

The LetterMark Opt-Out List.

WHAT IT IS

Although most (95% by some surveys) businesses allow HTML email, you may have some recipients who are either unable to receive HTML email or who prefer plain-text. To accommodate these cases, LetterMark email features an “opt-out” list.

WHAT IT DOES

Emails sent to anyone on the opt-out list will be sent without the LetterMark template applied. This is done automatically, you do not need to remember who prefers plain-text email.

If you send an email to a mix of recipients, some on the opt-out list and some not, you will be prompted to send either a LetterMark version or a plain-text version.

WHERE IT IS

From the Tools menu in Outlook:

- Click on Options
- Select the LetterMark tab
- Click on Configure LetterMark Software
- Select the Text Recipients tab

HOW TO USE

You can add an individual email address (username@company.com), an entire domain (@company.com) or a top-level domain (.edu) to the opt-out list.

Click the Add New button, type the address or domain as desired and hit OK.

To remove an entry, select the item in the list and hit the Remove button.

When completed, hit OK and close out of all the menus.

