

Reports / Utilities (Global) | Email Addresses

Last Modified on 18/03/2024 12:52 pm AEST



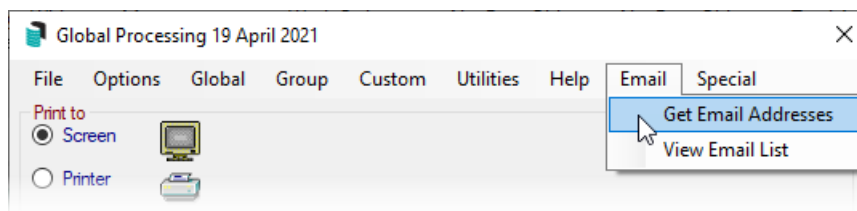
The instructions in this article relate to **Reports / Utilities Global** and the **Email** option. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

This function will generate a list of e-mail addresses for owners, creditors, or office bearers. These can then be copied & pasted into the *To:* or *BCC:* fields of the StrataMax **Communication**, or Outlook. E-mail addresses are retrieved from the **Roll** for owners, **Creditor Maintenance** for creditors, and **Office Bearers** for committee members). There are two steps to this process, which are detailed in this article.

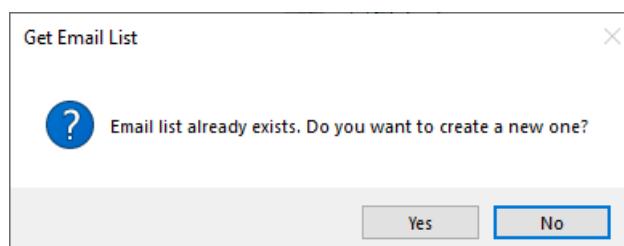
1. Get Email Addresses

This function retrieves the e-mail addresses from the **Roll**, **Creditor Maintenance**, and **Office Bearers** (committee). This is a temporary list that should have the 'Get Email Addresses' process run each time you require an email address list due to email addresses and owner information changing frequently. For instance, when new owners are added to the **Roll**.

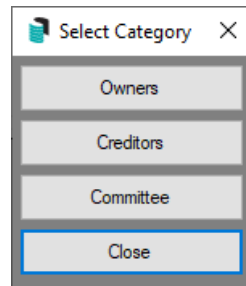
1. Search or select **Reports / Utilities (Global)**
2. Click *Email* > *Get Email Addresses*



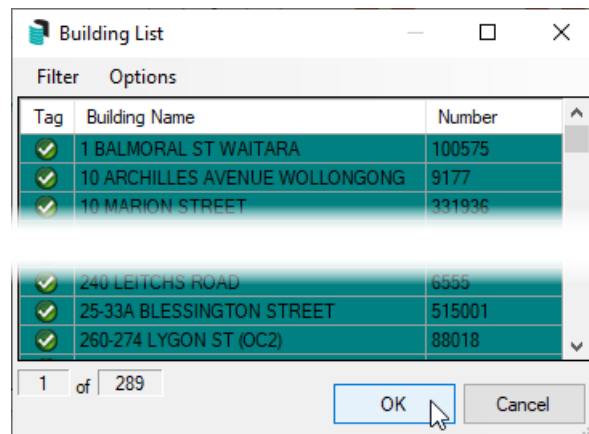
3. A prompt may appear asking 'Email list already exists. Do you want to create a new one?' In which case click *Yes* to create a current list or *No* if you want to use the existing list.
 - If you click *No*, select *Email* > *View Email List*.



4. Select the required category: Owners, Creditors, Committee.



5. Tag any or all required buildings (Ctrl + A), and click OK.

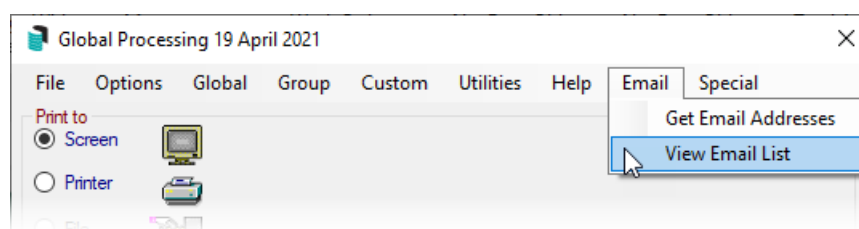


6. A progress bar will appear briefly, then disappear.
7. Open the list from **Reports / Utilities (Global) > Email > View Email List** - refer to the next section below for instructions on 'View Email List'.

2. View Email List

The View-Email List then displays the list of e-mail addresses obtained in *Get Email Addresses*, which may be copied and pasted into another email program.

1. In the **Reports / Utilities (Global)** menu click *Email > View Email List*.



2. Immediately, Notepad will open, displaying all the email addresses, which can be edited if necessary. This information can be copied and pasted too.



There is a 500 email limit capacity for Outlook so please keep this in mind when generating lists and it may need to be broken down into multiple email lists if a large file is generated.

After you are finished using the list, you must close it (Notepad), otherwise StrataMax will remain unresponsive

Outlook configuration for using Notepad files with commas

To ensure that the email addresses can be copied and pasted into Outlook and include any formatting for commas (,) the below setting available via File / Options / Mail under 'Send Messages' area can be configured as the below.

Outlook Options



General

Mail

Calendar

People

Tasks

Search

Language

Ease of Access

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Save messages



Automatically save items that have not been sent after this many minutes: 3

Save to this folder: Drafts

When replying to a message that is not in the Inbox, save the reply in the same folder

Save forwarded messages

Save copies of messages in the Sent Items folder

Use Unicode format

Send messages



Default Importance level: Normal

Default Sensitivity level: Normal

Mark messages as expired after this many days: 0

Always use the default account when composing new messages

Commas can be used to separate multiple message recipients

Automatic name checking

Delete meeting requests and notifications from Inbox after responding

CTRL + ENTER sends a message

Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines

Empty Auto-Complete List

Warn me when I send a message that may be missing an attachment

MailTips



Manage MailTips options. For example, you may determine when and how to display the MailTips bar and which MailTips to display.

MailTips Options...

Tracking



Delivery and read receipts help provide confirmation that messages were successfully received. Not all email servers and applications support sending receipts.

OK

Cancel