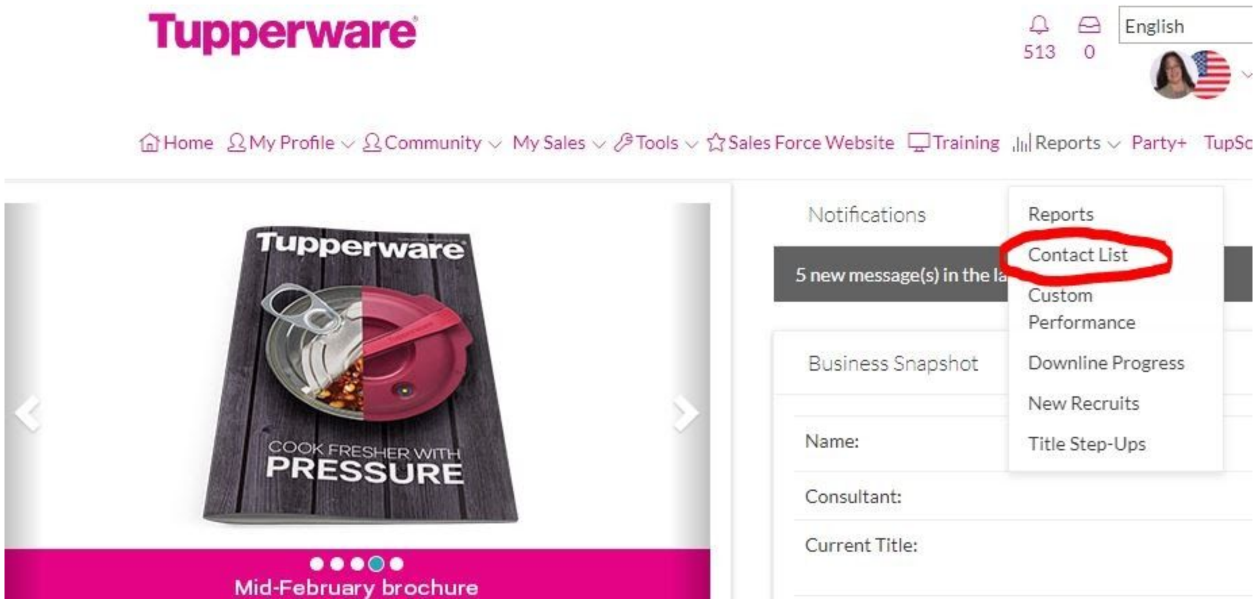
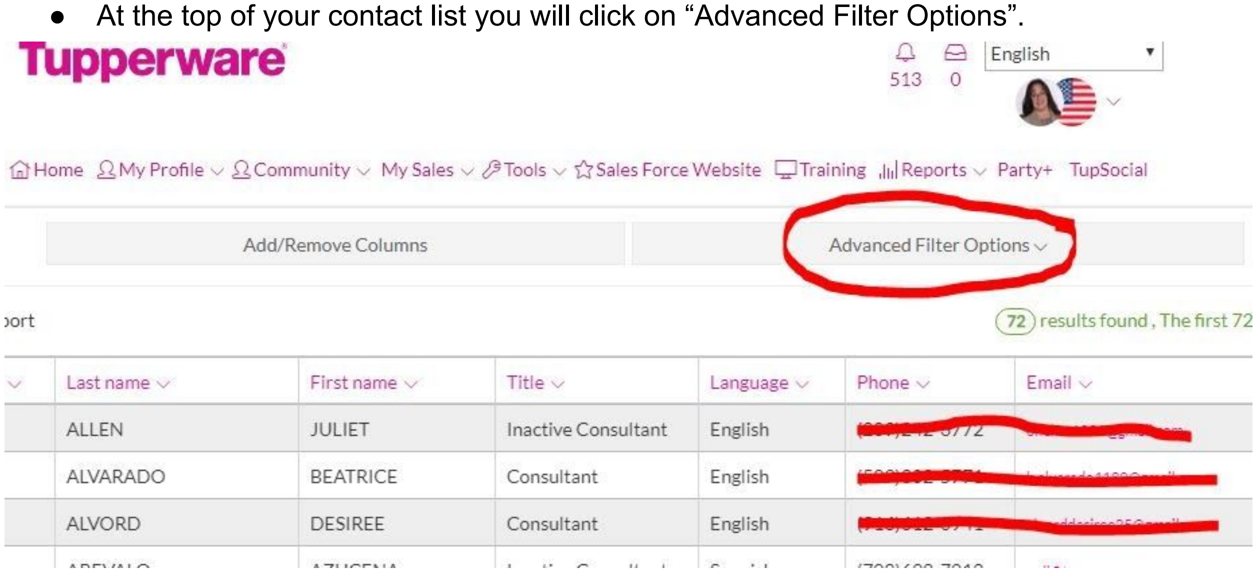
Hello RazzMaTazz! This is Wendy Leal. I wanted to share with you a little tech tip today! I was messing around in the web office and I noticed that you can contact your team members and also attach files to the messages. This is great because you can select who you wish to contact based on title, etc. Here is how you do it!

