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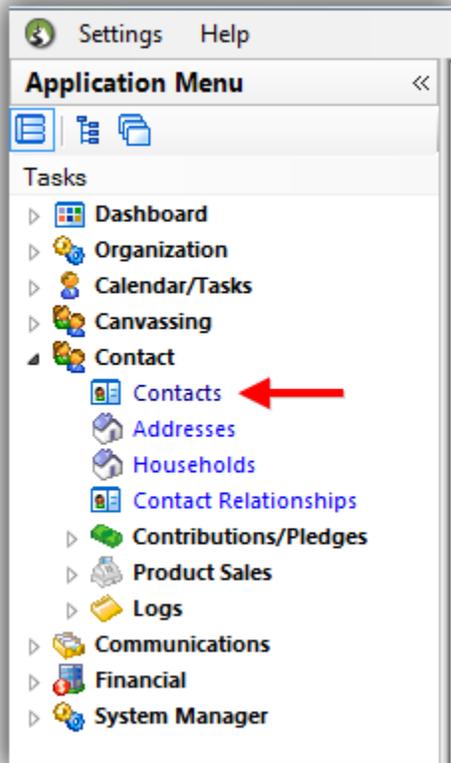
## Overview

This article walks through the steps send an eblast to recipients who've **received another** one in the **past**.

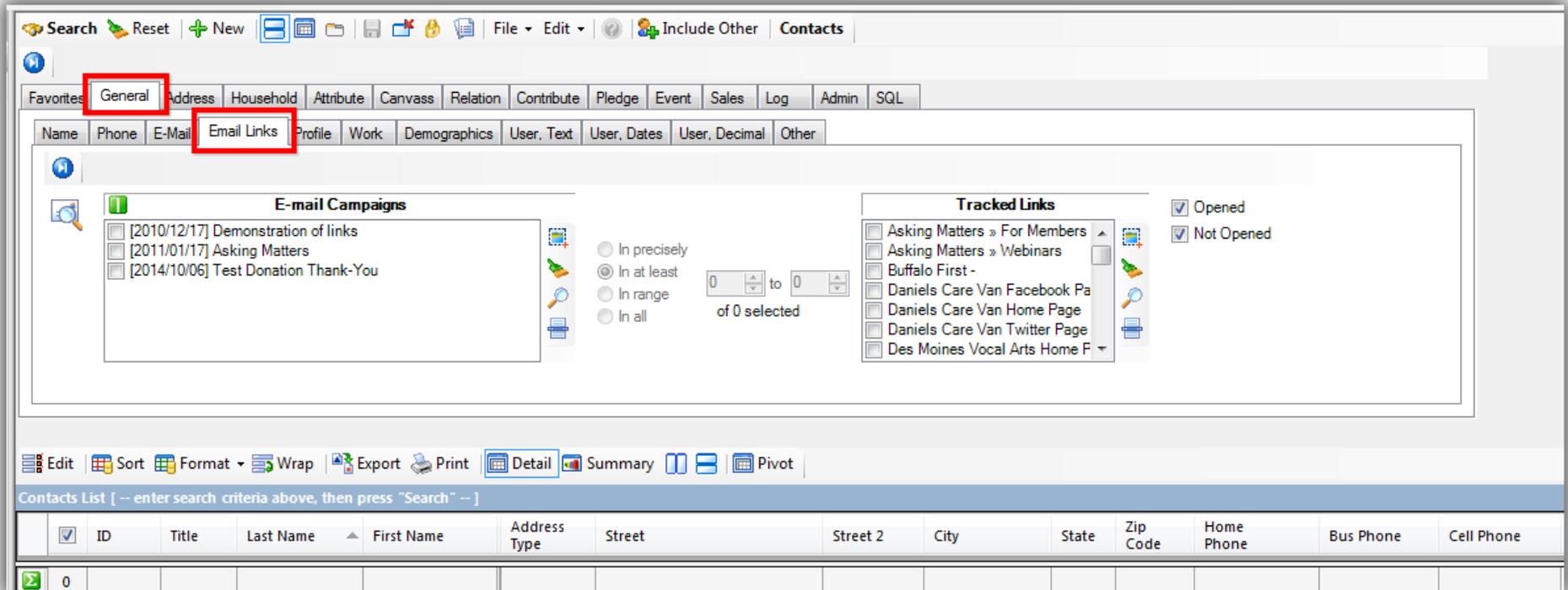
 **Tip:** Learn how to [create email campaigns](#) and [schedule them](#) to go out.

