DEMOS ON **DEMAND**™

DemoMail User Guide for Outlook 2016

Release 11.61

User Guide

How to use DemoMail in Outlook 2016

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 track 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)
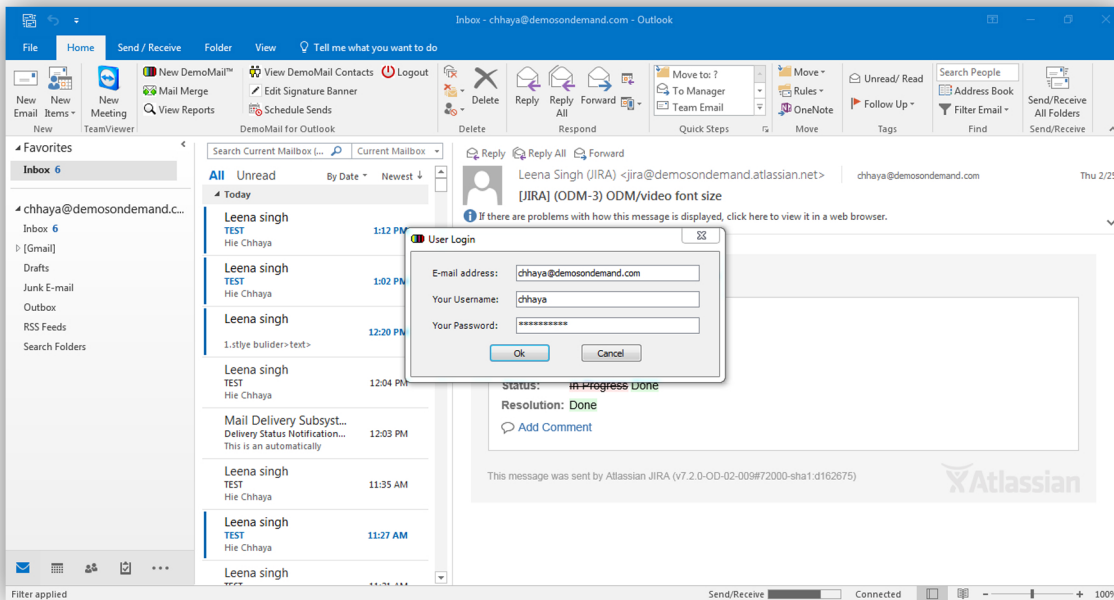

Figure: 1.1

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.
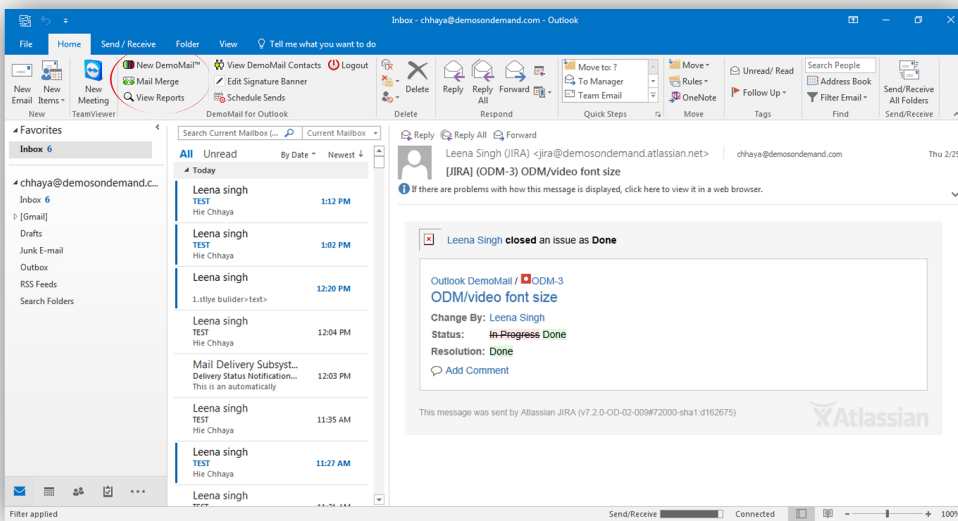3. Click "Viewing Reports" icon to check viewing report of sent mails using DemoMail.