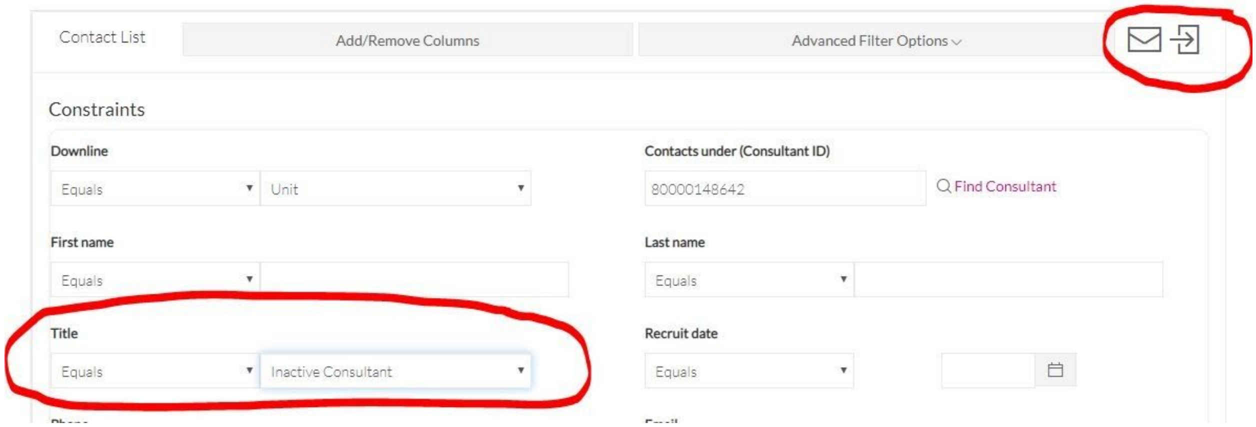
- Log into your web office and click on Reports>Contact List



