



DemoMail User Guide for Outlook 2007

Release 11.61

User Guide

How to use DemoMail in Outlook 2007

Overview

The hallmark of DemoMail is its ease of use. Use this guide to send your first DemoMail and you'll then be sending videos and tracking viewings every day.

If you haven't already downloaded DemoMail, go here: <http://www.demomail.net/install>

Let's get started

Step 1: Open Outlook, This "User Login" dialog box will appear. Enter your login credentials then click "Ok." (Figure 1.1)

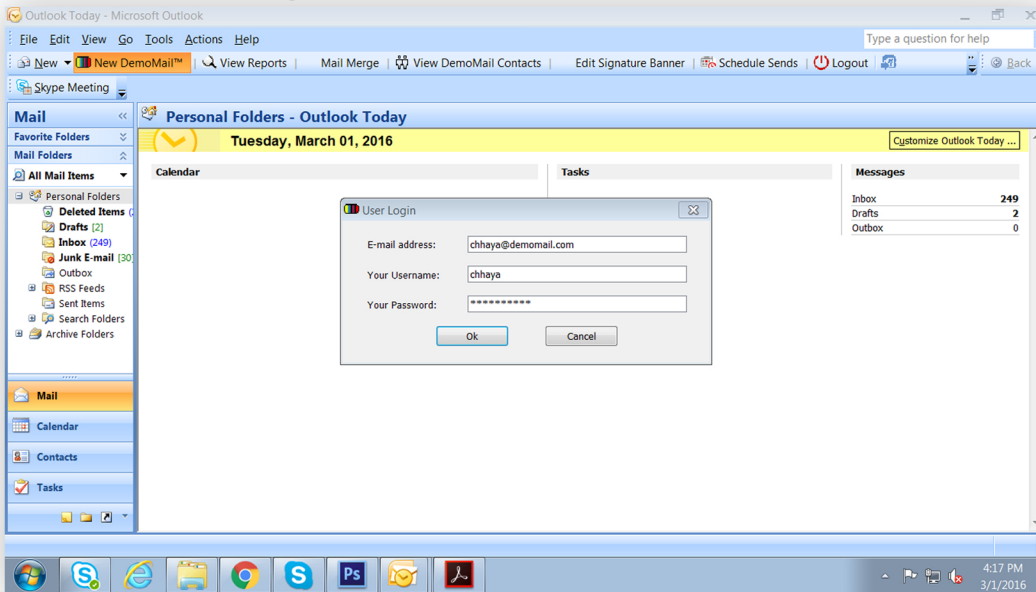


Figure: 1.1

Step 2: Once logged in a DemoMail Outlook "Home" page will appear with DemoMail functionality icons. (Figure 1.2)

1. Click "DemoMail" icon to use and manage SSE functionality for DemoMail Outlook.
2. Click "Mail Merge" icon to send "Mail Merge Template" and "Sessions" using DemoMail.
3. Click "Viewing Reports" icon to check viewing report of sent mails using DemoMail.

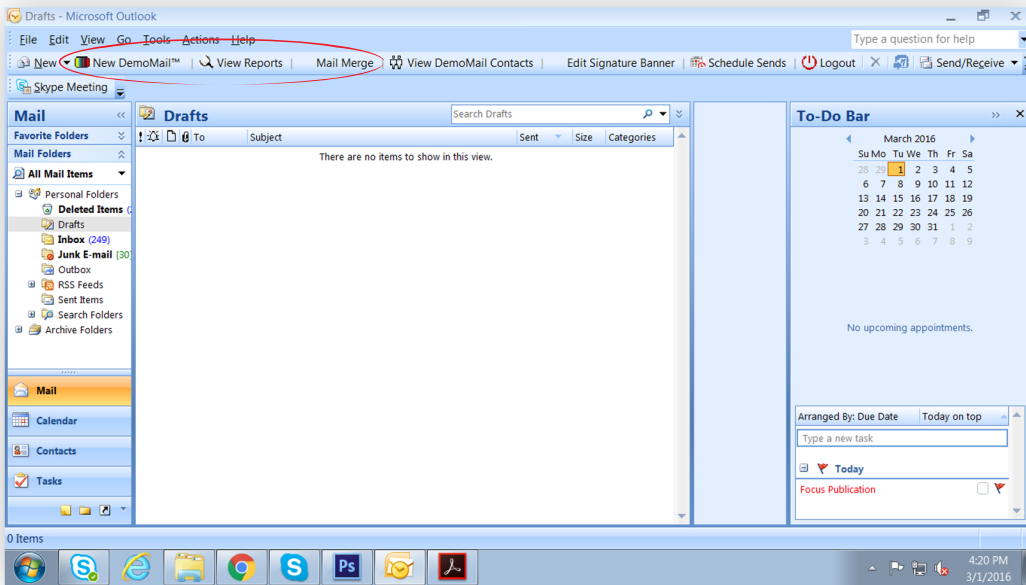


Figure: 1.2

Step 3: To use DemoMail functionality from “New” click on the icon composition window will launch. (Figure 1.3).

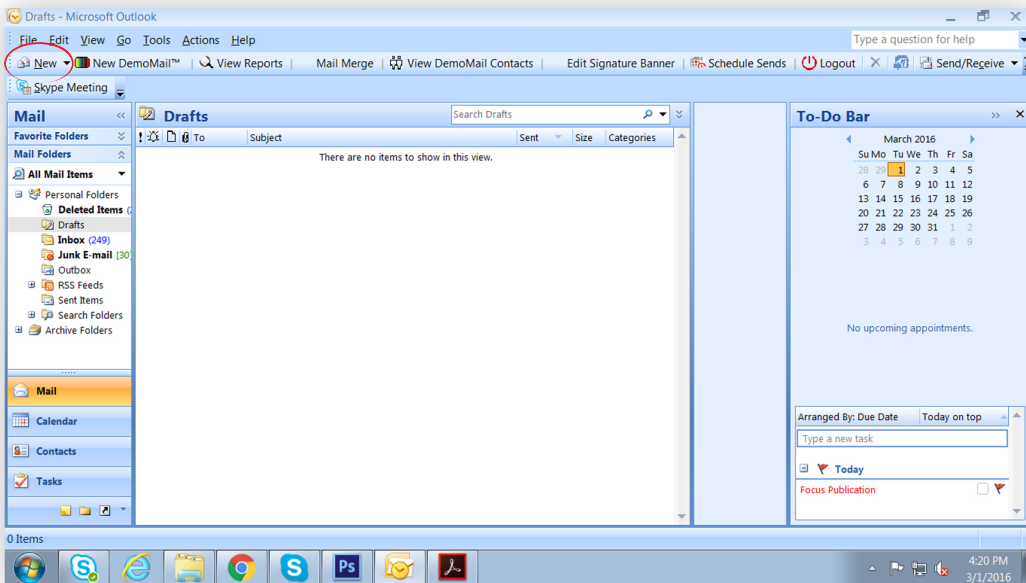


Figure: 1.3

Step 4: Click “Select Video” option. (Figure 1.4)

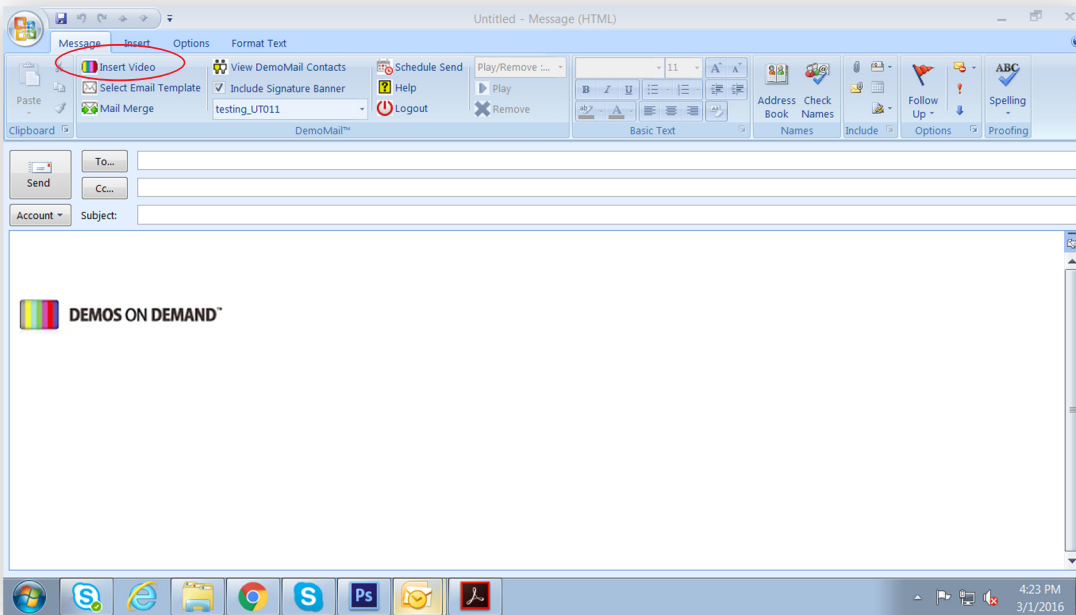


Figure: 1.4

Step 5: From the “Select Video” option, select vendor first like “All Vendors” set as default, then content category, then click on the specific media session you wish to send. (The vendors and content shown below are just an example and the actual content in your account will differ.) (Figure 1.5)

