

Emailing All Auction Members

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AuctionDesq gives you the option to email all registered bidders should you need to communicate with them. This can be used to let them know about any upcoming auctions or other information about your organisation.

Quick Steps: Go to **AUCTIONDESQ / EMAIL /**

Emailing Auction Members:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **EMAIL** from the left menu.
2. Select the Email Template that you wish to use, or leave it as Blank Template, then click **NEXT**.
3. Complete the details of the email and then click **SEND EMAIL**.

When creating an email, make sure that you insert all details into both the HTML and Plain Text tabs to ensure that all members can view the email regardless of the device they receive it on.

Next Steps:

Related Topics:
