## Emailing Multiple Actors in Zenas

This example shows how to send an email to all attorneys on a case.



In order to send an email to all attorneys on this case, who are identified by the Role of "ATT," click the "Send Multiple" button.

This takes you to the Actor page, where you can make this selection.

	К	L	М	Ν	0	Р	Q
1							
		Case#	PNo	Set	Role		
2						List Actors	
3		1883			ATT		
4				1	e.g. ATT,CLK,	,CLI	
5				-		Make Envelopes in WP	Email All
6		Case#	PNo	Set	Role	Name	Email
7		1883	2020	1	CLI/PLA	Intiligent, Autoby 6	
8		1883	2021	1	CLI/PLA	Fillington, (Transporter Lossesson	
9		1883	1229	1	REF	Fifth Descers, Crister Silver	manufactoria and the second second
10		1883	1850	1	REF	Paralescenter, Paralesce T	
11		1883	1864	1	REF	a service stands of the conceptions	
12		1883	1906	4	ATT	Interviewer contract	
13		1883	1907	4	ATT	Philipping Elizabeth A	1 particular de ser gaugen
14		1883	1519	4	DEF	testimore an investment of Conservation	
15		1883	1909	5	ATT	PROFILE ALL ALL ALL ALL ALL ALL ALL ALL ALL A	INSTRUCTOR OF THE OWNER OF THE OWNER OF THE
16		1883	1908	5	DEF	Problem of the	
17		1883	1910	6	ATT	selected thomas at	
18		1883	2029	6	DEF	Contractor, Convictor content, etc.	
19							

Zenas initially displays all actors on the case. To limit the list to attorneys, type ATT as shown, and then click the "List Actors" button.

	K	L	М	N	0	P	Q
1							
		Case#	PNo	Set	Role		
2			*****			List Actors	
3		1883			ATT		
4					e. ATT,CLK,	CLI	
5					1	Make Envelopes in WP	Email All
6		Case#	PNo	Set	Rule	Name	Email
7		1883	1906	4	ATT	E BE CONSIGNOR LONGERN 1.	en e
8		1883	1907	4	ATT		Igentikator i Milero oglugiste
9		1883	1909	5	ATT		estimate a la ser data de persona esta de la contrata esta de la contrata esta de la contrata esta de la contra
10		1883	1910	6	ATT	And seals, Thursday and	Incited avita ista corri
11							

## Now, only the persons marked ATT are listed. Press the "Email All" button, and your email client should produce something like this:

🗠 Write: (no subject)										
<u>F</u> ile <u>E</u> dit	View	ļns	ert F <u>o</u> rmat <b>Options <u>T</u>ools <u>H</u>elp</b>							
Send	<b>√</b> Spelling	-	Image: Constraint of the security of the secu							
From: Charles Cork <cmc@corklaw.com> cmc@corklaw.com</cmc@corklaw.com>										
•	To:	8	ender an eine einer der einer der einer							
•	To:	8	a align constant a galaxies of a spin-							
•	To:	8	entre de generation anti-							
•	To:	8	FERSENANDER FRANKISCHEN							
<u>S</u> u	bject:									
Normal Taglines + Business + Variables + Other +										
Body Text	* A	Arial	· · · · · · · · · · · · · · · · · · ·							

Note in these examples:

1) If the role of a party was combined, say as "ATT/REF," doing the same steps would have sent the email to that person as well.

2) If you wanted to send the email to both those actors marked ATT and REF, you could have typed ATT,REF into the yellow cell on the Actors page, and all persons marked as ATT or REF would be included in the email.