen			×
WENN	1 Feld ADDR1	2 Vergleichsoperator	3 Vergleichszeichenkette Herrn	
Verknüpfung	Feld ID 🔻	Vergleichsoperator	Vergleichszeichenkette	
Verknüpfung	Feld ID 💌	Vergleichsoperator	Vergleichszeichenkette	
GIB AUS			Formatier	ung gen
		5	OK Abbrechen Hi	lfe

- 1. IF **field** "Select "ADDR1
- 2. Comparison operator "="
- 3. Comparison string "Mr"
- 4. then GIVE OUT "r"
- 5. with **OK** confirm

🖞 Abfragefunktion ändern	\Leftrightarrow	
Bezeichnung der Funktion:		
Liebesgeflüster		
Bedingungen:		
Bedingung		
Hinzufügen 🖆 Ändern 🗙 Löschen 🕥 nach oben (🕑 nach	unten
ОК АЫ	brechen	Hilfe

Now confirm again with **OK...**

F	Abfragefunktionen	x
	Funktionsbezeichner	
1		
	J× R_ANREDE	-
	f WENN_SALUTATION2_GEFUELLT	
	📑 🕂 Hinzufügen 🛛 Andern 🗙 Löschen 🛛 📂 Importieren 🛛 🖤 Hilfe	
	Schließer	

... and **Close** the window.

You are now back in the project and write "Love".



Now click on *Insert field* and search for our "Liebesgeflüster".



If you then put [ADDR2] after it, the text could look like this:

🕴 📃 E-Mail als nur Text 🛛 🤔 Text 👻 🛛 🙀 🔽 🍂 🛛 😥 Serienmailvorschau 🏂 SWM Upload 🛛 🥑 Hilfe	
🕴 🕼 Feld einfügen 👻 🖹 👔 🚺 🔹 🔀 🚱 🖓 🧇 🤫 💱 💓 🌐 Tabelle 🦓 Link 📓 Bild 🔥 🦿	
Standard - Century Gothic - 2 (10) - F 🗶 U 🗐 🗐 🗐 🗐 🗮 - 🏤 🚈 🐇 🥒	
🕴 📑 📲 📲 +E +E 🥼 🥼 +E 📾 🖿 🗾 🗐 🖼 🗐 😡 🐎 🏆 👄	
Betreff: Aktuelle Nachrichten für [ADDR2]	
	Ε
Winterliche Weihnach'sgrüße [Datum_kurz]	
Liebe[Liebesgeflüster] [ADDR2],	
hier steht Ihr Text.	
Weihnachtliche Grüße	
Ihr PC CADDIE-Team	
	-
E-Mail im HTML-Format / E-Mail im Text-Format /	

You can now use the **serial mail preview** to view the result:

"Dear Axel"...

Aktuelle Nachrichten für Axel Heck (E-Mail: 1) - SuperMailer - Browser	
Datei Optionen	
X Image: Constraint of the sector of the s	O Powered by Metaner
file:///C:/Users/Katharina/AppData/Local/Temp/tmpF3AC.html	te Mail 😍 Letzte Mail
Winterliche Weihnachtsgrüße 0	07.12.2011
Lieber Axel Heck,	
hier steht Ihr Text.	
Weihnachtliche Grüße	
Ihr PC CADDIE-Team	
	-
E-Mail in HTML-Format E-Mail in Text-Format	
Fertig	.ii

...and "Dear Tina"...

🖄 Aktuelle Nachrichten für Tina Tester {E-Mail: 2} - SuperMailer - Browser	
Datei Optionen	
X Image: Constraint of the second s	etaner
file:///C:/Users/Katharina/AppData/Local/Temp/tmpF3AC.html	tzte Mail
	<u> </u>
Winterliche Weihnachtzgrüße 07.12.2011	E
Liebe Tina Tester,	
hier steht Ihr Text.	
Weihnachtliche Grüße	
Ihr PC CADDIE-Team	
	-
E-Mail in HTML-Format E-Mail in Text-Format	
Fertig	.::

...can now look forward to a personal and warm e-mail from you.

Private and business e-mail

If someone only wants to receive the newsletter of your golf course privately, you do not have to delete the business e-mail address.

In this case, it is sufficient to click on the tab **2**. **address** tab in the person and place an exclamation mark (!) in front of the e-mail, then the address will no longer be exported in the next issue in PC CADDIE.