## Steps

Open the **Contacts** (*Voters/Donors*) list.



Navigate to **General > Email Links**.



Here you can select from the **e-mail campaign(s)** you've sent in the past. **Check of the box(s)** for the ones you want to **search by**, and click **[Search]**.

*In my example I selected a campaign called 'Asking Matters' that was sent to **5,906** people. You can filter this search further by only going after people who **opened**, did **not open**, or **clicked** on certain **links** in the eblast(s) you've sent previously.*

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**1. Check the boxes for the email campaign(s) that you've sent in the past that you want to resend too.**

**2. Optionally you can filter this list further by people who opened, did not open, or clicked on certain links in previous mass emails you've sent.**

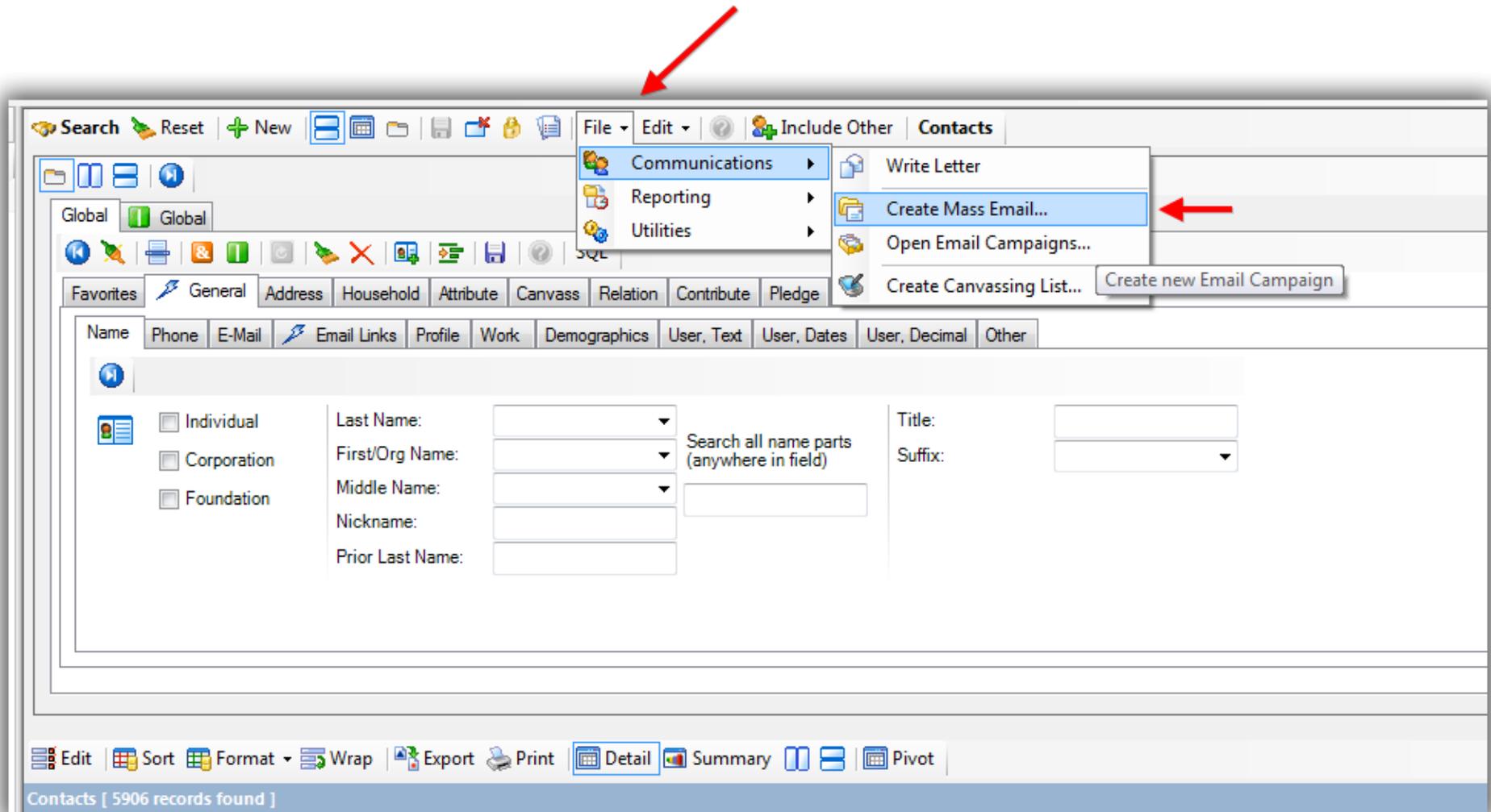
Results

Contacts [ 5906 records found ]

ID	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone	Email
2	Aagard	Martha	4629 York Ave S		Minneapolis	MN	55410	(612) 920-9217	Martha@Aagard.com
3	Aakhus	Ariel	1709 8th St S	Cpo 3010	Moorhead	MN	56560	(218) 825-9215	Ariel@Aakhusxxx.com
5	Aakhus	Steven	19981 See Gull Rd		Brainerd	MN	56401	(218) 828-9215	Steven@Aakhus.com
6	Aamot	Barbara	13451 Mcginty Rd E		Minnetonka	MN	55305	(952) 933-8423	Barbara@Aamot.com
7	Aanenson	Pamela	3896 White Bear Ave		White Bear Lake	MN	55110	(651) 426-9611	Pamela@Aanenson.com
