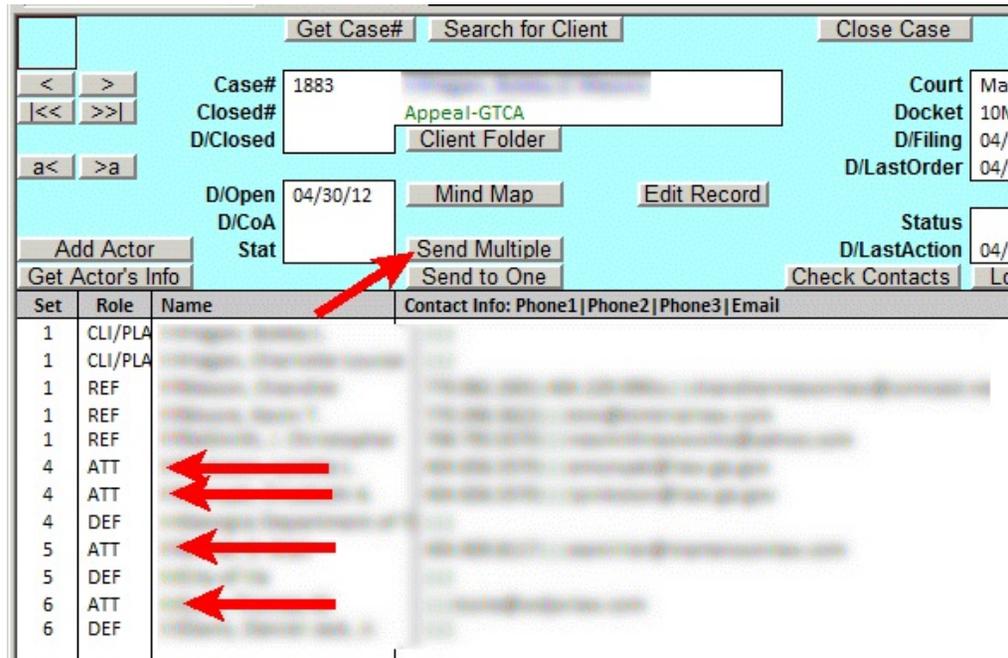


# **Emailing Multiple Actors in Zenas**

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.

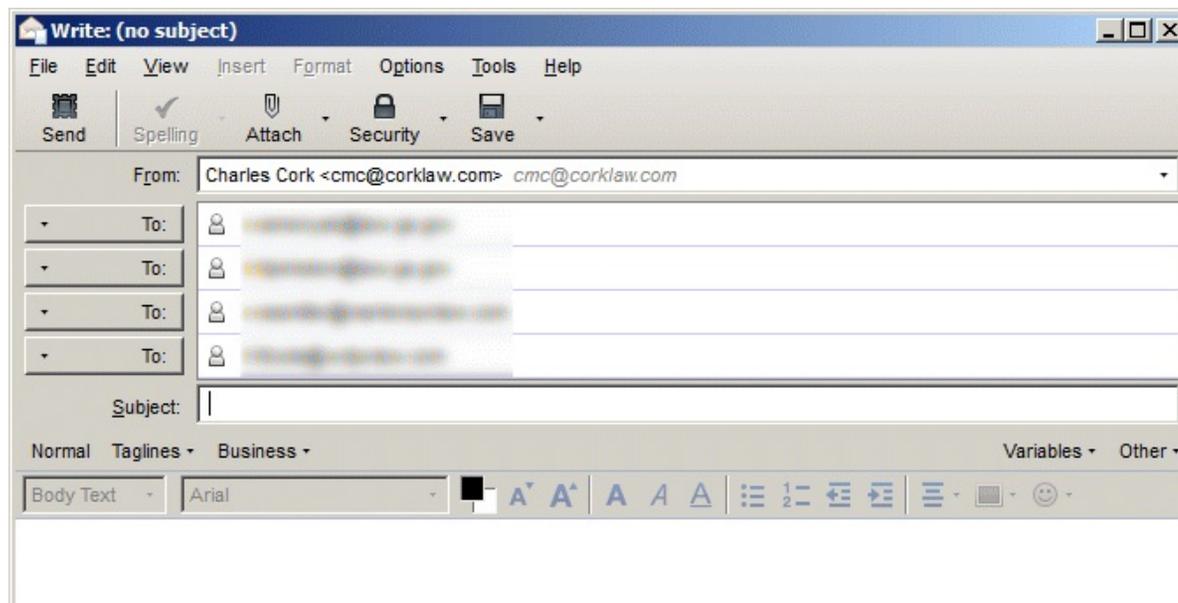
This takes you to the Actor page, where you can make this selection.

	K	L	M	N	O	P	Q
1		Case#	PNo	Set	Role		
2						List Actors	
3		1883			ATT		
4					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	Michigan, State	
8		1883	2021	1	CLI/PLA	Michigan, State	
9		1883	1229	1	REF	Michigan, State	state@mi.gov
10		1883	1850	1	REF	Michigan, State	state@mi.gov
11		1883	1864	1	REF	Michigan, State	state@mi.gov
12		1883	1906	4	ATT	Michigan, State	state@mi.gov
13		1883	1907	4	ATT	Michigan, State	state@mi.gov
14		1883	1519	4	DEF	Michigan, State	state@mi.gov
15		1883	1909	5	ATT	Michigan, State	state@mi.gov
16		1883	1908	5	DEF	Michigan, State	state@mi.gov
17		1883	1910	6	ATT	Michigan, State	state@mi.gov
18		1883	2029	6	DEF	Michigan, State	state@mi.gov
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	M	N	O	P	Q
1		Case#	PNo	Set	Role		
2						List Actors	
3		1883			ATT		
4					e. ATT,CLK,CLI		
5						Make Envelopes in WP	Email All
6		Case#	PNo	Set	Role	Name	Email
7		1883	1906	4	ATT		
8		1883	1907	4	ATT		
9		1883	1909	5	ATT		
10		1883	1910	6	ATT		
11							

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



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.