Figure: 1.2

Step 3: To use DemoMail functionality click "New E-mail" icon and composition window will launch. (Figure1.3).
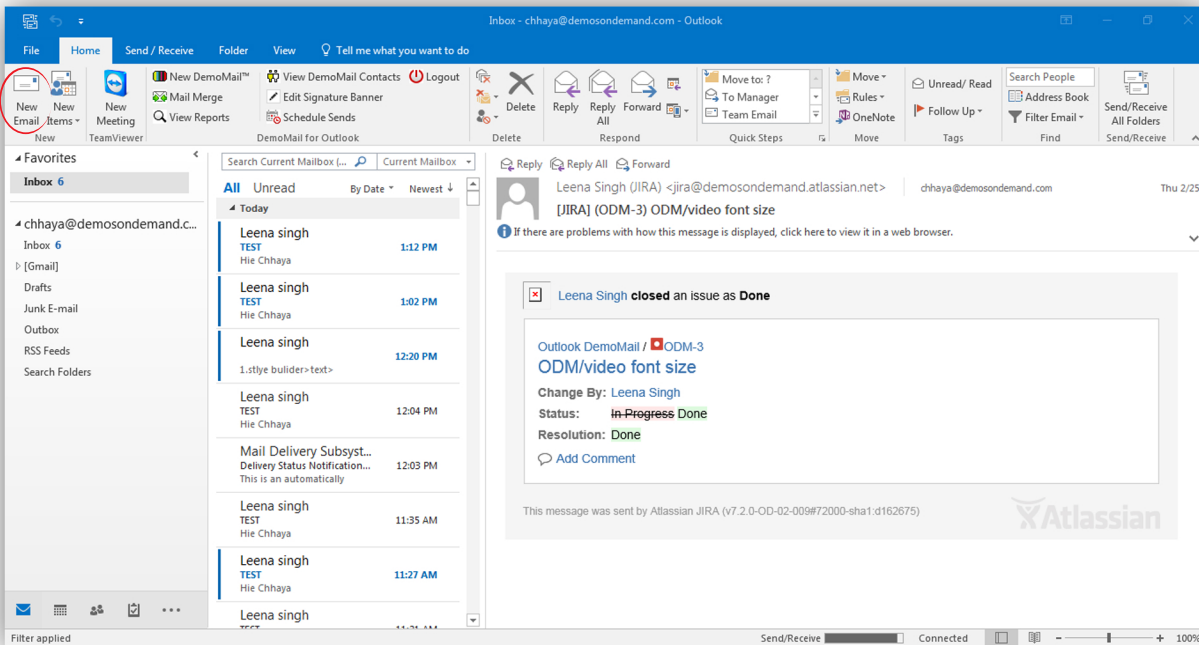

Figure: 1.3

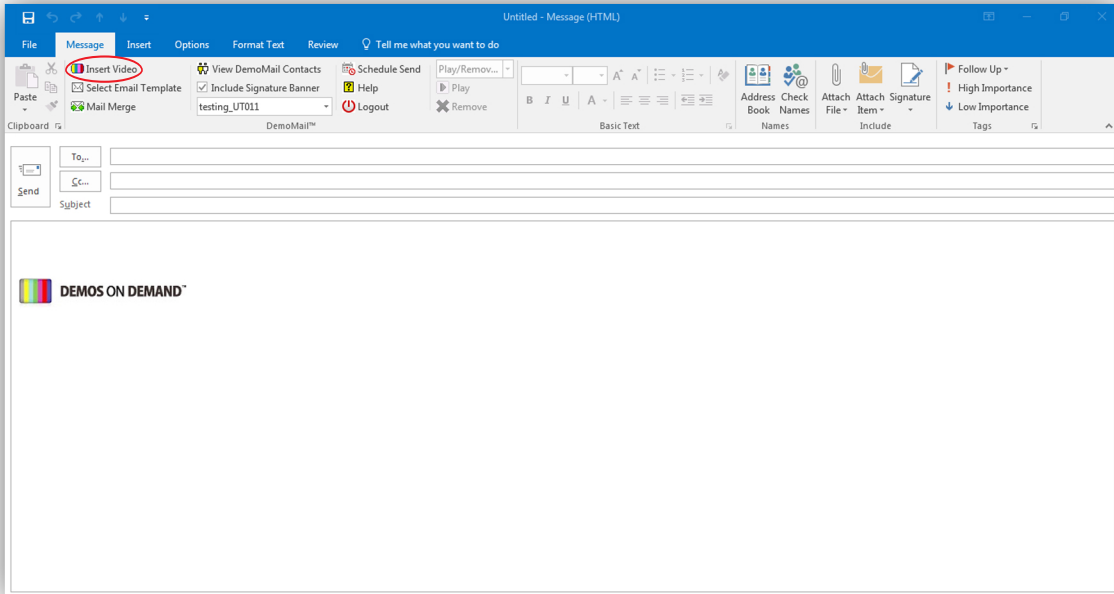Step 4: Click "Select Video" option. (Figure 1.4)

