



Banning Bulk Email

People can have their email addresses flagged to not receive bulk emails. This reduces the unreviewed emails your employees sent to selected customers or candidates. You can right-click an email address and choose **NO BULK EMAILS**. When you send a bulk email, any email addresses that are flagged as No Bulk Emails will display <No Bulk Emails> in lieu of the email address. You can send the email and the ones without bulk emails will not get the email. You can also right-click them and choose an available alternate email address. You can delete them from the list with the **DELETE** key.

WinSearch and SYSADM sets how many email recipients makes an email qualify as a bulk email. SYSADM selects **SETTINGS | SYSADM OPTIONS | MISCELLANEOUS** and enters how many recipients make an email considered to be a bulk email under **Number Indicating Bulk Email**.

No Bulk Emails is set on an email address by email address basis. Thus, to set multiple email addresses for a person, they must be done individually.