



Tip 21: Sending an Announcement from Top Producer, ACT! or other CMS

A common question we are asked is “**How can I send this announcement to my clients using my Top Producer account?**” Top Producer is a client management system (CMS), similar to ACT! or Goldmine. Many agents who maintain a database of prospects and clients like to use the CMS grouping function to send our announcements to certain “groups”.

The solution to this question is usually the same for any CMS which offers an email client. An “email client” means that you can send email from inside the CMS. For this illustration, we will use Top Producer’s email system since it is popular with agents. But these steps should work with ACT! and Goldmine as well.

THE EASY SOLUTION

In order to send an email from the CMS, you must somehow get the email into the CMS system. The easiest way to do this is simply open the announcement email sent by AnnounceMyMove in your CMS email system. This requires that you first program your CMS email to send and receive emails. If you already do this, then all you need to do is open the email in your CMS and forward it off using your group email settings. This is as simple as:

1. Opening the Announcement in your CMS
2. Clicking **FORWARD**
3. Choosing the recipients of the email using your groups
4. And **SENDING**.

WHAT IF YOU DON'T USE YOUR CMS TO SEND AND RECEIVE EMAIL?

You may not use your CMS email client to send or receive emails. For example, you may prefer to use Outlook. In this case, you will need to **COMPOSE** an email within the CMS system. The easiest way to do this is to cut and paste the announcement email into the CMS email system.

Here are the steps to transfer an announcement from Outlook (or any other email program) to Top Producer (or any CMS). This process is also simple, but requires a couple extra steps:

- 1) Open the announcement email in Outlook (or other email system)
- 2) **Click FORWARD**

Tech Note: Clicking forward detaches the embedded images from the email. This allows you to be able to copy a picture or image to your clipboard. Failing to click forward keeps the images embedded in the email. As a result, when you paste the picture, the image **will not be found** and you will get a blank space where the picture should be.

- 3) Place your cursor above the banner. Using your mouse, hold the left button and drag the cursor from the top of the banner to the end of the email. This will highlight the entire email and the graphics.
- 4) Copy the email using the keyboard shortcut (**CTRL+C**) or go to **FILE>Copy**. The email is now copied to your clip board and can be transferred to another document or application.
- 5) Open your CMS.
- 6) Go to the email application.
- 7) Click **Compose New Email**.
- 8) In the text box, paste the email from the clip board into to the text area using the keyboard shortcut (**CTRL+V**) or go to **FILE>Paste**
- 9) Forward off as outlined in steps 3 – 4 above.

Questions or need help? Please contact the Tech Team: tech@announcemymove.com