Schmedding, Benedikt

Name						
Suchkürzel		smbe	Nr. 041.7	003.000462		Nr. wählen
Titel			Briefa	inrede		0
Vorname		Benedikt				3
Nachname		Schmedding				
ሞ Event		逼 <u>K</u> asse	Ö	[imetable		
lerkmale	Adresse	2.Adresse		ahlung	Inf <u>o</u> s	Memo
Firma / Hotel						
Beruf / Abteilung						Mitdrucken
Straße						
Postfach						
PLZ			Ort			G
		Briefadresse		Rechnur	ngsadresse	
Telefon		+41-41/5110691				e
Telefon Mobil		+41-41/5110691 +49-173/5271220)			e
Telefon Mobil Telefax		+41-41/5110691 +49-173/5271220	D			e e
Telefon Mobil Telefax		+41-41/5110691 +49-173/5271220	0			e e
Telefon Mobil Telefax E-Mail		+41-41/5110691 +49-173/5271220	D			•

Send e-mail to clubs

SuperMailer can also be used to write to clubs that are stored in the club list. To do this, first open the SuperMailer window via **People/SuperMailer.**

Serienmail			? ×
<u>L</u> ayout			Ausgeben
SuperMailer		<u>E</u> ditieren	
C:\PCCADDIE\SuperMailer\List.txt			
			Bild verkleinerr
Personengruppe			
Newsletter	-	Definieren	Mail senden
<u>R</u> eihenfolge		Von-Bis	
Alphabet (Namen)	-	Bearbeiten	Vermerken
MIT und OHNE Einzugsermächtigung	5 *	Definieren	
Familien <u>z</u> usammenfassen E	xtra Ansch	reiben zusätzl 🔻	Ende

Then select in PC CADDIE Settings/Clubs and courts/Export club addresses.

lubadresser	n exportieren		? 🗆 X
Zieldatei:			Ausgeben
C:\PCCADDIE	USER_1\DATEN\CLUB.DOC		• Top8cocu +8
Briefanrede (.=automatisch erganzen):		E Enda
Senr geenrie			
<u>N</u> ur dieser Clu	b:	≡ •••	
Oder: (wenn C	lub Feld leer ist)		
Allgemein	Turnier		
	g in Gruppeneid.		
und dieser LG	V:		
<u>I</u> ntranet:	Ignorieren	-	
Reihenfolge:			
Alphabet			
Suchkennze	eichen		
Nummer			
<u>V</u> on:		≡	
<u>B</u> is:		≡ •••	
Clubourger			
ciuonunimen		A	
		~	

For Target file, copy the path that you find in the layout of the SuperMailer window, e.g. P:\PCCADDIE\SuperMailer\List.txt. Or select the path using the button.

Limit the clubs you want to write to using the identifier, the LGV or the other options. Go to Output.



Confirm with **Yes.** Select **End** in the club address window.

In the SuperMailer window, click on Mail senden. The previously selected clubs appear in the **Recipient of the e-mail.**

Write your text and send the e-mail as described in the section above.

Online update

As with all software, it is necessary to update SuperMailer from time to time. If you are prompted to do so when opening the SuperMailer, please update the version as described below. Otherwise, click on the question mark in the menu bar when SuperMailer is open and then on **Online Update**.

🖞 SuperMailer 5.40 [Leermail.smp]				
Datei Bearbeiten E-Mail Projekt	Extras Wechseln zu	?		
🕴 📄 Neues Projekt 🦻 Projekt öffnen	ק Projekt speicher	0	Hilfe	versend
		۲	Online-Update	₽
Text der E-Mail	Text der E-Ma		Partnerprogramm	
Aufgaben	E-Mail als nur Te		Wie kann ich mich registrieren lassen?	s I 🗭
Text laden			Online Registrierung	
	L _o J Feld einfügen		Info	· ⊞∎ Ti
rext speichern	Standard 👻	Aria	• 3 (12) • F K	U 🔳
Text aus Internet laden	्रम्स संवर्धना	1		
😰 E-Mail-Vorlagen	; 📷 📲 🛯 s 🗝 s	+)_		
	1 an a 64 b			

The following window opens, please click on Weiter:

Online-Update	×
Willkommen beim SuperMailer Online-Update!	
Klicken Sie auf "Weiter", damit SuperMailer eine Verbindung zur SuperMailer-Webseite herstellt. Dabei wird überprüft, ob neue Updates verfügbar sind.	
 Bitte beachten Sie: Es muss eine Verbindung zum Internet bestehen. Bei der Updateprüfung werden keine Informationen von Ihrem Rechner übermittelt. Sollte ein Proxy-Server für Ihre Internetverbindung notwendig sein, dann müssen Sie diesen in der Programmkonfiguration eintragen. Ist ein Virenscanner installiert z.B. McAfee VirusScan, dann kann der Virenscanner eine Warnung ausgeben, weil der Updateassistent .exe und .dll-Dateien austauscht. Deaktivieren Sie daher den Virenscanner vor dem Update. 	
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SuperMailer then establishes a connection to the server to check for updates.

In the example below, SuperMailer does not find any updates. Otherwise you would be able to see the updates in this window and first click on **Select all** (1) and then click on **Load selected update(s)** (2).

Online-Update				X
SuperMailer kann die folgenden Updates anbieten:				
Beschreibung	Updatedatum	Version	Dateigröße	
Informationen zum Update:				
2 1				
Gewählte Update(s) laden Alle a	uswählen			
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To complete the update, SuperMailer will inform you that the programme must be restarted. Please only follow these instructions.

You are now up-to-date again.

Supermailer manual

You can find more information and explanations about Supermailer in the user manual under the following link: http://www.supermailer.de/sm.pdf

Supermailer error codes

If not all of your mails have been sent and you only receive an error code as a message, you can use this list to find out the reason for the error: http://www.supermailer.de/smtp_reply_codes.htm