Figure: 1.4

Step 5: From the "Select Video" option, you have two options for filtering, companies and Category. Click on media session which you want to select. Selected sessions will appear in session's added list on the right area. "Click Add Sessions"

(The contents showing in the select session is an example. Your view will be different than this.) (Figure 1.5)
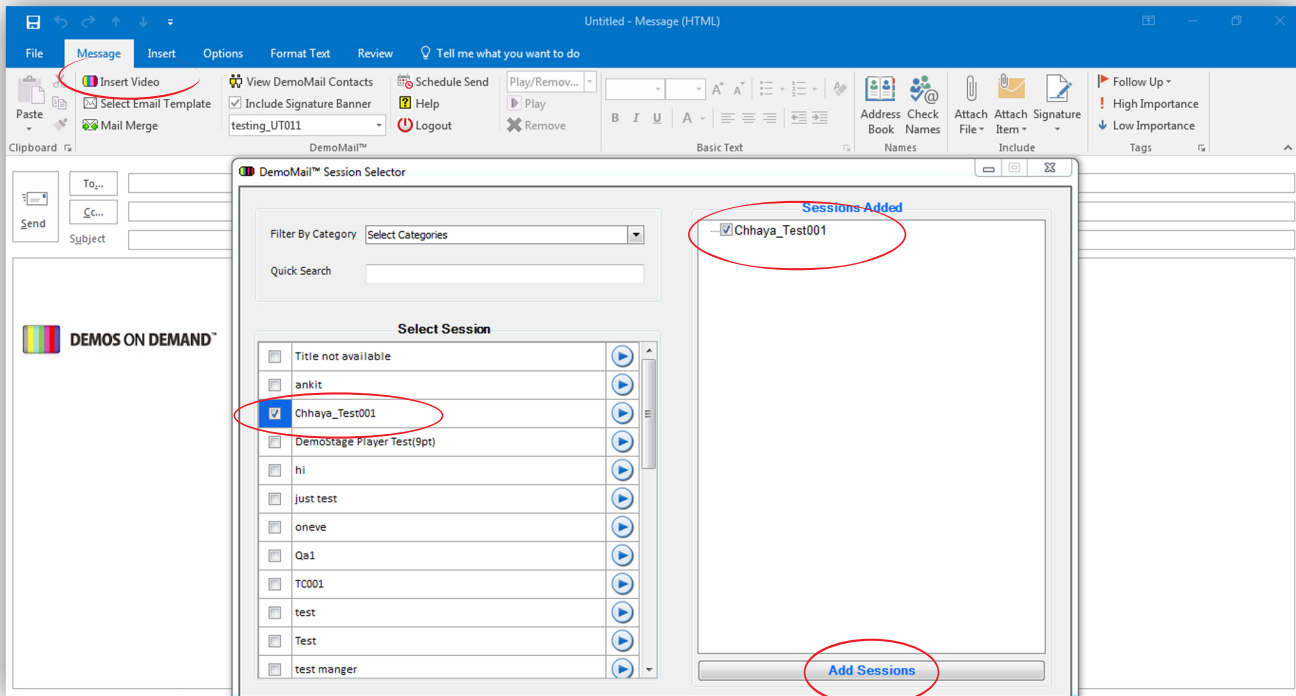

