

Global Newsletter

The “Global Newsletter” feature will let you send massive emails to all or a selected group of users.

It is available under:

Admin > Contents > Newsletter

This feature is available only to platform superadministrators and administrators, and works in three basic steps:

1. Compose your email
2. Select the recipients
3. Send the email

NOTE

if you need to send email only to a specific course users, check the Newsletter and Announcement features in course management

Compose the email

Newsletter

File

Edit

View

Insert

Format

Table

B

I

Paragraph

11pt

A

A

0 WORDS

Attachment

Scegli file

Nessun file selezionato

(Max. 2 Mb) Delete

Add further attachments

Language

All

☒ Email

☐ SMS

Send

Sender: this field will be used as “reply-to” field. To avoid anti-spam and server security systems, the platform will send the emails with the default [email and smtp setting](#).

Attachment: One or more attachments may be included in the newsletter.

Email/SMS: The communication can be sent by both e-mail and SMS. For SMS, an SMS service provider must be configured through the plugin system.

Language: choose which users should receive the email based on their profile language

Once you click the “SEND” button, you will be prompted to choose which users to send the communication.

Select the recipients

The system will open the user selection page, letting you select either:

- Multiple single users
- Massive select all users from some org-chart nodes
- Massive select all users in a group
- Massive select all users by company role

Click “Save Changes” to proceed to the last step

Send the email

As a last step, the system will present the number of selected users, click “SEND” button to push your communication out.

Newsletter

Newsletter will reach 1 users.

Send

To avoid server anti-spam filters, the system will automatically split the massive mailing in multiple blocks of recipients, with a pause in seconds between each block.

You can configure values for blocks and pauses in [advanced configuration settings](#)

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