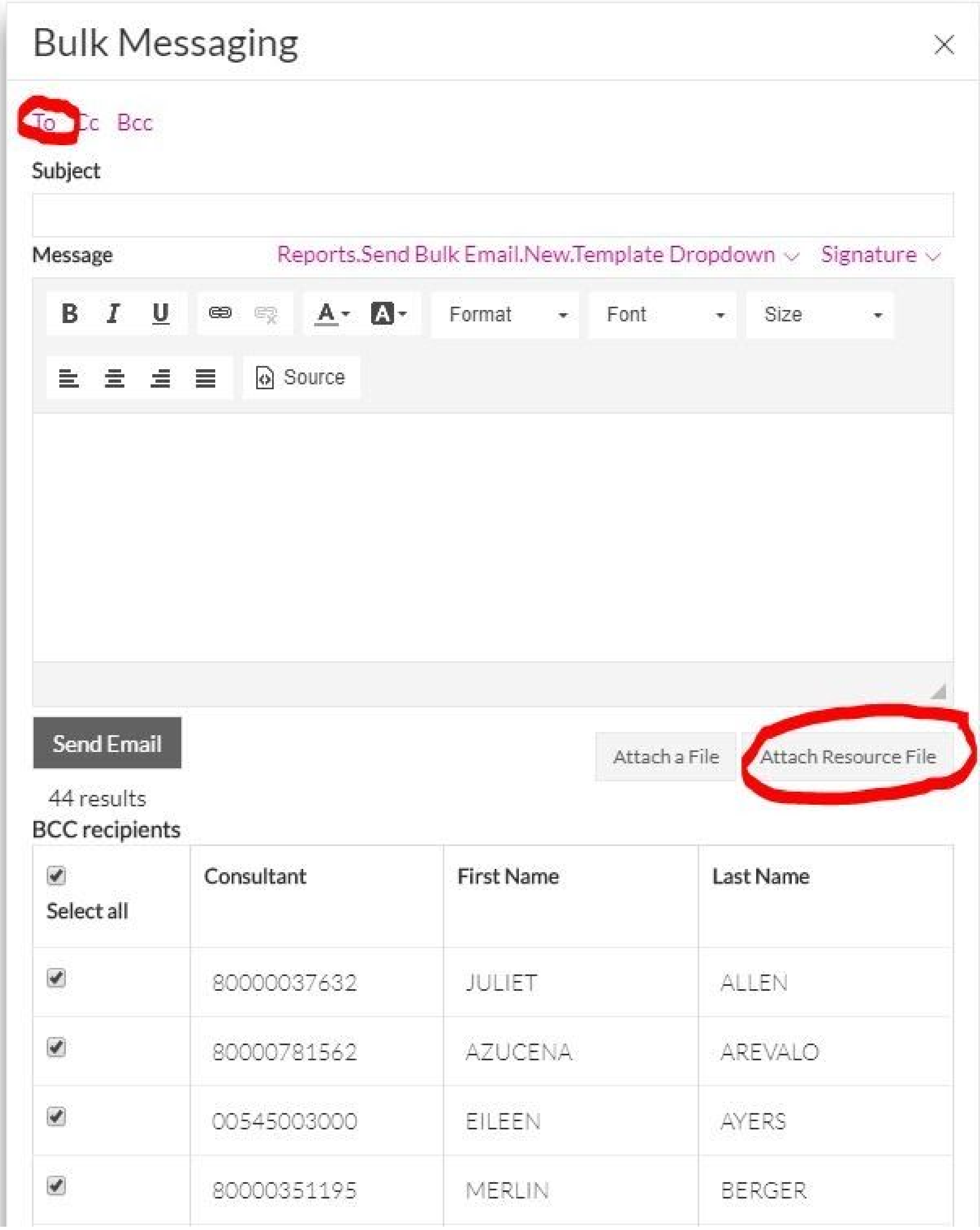
- You will then be taken to the following screen where you will see your entire team. For the purpose of this tutorial we will be sending an email to only our "inactive" team members to let them know that they can reactivate with only $350 in sales submitted.
- At the top of your contact list you will click on "Advanced Filter Options".



- On the left you will see an option to search for "Title". Keep it at "Equals" and then next to it choose "Inactive Consultant".
- Once you have chosen to send to inactive consultants click on the little envelope at the top right and choose "Send Bulk Email" to email those people.



- On this next page you will choose which inactive consultants get your email (uncheck the box next to their name if you do not want to send to them).
- At the top where it says “To Cc Bcc” click on “To” and enter your email address in that field so you get a copy of the email.
- Type whatever you would like in the Subject line and also in the Message section.



