## Create A Physical Letter Broadcast %

This article applies to:

A letter broadcast is simply a way to manually create a letter fulfillment job for a list of people.

- 1. Go to Marketing > Email & Broadcasts
- 2. Click on the Letter link at the bottom

Classic Email Broadcast	🖨 Fax
Fulfillment List	Voice Broa
	Queued F
	170.0.50050-11-2

- 3. Select the contacts...
  - Saved Search: Select a list of people from the drop-down. If you frequently broadcast to a specific list of contacts, you should create a saved search for that list.
  - New Search: Click on the new search link to create a new list of people. This list is temporary, it is not going to be a saved search.
  - Quick Add: Add a new contact if you find someone missing from the saved search or new search lists.
  - Import: Import a new list if the people you need are not already in Max Classic.
- 4. Click on the **Next** button.

s	end this broadcast to:		
	List	Count	
	Martin Cash	1	View
	Unique Recipients:	1	View
	Back Next		

5. If you've created a letter previously, you can select it as a starting template

Campaign Builder 🗸	Email & Broadcasts 🗸	Lead Generation T
Compose and send yo	our letter	
Don't want to start from scratch? Pick an	n existing letter and modify	y it.
Letter Info		

6. Click the Edit button to begin creating the document

Letter Info				
Merge Type	Contact		Ŧ	Merge
HTML Body	Preview	Edit	Source	
		<mark>کر Clic</mark> l	k to edit	
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7. Note that you can merge-in contact details by clicking the merge button and choosing a field to merge in.

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8. Set up the notification message and choose the system user that will be fulfilling on this. Be sure to select, Needs Labels and you will be able to print Avery® labels for each letter.

Processing Info		
Needs Labels	Yes 🖲 No	
Assigned User	User assigned to the Contact	r
Notify Subject	Please Mail This	
Notify Body	Hi,]	

9. Click on the **Done** button to send the responsible user an email notification and create the letter job on the fulfillment widget home page dashboard.