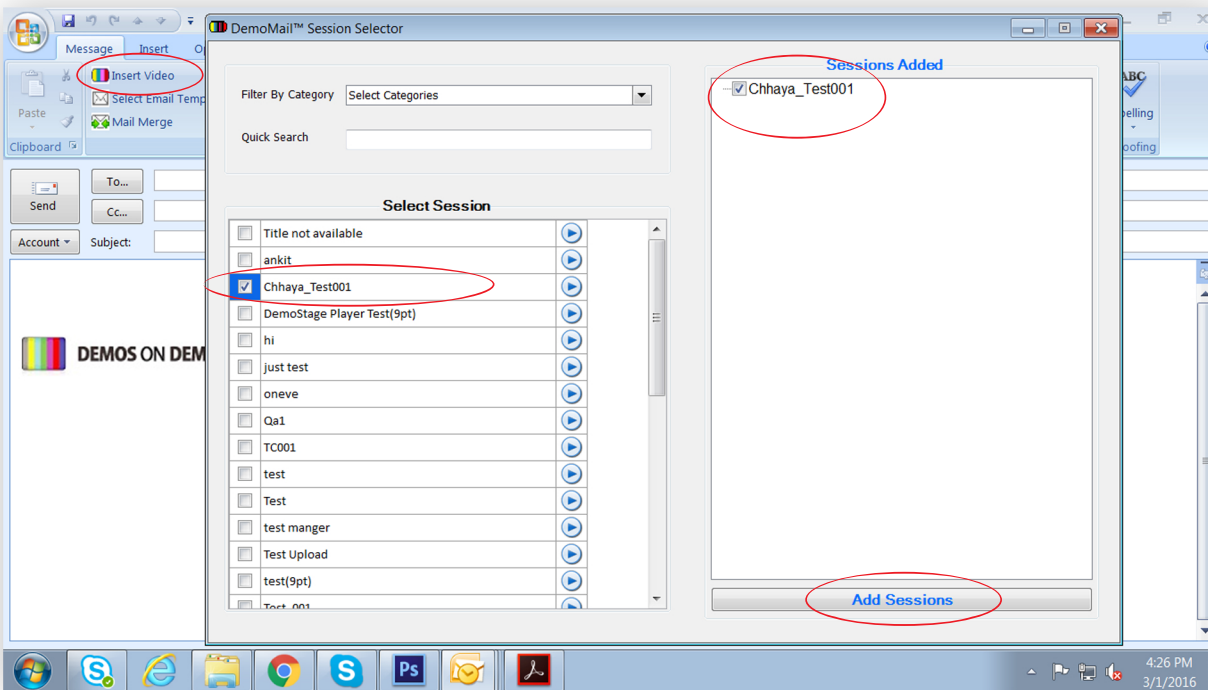


Figure: 1.5

Step 6: The selected content will appear as you see below (Figure 1.6).

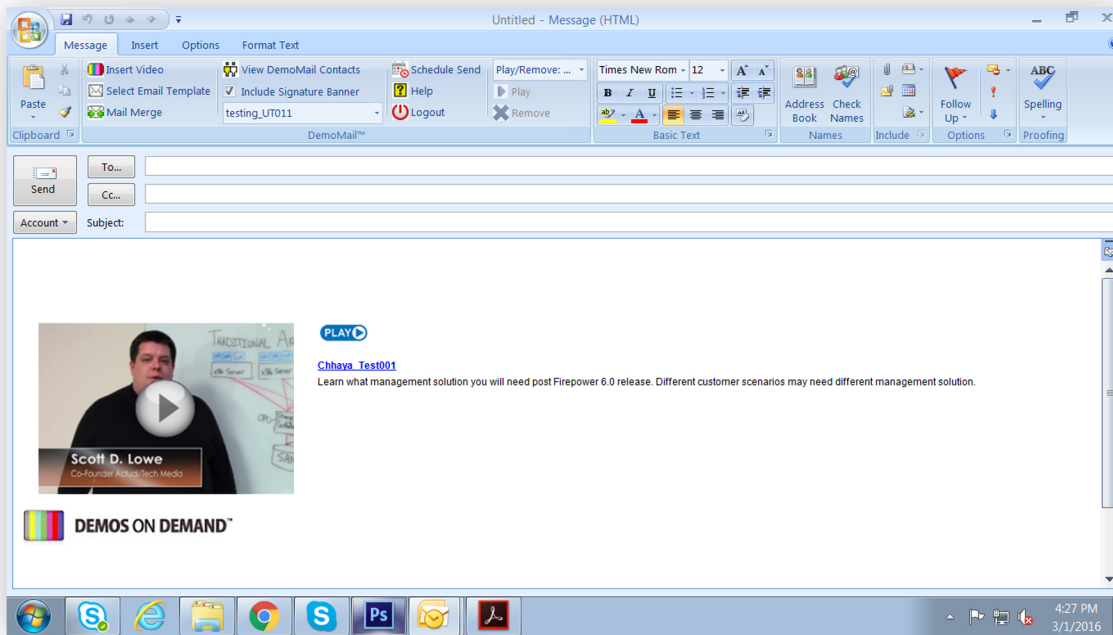


Figure: 1.6

Step 7: Now, simply address the email as you would any other, add a SHORT message, Subject and Click send. (Figure 1.7)