Figure: 1.5

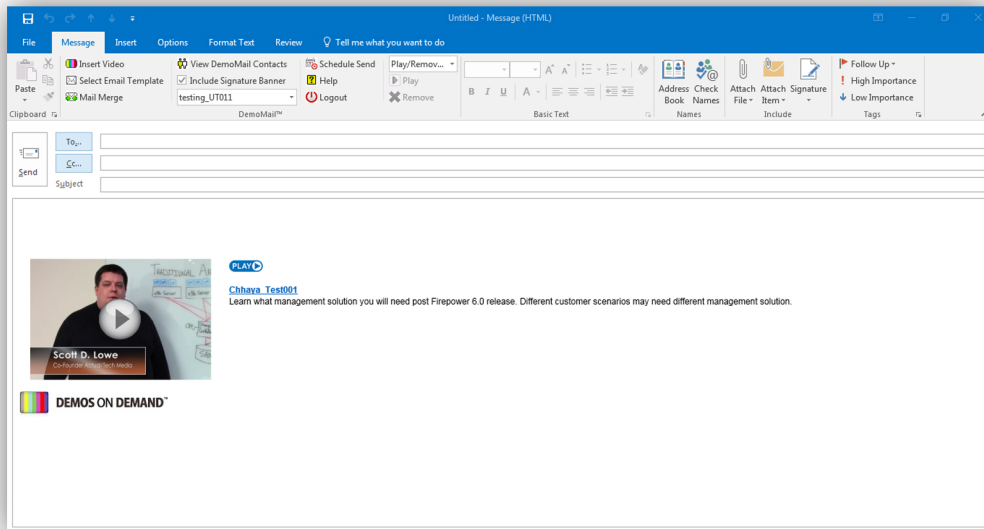Step 6: The selected content appears in the composition window. (Figure 1.6).

Figure: 1.6

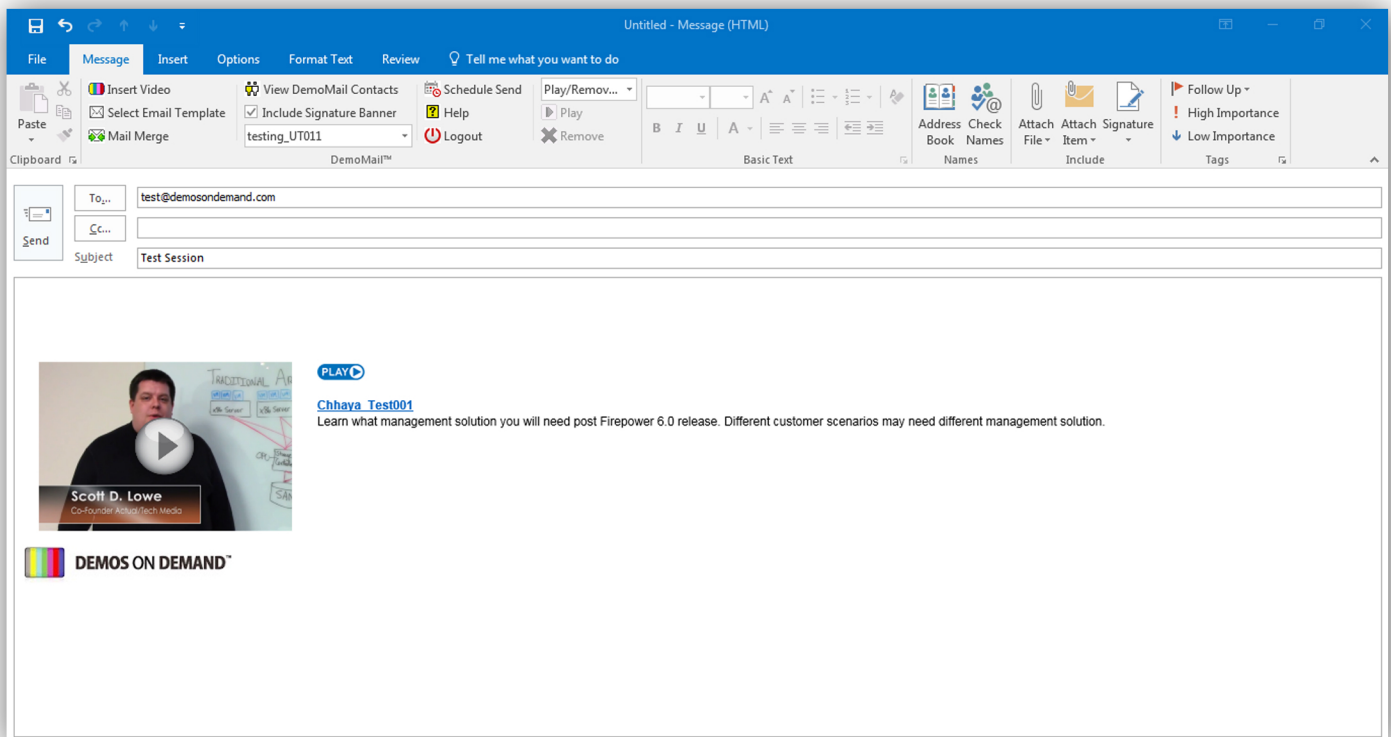Step 7: Enter recipients, subject and mail body you want to add. Click Send. (Figure 1.7)

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.