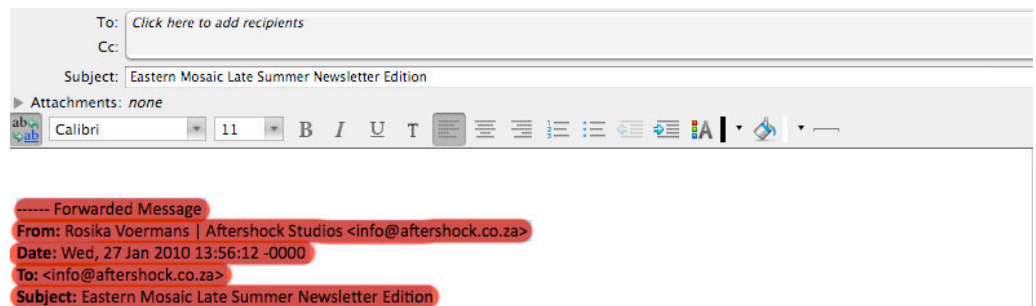


How to Forward an EMail / Mailshot

Remember: If you're sending the mailshot from your own computer, don't send to more than 10 people at one time. If you're sending bulk mails, we recommend that you send to no more than 70 or so emails from a standard email account. Rather send out via a bulk mailing service. Should you require Aftershock to send out a bulk mail from our server, please contact us for more information.

Step 1

Once you have received your Mailshot from us in email format, press FORWARD EMAIL in your mail program.



Step 2

Send to no more than 10 names in the recipient field.

Step 3

Delete the "FW:" in the subject line and change the subject title if you wish.

Step 4

In the body of the mailshot, delete only the FW text information (highlighted in the example as per screenshot)



Step 5

Press Send. if you want to repeat the process, always forward the email that was sent to you by Aftershock.

Rosika Voermans
DIRECTOR - AFTERSHOCK