

POMA Technique Email Interface

Introduction

The purpose of this POMA Technique is to describe the manner in which you can interface POMA with your email system. It doesn't matter which email product you use, however, the examples used depict Microsoft Outlook.

There is no need to carry email addresses in both POMA and in your email product (such as Outlook). Essentially, printing labels and sending emails is done in the same manner except that you can send emails to everyone (or only if they designate it) and at the same time generate labels for those that don't have email addresses. In this manner you are always using the current email addresses.

Within POMA there are three ways to send information to individuals:

- Generate labels, or
- If an email address exists, send an email, otherwise generate a label, or
- If the individual specifically requests information via email, send an email, otherwise generate a label.

POMA generates the email addresses to a Microsoft Excel spreadsheet from which they can be copied into the "To:" field of your email product. The location of the Excel spreadsheet is always the same: "C:\POMA\Export\POMA Email List".

The examples use POMA Version 3.00 Build 02d or higher.

Examples

The following examples step through this process.

Label/Email Screen

Whether sending an email or generating labels you always get to the following screen with the area circled being the item that pertains to emails:

Label Selection Form

Print Specific Type of Label/Envelope

Select Whether: (1) to print only labels/envelopes or
(2) to print labels/envelopes for those without email addresses or
(3) to print labels/envelopes for those who explicitly do not want an email sent.

Note: Press F1 to read how to move the email addresses into your email message.

Avery Label Type 5160 (8pt font): **Avery Label Type 5162 (12pt font):** **Avery Label Type 5951 (10pt font):**

Zip Code Sequence Zip Code Sequence Zip Code Sequence
 City Sequence City Sequence City Sequence
 Church Location/Name Sequence Church Location/Name Sequence Church Location/Name Sequence
 Last Name Sequence Last Name Sequence Last Name Sequence

Add or Replace the Second Line of the Label With the Following Text:

Envelopes #10: **Interface to MyMailList:**

Zip Code Sequence Generate Table for MyMailList Interface
 City Sequence User-Defined First Address Line on Envelope:
 Church Location/Name Sequence User-Defined Lower-Left Comment Line on Envelope:
 Last Name Sequence User-Defined Return Address (Use <return> to go to next line):

Within the above screen there are three different ways to produce labels and email addresses. The following depicts the circled area more clearly and circles the three pull down options:

Label Selection Form

Print Specific Type of Label/Envelope

Select Whether: (1) to print only labels/envelopes or
(2) to print labels/envelopes for those without email addresses or
(3) to print labels/envelopes for those who explicitly do not want an email sent.

Note: Press F1 to read how to move the email addresses into your email message.

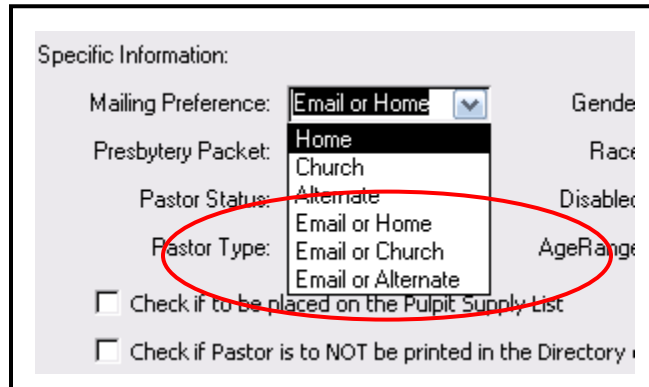
Avery Label Type 5160 (8pt font): **Avery Label Type 5162 (12pt font):** **Avery Label T**

The following are the pull down options:

Only Labels/Env – this option will print labels for every name that was selected to be printed. For example, all active pastors, all Clerks of Sessions, etc. This is the default option.

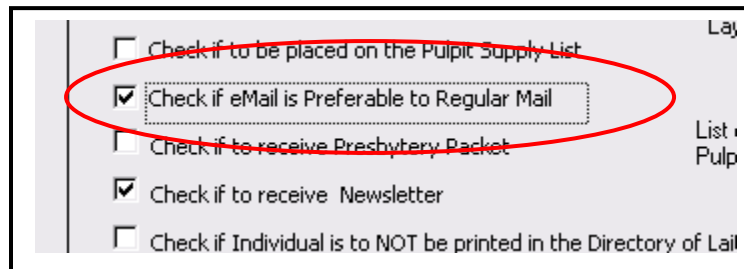
Labels/Env and eMail Addresses – this option is used when you want to send emails to everyone on the database that has an email address. Labels will be printed for everyone who does not have an email address.

