

[BULK EMAILING FACILITY](#)

Dear Users,

Greetings of the Day!

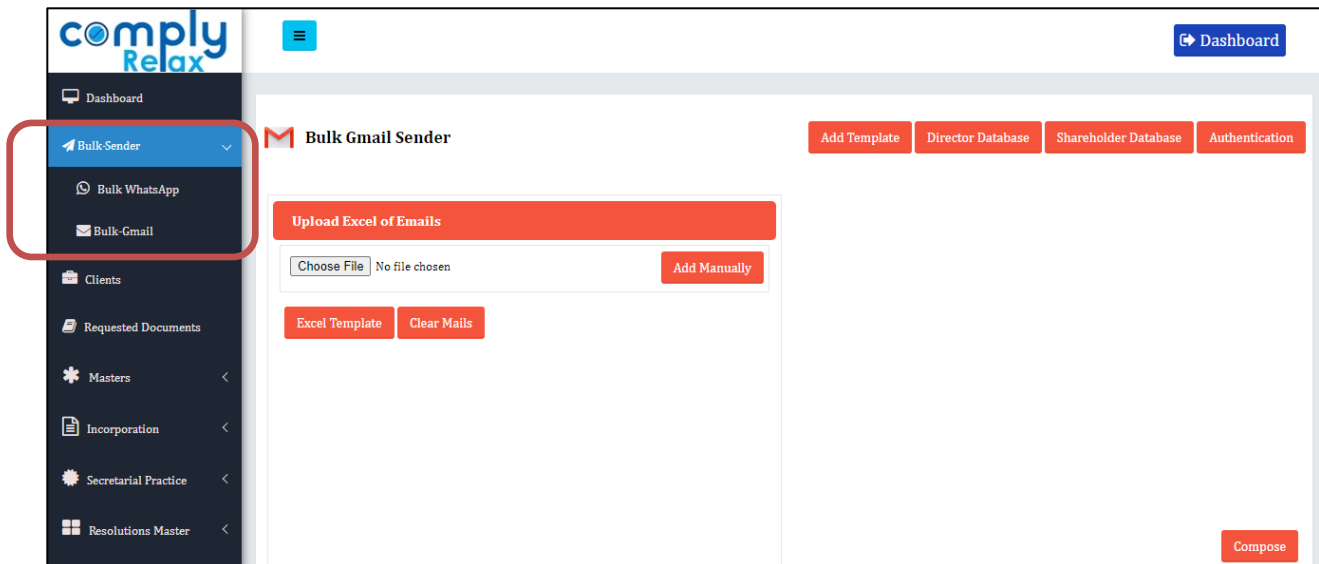
We are thrilled to introduce a new feature on ComplyRelax that allows you to send emails in bulk.

You can import email addresses using an Excel template and easily send emails in bulk.

You can also save your email templates here for future use.

STEPS TO BE FOLLOWED:

DASHBOARD -> BULK SENDER -> BULK EMAIL



1. Click on authentication button and authenticate the email from which you wish to send emails.
2. Download the excel template and enter the email address.
3. Import the same template here.
4. You can also use the existing director/shareholder data for sending bulk mail.
5. Click on compose button and draft the mail.
6. Attach documents if any, and send.

You can also use the **ADD TEMPLATE** button for saving your draft email here.

We hope this new feature enhances your experience and streamlines your workflow.

Please reach out to us if you need any assistance:

+91 99298 22200, Call & WhatsApp both available, complyrelax@gmail.com