8	Aanonson	Leland	59331 155th St		Rose Creek	MN	55970	(507) 434-8229	Leland@Aanonson.com
11	Abdi	Ali	206 62nd St W	Apt 403	Minneapolis	MN	55419	(612) 432-8920	Ali@Abdi.com
16	Abel	Tasha	303 Fairview Ave		Fairmont	MN	56031	(502) 235-8827	Tasha@Abel.com
17	Abouaish	Yasmine	1432 Brookshire Ct		New Brighton	MN	55112	(763) 742-7139	Yasmine@Abouaish.com
19	Abrahamian	Daniel	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	Daniel@Abrahamian.com
20	Abrahamian	David	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	David@Abrahamian.com
21	Abrahamian	Kelli	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	Kelli@Abrahamian.com
25	Acaso	Kathleen	3347 Irving Ave N		Minneapolis	MN	55412	(612) 529-9013	Kathleen@Acaso.com
31	Adam	Ibrahim	5300 France Ave N		Brooklyn Center	CT	06500	(763) 533-8023	Ibrahim@Adam.com
32	Adam	Mounira	5300 France Ave N		Brooklyn Center	CT	06500	(763) 533-8023	Mounira@Adam.com
42	Adelmann	Karen	641 6th St		Albany	MN	56307	(320) 845-7332	Karen@Adelmann.com
43	Adelmann	Robert	11020 280th St E		Webster	MN	55088	(952) 440-7739	Robert@Adelmann.com
47	Advani	Dolly	1039 Ramsdell Dr		Apple Valley	MN	55124	(952) 432-8329	Dolly@Advani.com
53	Ahlbrecht	Kristy	2624 Olive Ln		Sauk Rapids	MN	56379	(320) 240-7931	Kristy@Ahlbrecht.com
54	Ahlers	Donald	143 27th St E		Minneapolis	MN	55408	(605) 929-9517	Donald@Ahlers.com

 **Tip:** If you want to further filter a search by what links someone clicked, [this article](#) will teach you how to rename trackable links for this purpose.