Labels/eMail and Explicit eMail Addresses – this option is used when you have explicitly designated that an individual wants to receive everything by email if it can be sent that way. You set it explicitly for a clergy member in the Clergy Contacts Form as follows:



The screenshot shows a form titled "Specific Information:". The "Mailing Preference:" dropdown menu is open, showing options: "Home", "Church", "Alternate", "Email or Home", "Email or Church", and "Email or Alternate". The "Email or Home" option is selected. Other fields visible include "Gender", "Race", "Disabled", "AgeRange", and two checkboxes: "Check if to be placed on the Pulpit Supply List" and "Check if Pastor is to NOT be printed in the Directory".

Or in the Laity Contacts Form by checking the following box:



The screenshot shows a form with several checkboxes. The checkbox "Check if eMail is Preferable to Regular Mail" is checked and circled in red. Other checkboxes include "Check if to be placed on the Pulpit Supply List", "Check if to receive Presbytery Packet", "Check if to receive Newsletter", and "Check if Individual is to NOT be printed in the Directory of Laity".

You now select the type of label or envelope you want for those who do not qualify for sending a email.

At the same time the labels (if there are any) are generated, the email list is also generated. The following section describes how to copy the email addresses into an email.

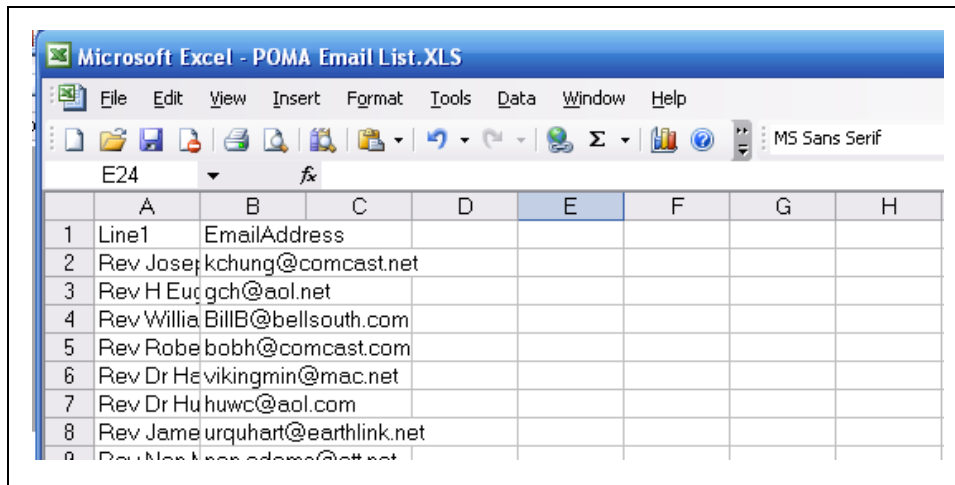
How to Locate the Email Addresses

The email addresses are generated into a Microsoft Excel Spreadsheet. You do not need to know how to use Excel in order to extract the email addresses into your email. You need to just do the following.

The Excel spreadsheet containing the email addresses is located on your C Drive on your PC at the following location:

C:\POMA\Export\POMA Email List

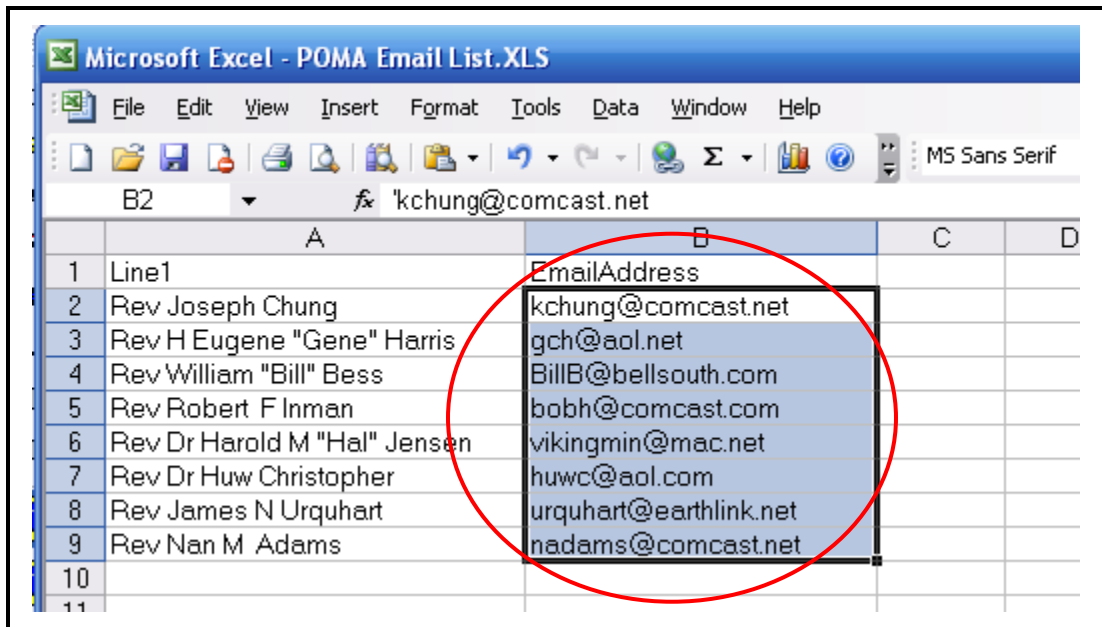
If you double click on the file named "POMA Email List", Excel will automatically start and open the email list. It will look like the following:



You can make the name column wider by placing the cursor between the A and B columns in the gray area above the first row and when you see a line with arrows on both sides, you hold down the left key on the mouse and move the column width to where you want it. Also, widen column B as well.

How to Copy the Email Addresses

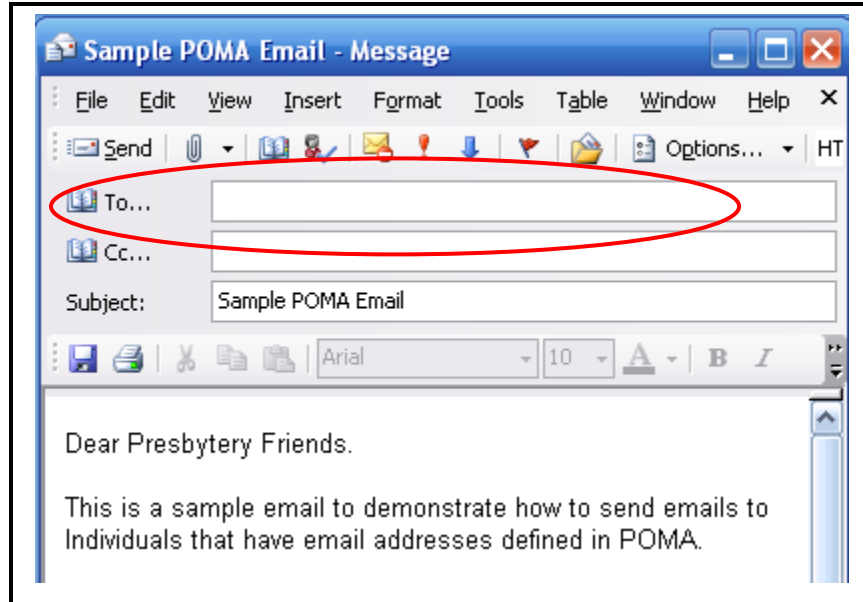
In order to copy the email addresses, highlight the first one in the list and while holding down the left mouse button, drag it down the list until all the email addresses are highlighted as follows:



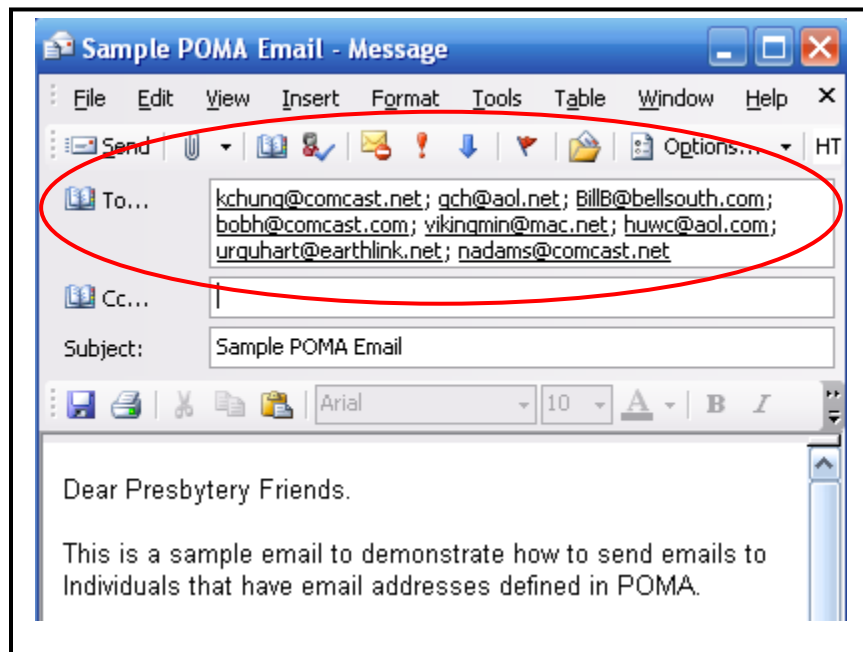
Now hold the "ctrl" key down and press the "C" key. This is a short cut for doing a copy.

How to Paste the Email Addresses into an Email

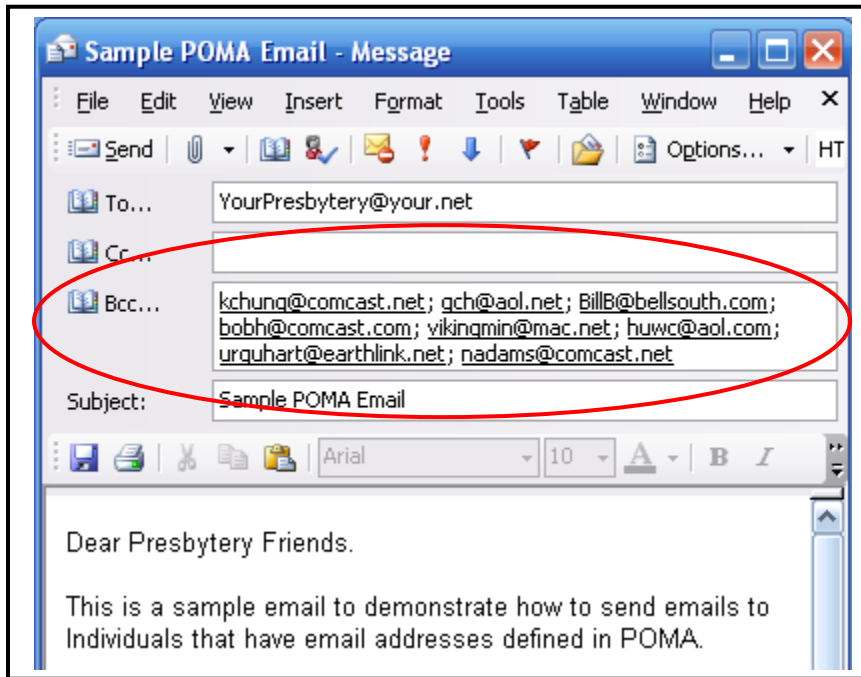
Start your email program and click on “New” to start a new email. The following example uses Microsoft Outlook. The following depicts a sample email that we will copy the email addresses into.



Place your cursor in the “To:” field and hold the “ctrl” key down and press the “V” key. This is a short cut for doing a paste. The result would be as shown below.



If you use Microsoft Outlook you could place the email addresses in a Blind Copy field. You get the Blind Copy field displayed by clicking on the arrow to the right of the word “Options” in the tool bar above the “To:” field and click on “Bcc” and paste the email addresses in this field. Then place your email address or the presbytery’s email address in the “To:” field. The result would look something like the following.



Now send your email saving lots of time pasting labels, saving money on postage and getting information to people in a more timely manner.