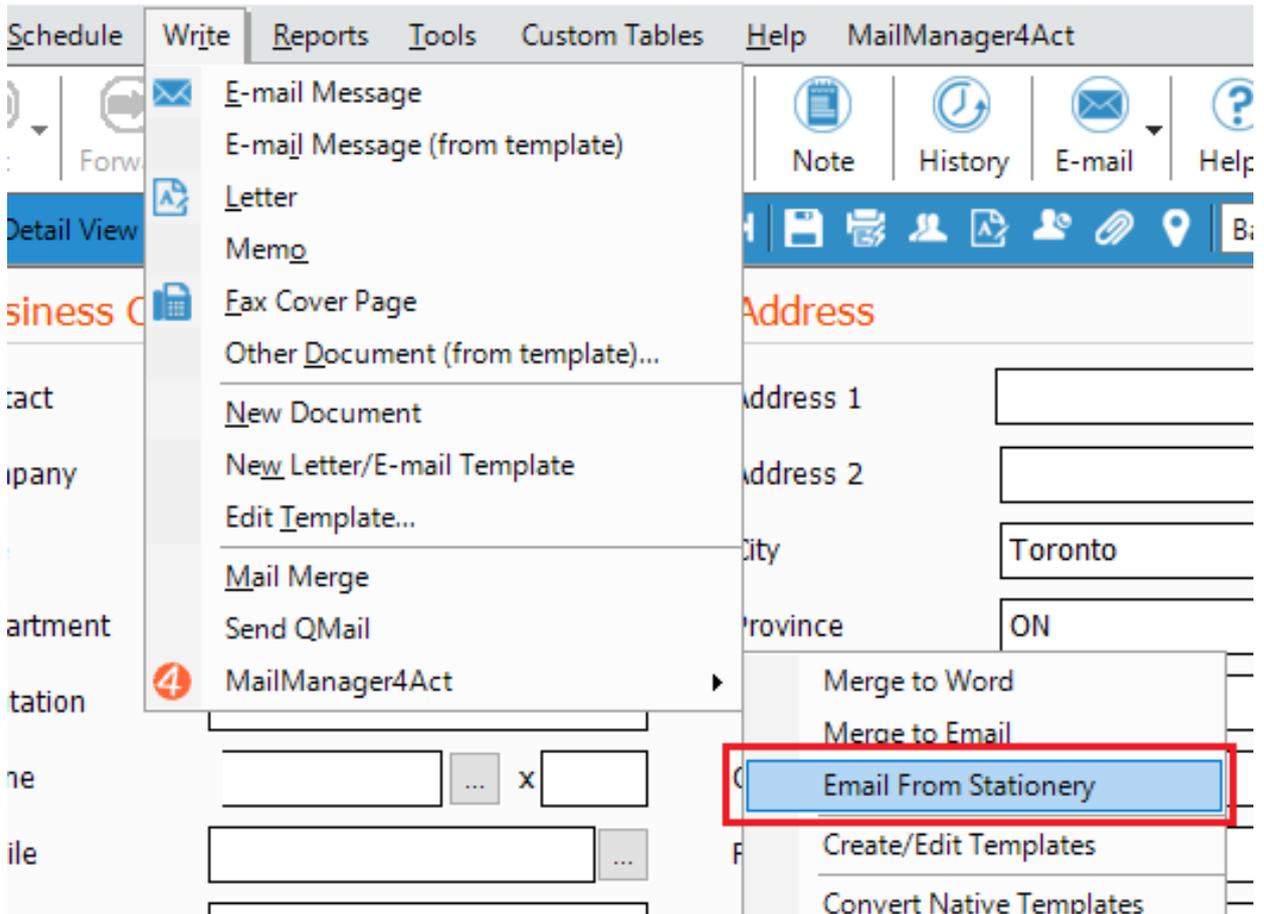


MailManager4Act

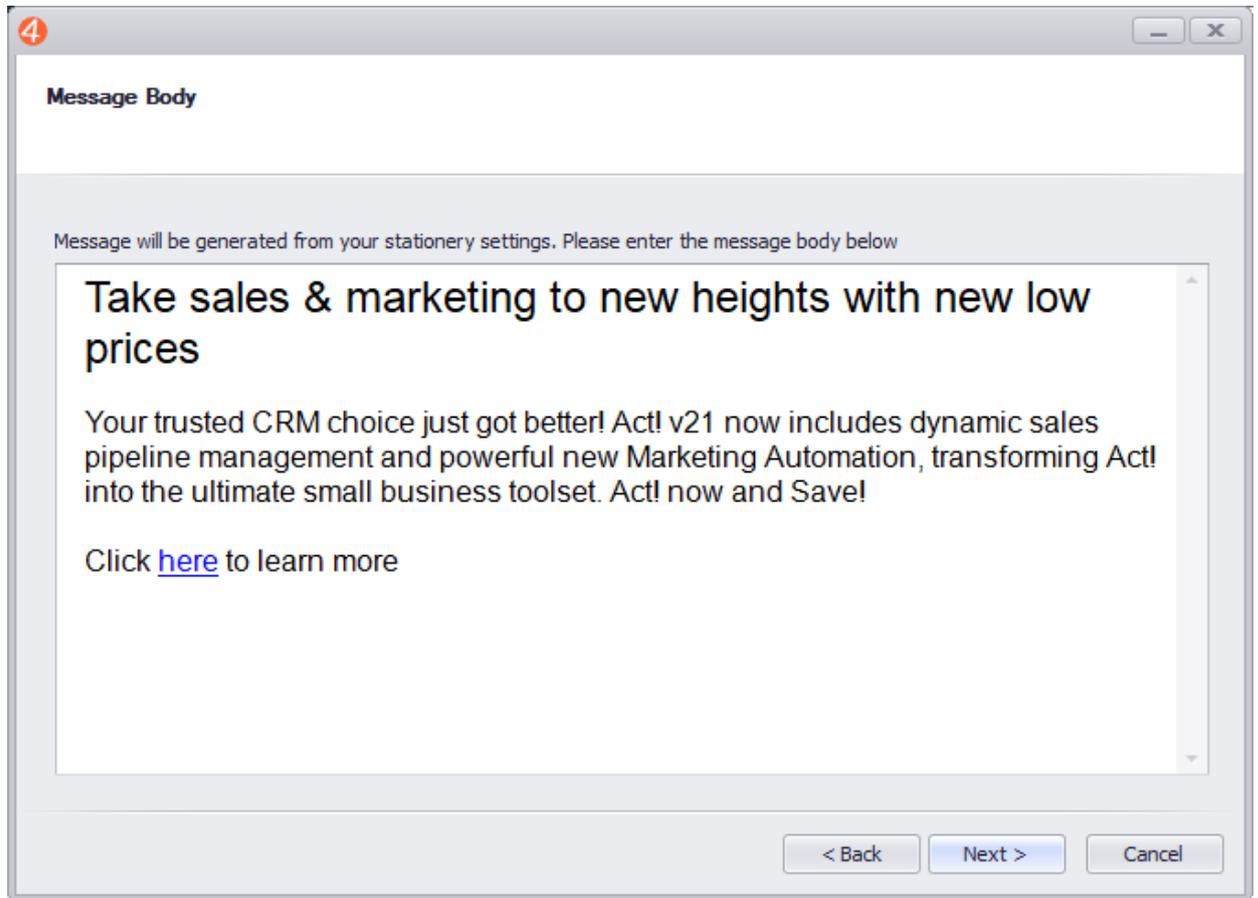
Sending email from stationery settings

- Click the menu **Write > MailManager4Act > Email from Stationery**



- The function of this menu option is identical to Merge to Email. However, instead of selecting a template, the email will be generated using your **Stationery Settings** as discussed in the [How to Setup MailManager4Act](#) article.
- Proceed through the wizard as explained in the [Merge to Email](#) article.
- You will see a new **Message Body** screen, where you can enter the content of your email which will be placed between the Greeting Text, and the Closing Text as defined in the MailManager4Act Settings.

MailManager4Act



- Click **Next** to proceed through the wizard and Send/Schedule your email.

Unique solution ID: #1047

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Last update: 2018-11-12 22:49