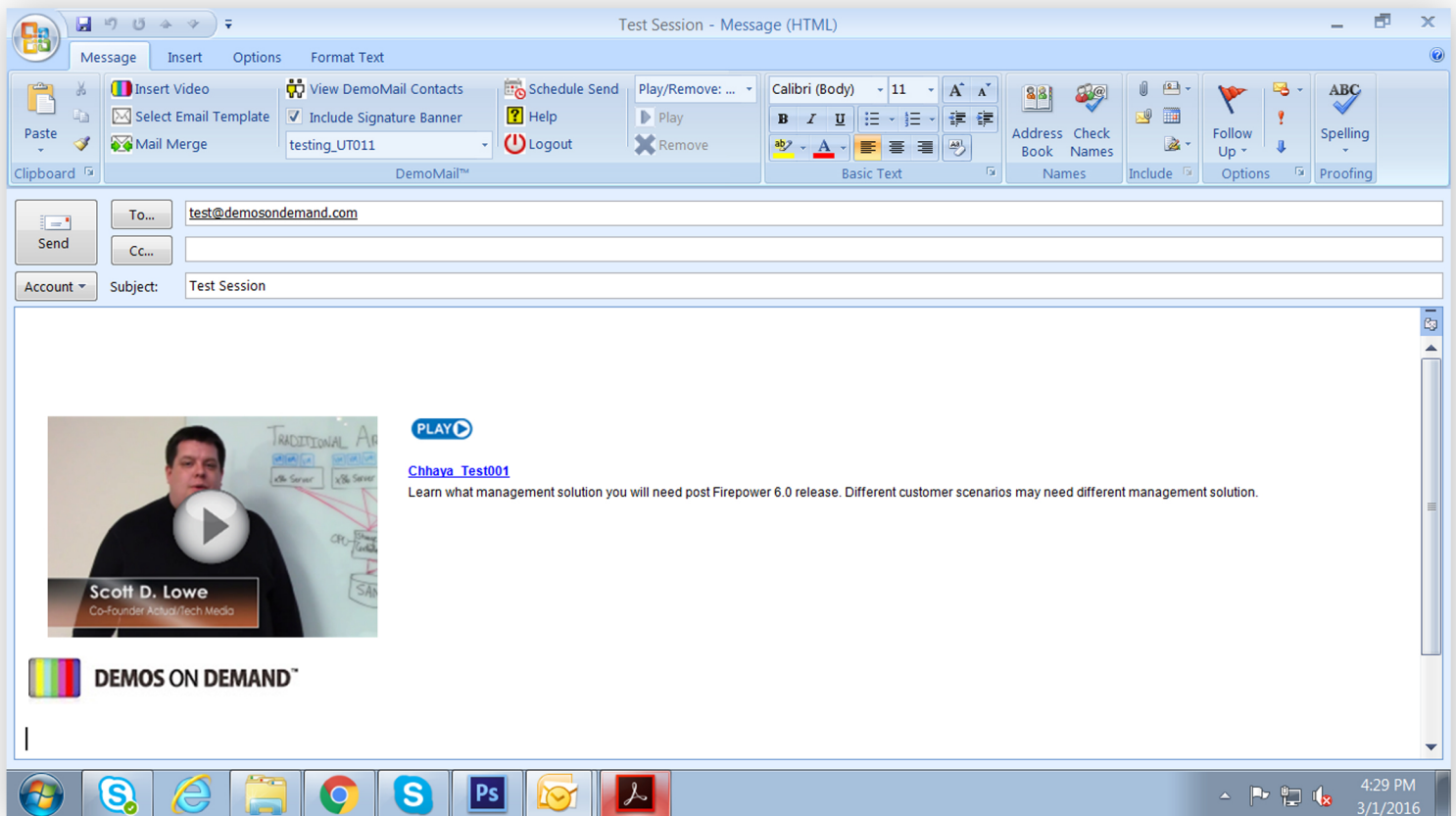


Figure: 1.7

DemoMail has now been sent to the recipient. You can use the “Viewing Report” option button on the mail tab to track the viewings of DemoMail sent for a selected period.