Once you've run your search query to pull up people who received a previous email, click **File > Utilities > Create Mass Email...**



Give the email campaign a **name** and click **[OK]**. *If you leave the defaults as is it will send to everyone in the current list that's **subscribed** and **enabled**.*



Create a New E-Mail Campaign

E-Mail Campaign

Name: 2nd Eblast to People who Received the Asking Matters 1st Eblast **1**

Campaign Name	Created
Demonstration of links	12/17/2010
Asking Matters	01/17/2011
Test Donation Thank-You	10/06/2014

Details

Send To

Contacts

Everyone included in current list

Everyone in database

Everyone in search favorite:

Addresses

Primary address

Alternate address

Primary address if available, otherwise alternate

Both primary and alternate addresses

Exclude/Confirm

For those addresses to which  or more messages have been sent since the last registered open:

Bypass sending the e-mail message.

Send the e-mail message, but include a request for confirmation of interest in continuing to receive e-mail. (Further e-mail will await a response to this request.)

[Click here for a detailed explanation of this feature.](#)

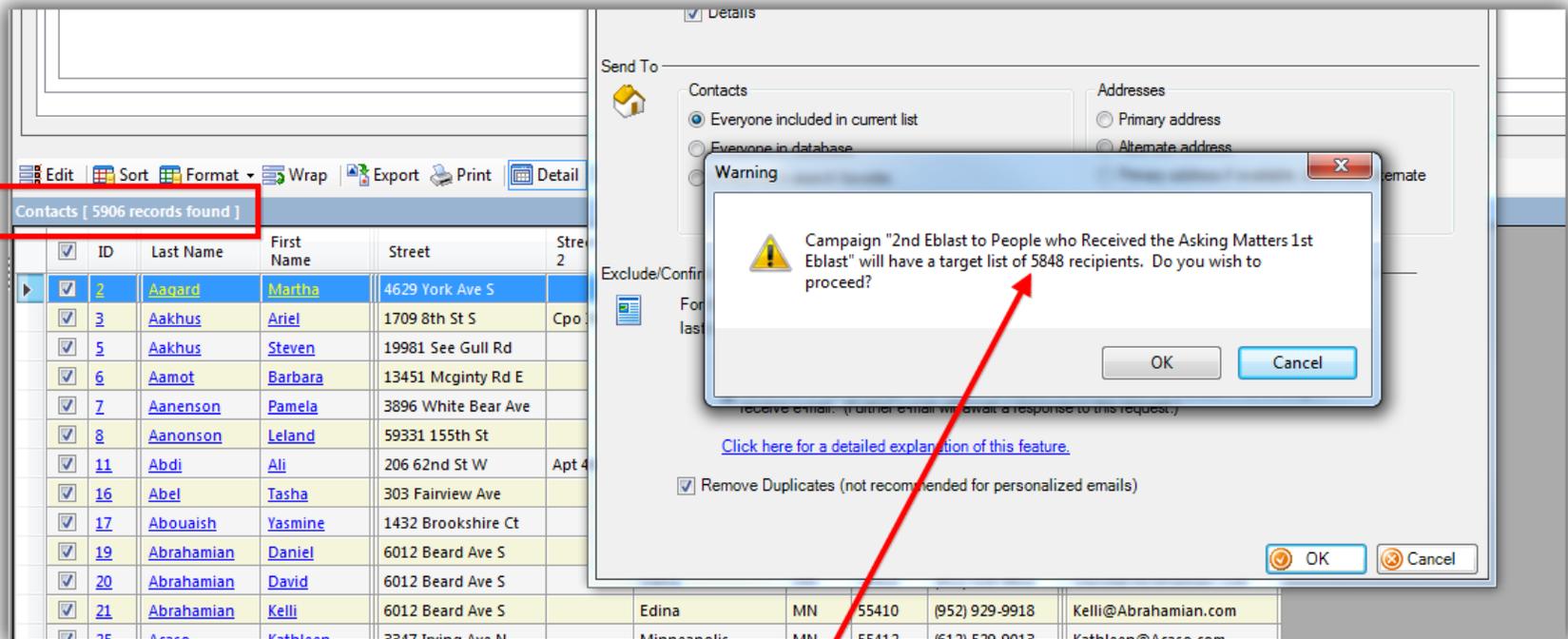
Remove Duplicates (not recommended for personalized emails)

**2**

OK Cancel

Verify the final recipient **count** is **close** to what the **query results** were, and then click **[OK]**. *If it's substantially less you'll need to put in a request to support that your emails get enabled for mass email, this is common if you've recently [imported email lists](#).*

**Original query results.**



The screenshot shows the TrailBlazer interface. On the left, a table of contacts is visible with a red box around the header 'Contacts [ 5906 records found ]'. On the right, a 'Send To' dialog box is open, showing options for 'Everyone included in current list' and 'Everyone in database'. A warning dialog box is overlaid on top, with a red arrow pointing to it from the text below. The warning dialog box contains the following text:

**Warning**

⚠ Campaign "2nd Eblast to People who Received the Asking Matters 1st Eblast" will have a target list of 5848 recipients. Do you wish to proceed?

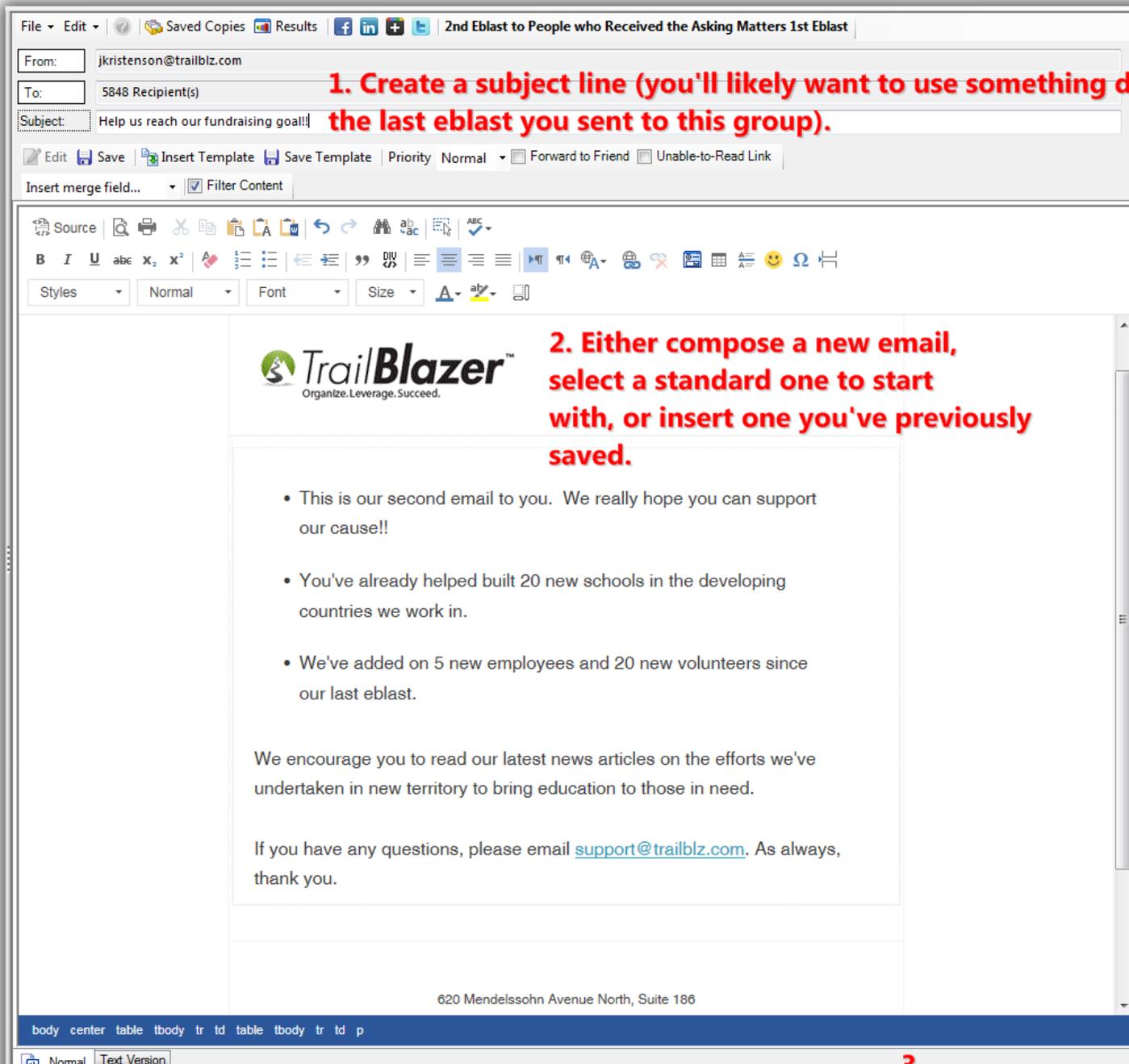
OK Cancel

**Final count.**

**This number should be close to what the 'results' of the query were.**

The email composer will open. **Create a new email**, insert a [standard template](#) to start with, or use one of your own **saved templates**. *My example is below.*





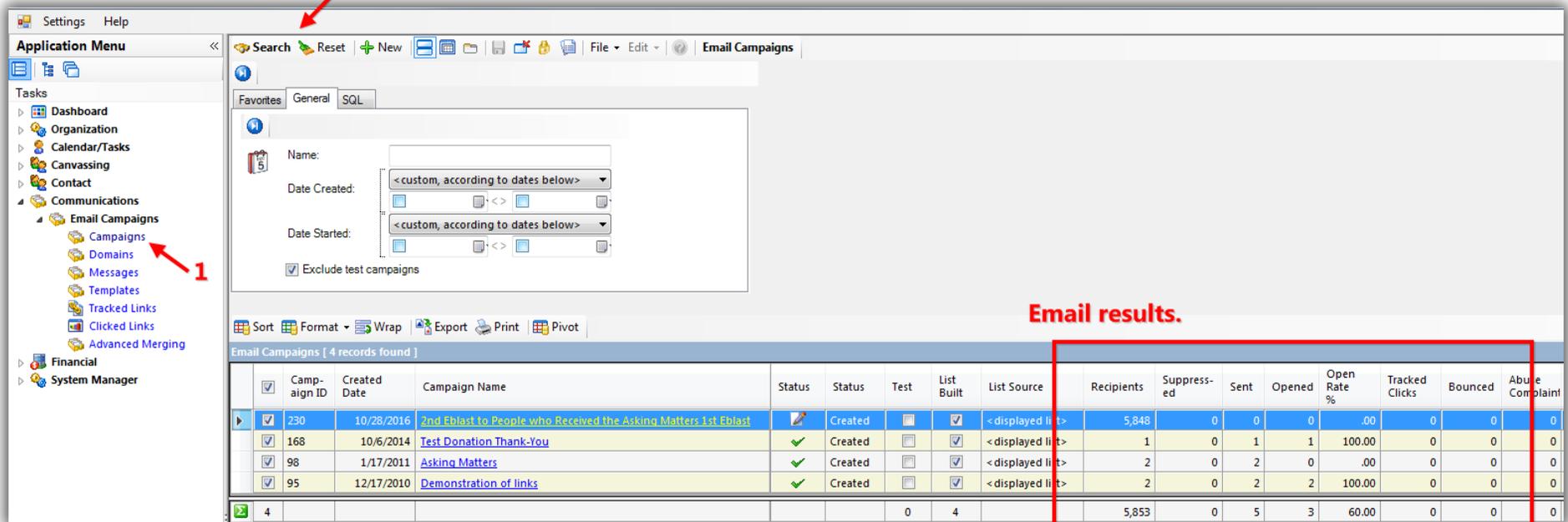
The screenshot shows an email client interface with the following elements:

- Header:** File, Edit, Saved Copies, Results, social media icons, and the subject line: "2nd Eblast to People who Received the Asking Matters 1st Eblast".
- Fields:** From: jkristenson@trailblz.com; To: 5848 Recipient(s); Subject: Help us reach our fundraising goal!!
- Annotations:** Red text overlays provide instructions: "1. Create a subject line (you'll likely want to use something different than the last eblast you sent to this group)." and "2. Either compose a new email, select a standard one to start with, or insert one you've previously saved."
- Toolbar:** Includes options for Edit, Save, Insert Template, Save Template, Priority (Normal), Forward to Friend, and Unable-to-Read Link. It also features a rich text editor with various icons for text formatting and alignment.
- Content:** The email body contains the TrailBlazer logo, a bulleted list of updates, a paragraph about news articles, and a closing paragraph with a link to support@trailblz.com.
- Footer:** Address: 620 Mendelssohn Avenue North, Suite 188.
- Bottom Bar:** Shows "body center table tbody tr td table tbody tr td p" and a "Normal Text Version" button.

Click **[Test]** in the bottom-right and send some tests to your **'testers'** until you're satisfied. Then click **[Send]** and **schedule** the eblast.

After the email goes out you can **analyze the stats** by searching the **Campaigns** list.

**After the eblast goes out you can view the results in the 'Campaigns' list.**



The screenshot shows the TrailBlazer interface. On the left, the 'Application Menu' has 'Email Campaigns' selected, with a red arrow labeled '1' pointing to it. The main window shows the 'Email Campaigns' list with a red arrow labeled '2' pointing to the search bar. Below the list is a table of results, with a red box around the data columns and the text 'Email results.' above it.

Recipients	Suppress- ed	Sent	Opened	Open Rate %	Tracked Clicks	Bounced	Abuse Complaint
5,848	0	0	0	.00	0	0	0
1	0	1	1	100.00	0	0	0
2	0	2	0	.00	0	0	0
2	0	2	2	100.00	0	0	0
5,853	0	5	3	60.00	0	0	0

The **related resources** below link to a variety of articles and videos on the mass email system.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [Setup a User to Receive Test Emails, How to Send Out Tests of a Mass Email Campaign, and How to Test an Individual Email Template](#)

**Article:** [Editing Tracked Links for Mass Email Campaigns – Creating Names for those Missing a Name](#)

**Article:** [How to Add Email Attachments \(i.e. PDF's, Word Docs, Spreadsheets, etc.\) to an Email Template or Mass Email Campaign](#)

**Article:** [How to Delete Unsent Email Campaigns, Test Email Campaigns, and Email Templates](#)

**Article:** [Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! \(\\*requires access to your web host\)](#)

**Article:** [How to Import a Google Web Font into your Trail Blazer Email Template](#)

**Article:** [How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade](#)

**Article:** [How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form](#)

**Article:** [How to Access and Use the Standard Trail Blazer Email Templates as a Starting Point for Template Creation and Mass E-Mail Campaigns](#)

**Article:** [Running an Import of Contact Data from Excel into your Database – Basic Overview](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document](#)

**Article:** [How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, Etc.](#)

**Article:** [How to Find Duplicate Contact Records by Identical \\*Primary\\* Email Address, and Automatically Merge them Together](#)

**Article:** [Configuring your From and Reply Email Address Settings](#)

**Article:** [How to Cancel a Mass Email Campaign as it's Going Out & How to Reschedule a Queued Email Campaign](#)

**Article:** [Sample HTML Email Templates with Inline CSS](#)

**Article:** [Fix your HTML email formatting](#)

**Article:** [Sending Mass Emails](#)

**Video:** [Thank you's using mass email](#)

**Video:** [Eblasts Configure email settings before mass emailing](#)

**Video:** [Eblasts –Setting people up to receive test \(draft\) emails](#)

**Video:** [Scheduled Emails](#)

**Video:** [Eblasts Create and Send Eblasts – Includes Image Management](#)

## Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*