Bulk Messaging

To Cc Bcc

Subject

Message Reports.Send Bulk Email.New.Template Dropdown Signature

Format Font Size

Source

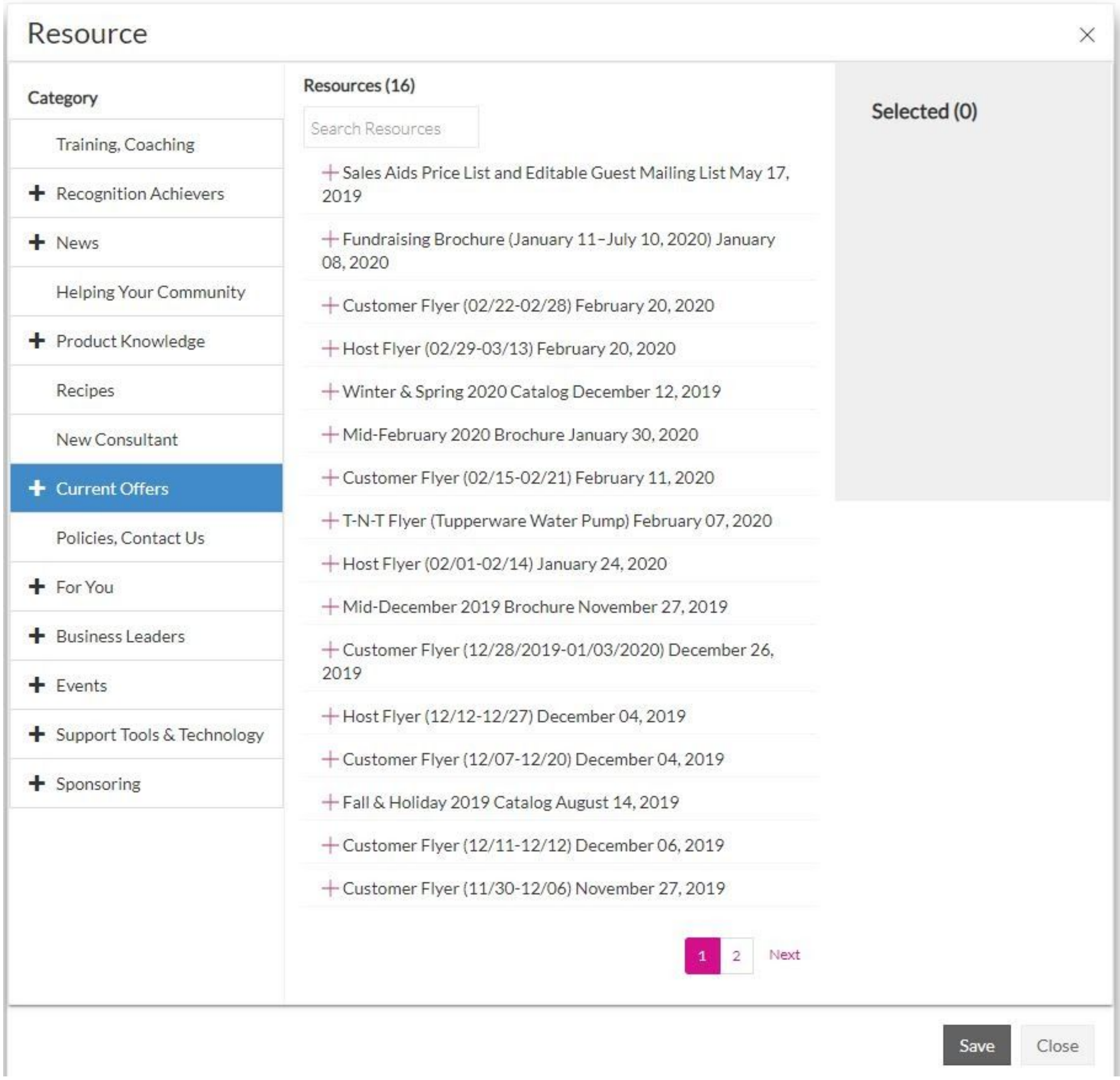
Send Email

Attach a File Attach Resource File

44 results

BCC recipients

Select all	Consultant	First Name	Last Name
☑	80000037632	JULIET	ALLEN
☑	80000781562	AZUCENA	AREVALO
☑	00545003000	EILEEN	AYERS
☑	80000351195	MERLIN	BERGER



- If you would like to attach information from your web office like the new sales brochure, sampling, etc. click on “Attach Resource File” on the right. It will bring up a bunch of resources Tupperware has available that you can send them. (Click on the + sign to attach)
- Once you have attached everything click “Save” at the bottom of the page.
- You will then be taken back to your email you were composing. Click “Send” to send the email.

Wendy Leal
916-759-3558
Buy Tupperware | Sell Tupperware | 40% Fundraising