

## How to use Microsoft Outlook to create an MTP batch email

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## Updates to the Step-by-Step Guide

- 1. September 10, 2024: Step-by-step guide released.
- 2. **October 29, 2024**: Focus on using Microsoft Outlook to create an MTP batch email and separate the converting existing text into a new section.
- 3. **December 12, 2024**: Added how to clear all text formatting in Microsoft Outlook using the Clear All Formatting icon.
- 4. **March 18, 2025**: Changed the term "Outlook Message Format" to "Outlook Mail Format". Added the Outlook Mail Format file extensions (.msg and .eml) to the step-by-step guide where needed.



## Using Microsoft Outlook to Create an MTP Batch Email

#### **Overview and Preparation**

Here are the steps to prepare and create an MTP Batch Email using Microsoft Outlook.

Start with a New Email in Outlook. **Do Not Use** an existing Microsoft Outlook email as a starting point. Using an existing Outlook email as a starting point can cause unseen formatting issues once the email is sent.

**FYI:** If you want to use an existing Outlook email (or are cutting and pasting from other applications), please review How to Convert an Existing Outlook Email or Word Document to an MTP Batch Email.

- Open Microsoft Outlook and start a New Email. FYI: MTP uses Outlook as its email editor to create and format emails.
- 2. **Write** your email copy and subject line in the Microsoft Outlook email. Get it approved.
- 3. **Personalize** the email copy using MTP Mail Merge Fields such as [First Name] or [Dues Amount]
- 4. **Format**, bold, underline, and add bullet points or hyperlinks to your email via Outlook Microsoft
- 5. **Insert** images in your email copy that you want to use for your message, like a Header, Footer, or Logo image
- 6. Attach files such as PDFs to your email
- 7. **Save** your email as an Outlook Mail Format (.msg or .eml) file
- 8. **Define** your email list of recipients in MTP using a User Define Report, such as all ACTIVE members or only members that are SUSPENDED
- Load your Outlook Mail Format (.msg or .eml) file into MTP
- 10. **Review** your email and personalization, if added, in MTP
- 11. Send or Schedule your email in MTP
- 12. Track your email in MTP

	review cma		Local Membership Status D["icription	First Name	Record
Sign the Petition to Supp	Subject	KMILLER07128	ACTIVE	Christian	1
Info@liunewisconsin.org	Email Address	OLYMPIC-BOB	ACTIVE	Robert	2
Integrationsconstruction	Childii Aburess.	RMGBE@ATT.	ACTIVE	Ramon	3
	Attachments:	MARCELINOBI	ACTIVE	Marcelino	4
		NETTIEMSIMO	ACTIVE	Donette	5
		BMAC401962@	ACTIVE	Bryan	6
		JWPELOQUING	ACTIVE	James	7
Same and the second sec	Massager	CHRISTOPHER	ACTIVE	Christopher	8
Robert	message	CPEEPS62@G	ACTIVE	Connie	9
riobert,		RSWATERWO	ACTIVE	Ryan	10
		UNPAIDCOMIC	ACTIVE	Dean	11
We need your he		ROSSCOG3@(	ACTIVE	Ross	12
construction per		WILLIAM SCHU	ACTIVE	William	13
700 union jobs		SHANEBUROS	ACTIVE	Shane	14
700 union jobs, a		JAMESFILLAR	ACTIVE	James	15
Agreement with		DAWNN@MWT	ACTIVE	Anthony	16
		4DVORACHEK	ACTIVE	Frank	17
SIGN 1		JULIEANDDEN	ACTIVE	Dean	18
U.S.		KLWERTH@YA	ACTIVE	Kenneth	19
122.35		GRANGER448	ACTIVE	Joshua	20
This nearly half b		BRDUHM@GM	ACTIVE	Barry	21
access to the en		JUST032@WI	ACTIVE	Todd	22
bundrode of far		JOHNHAWLEY	ACTIVE	John	23
nundreds of fai		RUHSKI@AOL.	ACTIVE	Michael	24
		BORICUA8117	ACTIVE	Dominic	25
The Wisconsin L		SARA FIRARIO	ACTIVE	Kenneth	26
been an active m		ISAAC JAIMESC	ACTIVE	Isaac	27
been all active in		EL CABALLOG	ACTIVE	Noe	28

Submit Emailer Batch

Email Address: info@lunawisconsin.org

Subject: Sign the Petition to Support the Line 5 Resolution

Message: Click here to preview the message.

Image: MTP Batch Email



#### 1) Open Microsoft Outlook and start a New Email

Start a New Email (Image 1.0).

**Do Not Use** an existing Microsoft Outlook email as a starting point. Doing so can result in unseen formatting issues once the email is sent.

If you want to use an existing Outlook email, please review the section <u>How to Convert an Existing Outlook Email or</u> <u>Word Document to an MTP Batch Email</u>.

**FYI:** MTP uses Outlook as its email editor to create and format emails.



### 2) Write Your Email Copy

Write (or re-type) your **New Email** in Microsoft Outlook. Get your copy (i.e., text) and email subject reviewed and approved for messaging, branding, spelling, and grammar rules (Image 2.0).

**TIP:** Formatting topics not to worry about at this point in the email writing process:

- Bolding
- Italicizing
- Underlining
- Bullet points
- Inserting images
- Inserting mail merge fields such as First Name, etc.

#### Why?

Don't worry about formatting at this point. When ready, you will format your email and insert images in Microsoft Outlook to create a finalized **Outlook Mail Format** (.msg or .eml) file for your HTML email to be loaded into MTP.

PL X	Δ	Ø	ົ	0	Ph	
Paste	Basic Text ~	Names V	U Include	Loop Components ~	Tags	Dictate
Clipboard 🗔				Collaborate		Voice
Send	C	:				
	Bo	c				
	Subj	ect S	ign the Pet	ition to Support th	e Line 5 R	esolution

This nearly half billion-dollar project not only ensures our state will co energy we need to live our lives and prosper...it also means hundreds Laborer brothers and sisters.

Image 2.0



### 3) Personalized the email using MTP Mail Merge Fields

One of the most common ways to personalize your email is to use the [First Name] **Mail Merge Field** from MTP to insert the member's first name at the beginning of the email (Image 3.0)

**TIP 1:** Mail Merge Fields can be found and documented when you export a spreadsheet from MTP using a **User Defined Report**. Each column header contains the Mail Merge Field (i.e., Row 1, the top row) in the exported spreadsheet (Image 3.1).

**TIP 2:** Mail Merge Fields used in email copy must be written exactly as they are displayed, i.e., capitalize letters and spaces with square brackets (left and right).

**TIP 3:** Left and Right Square Brackets are required to frame the Mail Merge Field within the email copy.

Example: [First Name] and [Training Id Number]

View the chart below for some of the most common **MTP Mail Merge Fields** used to personalize your Text-only or HTML Outlook email.

Paste	A Basic Text ~	Ω Names ↓	0 Include	Loop Components ~	Tags	Uictate	All Apps	Editor	Immersi Reader
lipboard 15				Collaborate		Voice	Apps	Editor	Immersi
	To								
Send	C								
	Bo	c							
	Subi	art 6	ion the Pet	ition to Support th	tine S.R	esolution			

We need your help. The Wisconsin Line 5 pipeline relocation has been waiting on construct for over four years. This critical energy project brings with it 700 union jobs, and the mainline contractor has already signed a Project Labor Agreement with the four pipeline trades – incl LIUNA.

SIGN THE PETITION TO SUPPORT THE LINE 5 RELOCATION

This nearly half billion-dollar project not only ensures our state will continue to have access energy we need to live our lives and prosper...it also means hundreds of family sustaining jo Laborer brothers and sisters.

Merge Field with Square Brackets - Image 3.0

2	A	В	С	D	E	F	G	н
1	Training Id Number	First Name	Middle Initial	Last Name	Suffix	City	State	Postal Code
2	9865	AARON		FAIR		CHICAGO	IL.	60619
3	26851	AARON		SANCHEZ	JR	CHICAGO	IL .	60629
4	187003	AARON	M	ROHDE		CEDAR LAKE	IN	46303
5	31433	ABEL		VILLARREAL		MERRIVILLE	IN	46410
6	26358	ADAM	M	RUCKER		CHICAGO	IL.	60647
7	186830	ADDIE		BROWN		COUNTRY CLUB HILLS	IL.	60478
8	189154	ADRIAN		VILLASENOR		PLAINFIELD	IL.	60586
9	186844	ALBERT		VANCE		MERRILLVILLE	IN	46410
10	88365	ALBERTO		ACUAHUITL		LAKE STATION	IN	46405
11	90007	ALEJANDRO		DE LA TORRE		SCHAUMBURG	IL.	60193

Spreadsheet Header Fields - Image 3.1

Personaliza	ation Options	MT	P Mail Merge Fields
• First Na	ame	•	[First Name]
Last Na	me	•	[Last Name]
• Suffix		•	[Suffix]
• Street A	Address	•	[Address]
• City		•	[City]
• State		•	[State]
Postal (	Code	•	[Postal Code]
Primary	y Phone	•	[Primary Phone]
Mobile	Phone	•	[Mobile Phone]
• Email A	ddress	•	[Email Address]
Membe	ership Type (Local)	•	[Membership Type Description]
Local N	1embership Type (TC only)	•	[Local Membership Type Classification]
Membe	ership Status (Local)	•	[Membership Status Description]
Local N	1embership Status (TC only)	•	[Local Membership Status Description]
Card N	umber	•	[Card Number]
Training	g ID Number	•	[Training Id Number]

### MTP Merge Field Chart (below)



- Local Number
- Amount
- Dues Amount
- Net Due
- Paid Thru Date
- Local Initiation Date
- International Initiation Date

- [Local Name]
- [Amount]
- [Dues Amount]
- [Net Due]
- [Paid Thru Date]
- [Initiation Date]
- [Insert Date]

## 4) Format, bold, underline, and add bullet points or hyperlinks to your email via Outlook Microsoft

Now, you are ready to format your email.

In Outlook, modify and add the following to format and attach files to your email as needed (Image 4.0).

- Bolding
- Italicizing
- Underlining
- Highlighting
- Paragraphs
- Hyperlinks
- Don't forget to personalize your email with MTP Mail Merge Fields such as [First Name]

## 5) Insert images that you want to use in the email messages, like a Header, Footer or Logo image

Re-leverage images, such as header or footer images already used in your organization's Outlook emails.

In Outlook, add/insert your images with the **Insert > Picture** (This Device...) menu in Microsoft Outlook (Image 5.0).

Your images should be saved on your local computer as an image file in one of the three types below (Image 5.1).

- .JPG JPG File Interchange Format
- .JPEG JPEG File Interchange Format
- .PNG Portable Network Graphics



Image 5.0

President/Business Manager Wisconsin Laborers' District Council



Footer Image - Image 5.1

#### [First Name],

We need your help. The Wisconsin Line 5 pipeline relocation has been waiting on construction permits for over four years. This critical energy project brings with it 700 union jobs, and the mainline contractor has already signed a Project Labor Agreement with the four pipeline trades – including LUNA.

#### SIGN THE PETITION TO SUPPORT THE LINE 5 RELOCATION

This nearly half billion-dollar project not only ensures our state will continue to have access to the energy we need to live our lives and prosper...**it also means hundreds of family sustaining jobs for our Laborer brothers and sisters.** 

The Wisconsin Laborers' District Council supports this important project and has been an active member of the Wisconsin Jobs and Energy Coalition in their efforts to support the relocation of Line 5. The Wisconsin Jobs and Energy Coalition is currently gathering petition signatures to urge the U.S. Army Corps of Engineers to approve the Line 5 relocation.

The Wisconsin Laborers' District Council urges you to <u>SIGN THE PETITION</u> today and let the U.S. Army Corps know how important Line 5 is to our state and to our trade.

Footer Image - Image 4.0



### 6) Attach files such as PDFs to your email

Re-leverage files, such as PDFs that are already used in your organization.

Ideally, these files, such as PDFs, should be saved on your local computer (i.e., your Desktop).

In Outlook, add/insert your files with the Insert > Attach File menu in Microsoft Outlook or Cut & Paste from Windows Explorer (Image 6.0).



# 7) Save your finalized (and approved) email as an Outlook Mail Format (.msg or .eml) file

Once you have personalized, formatted, inserted images, or attached files to your email in Outlook and you are happy with how it will be viewed/received by your members, save it as an **Outlook Mail Format**.

#### What are the steps?

- A. In Outlook, click File > Save As (Image 7.0).
- B. In the Save As window, find the folder location (or create a new folder) where you will save all your Outlook Mail Format (.msg or .eml) files for re-use (or to re-leverage) at a later point in time (Image 7.1).

**TIP**: If you don't have a folder, create a Batch Email Templates folder (or something similar) to share all the Outlook Mail Format (.msg or .eml) files with other staffers.

C. Rename the file using the Year-Month-Date format with the email subject at the end. This is a best-practice file management technique for determining when this email was sent. (Image 7.2)





Image 7.1



**Example:** 2024-07-31 Act now tickets are still available for NASCAR LIUNA 175!

- D. Click the **Save as type:** pop-down menu to select **Outlook Mail Format** (.msg or .eml) (Image 7.2)
- E. Click Save



# 8) Define your email list of recipients in MTP using a User Define Report

This step assumes you know how to create and modify a User Defined Report in MTP.

**FYI:** If you need help using **User Define Report** capabilities in MTP, please contact **MTP Support at (440) 439-7000**.

- A. Open MTP.
- B. Question: Do you have a report tagged as a <u>Favorite</u> for this email?
  - a. YES: Open the report by going to Reports > Favorites > REPORT > Browse Data...
     (Image 8.0). Then proceed to <u>Step 8G</u>.
  - b. **NO**: Continue to <u>Step 8C</u> below.
- C. Perform a member **Search** and open a member's record this will display the **Tools** pop-down menu.
- D. **Question**: Do you already have a previously **Saved** report for this email?
  - a. YES: Select Tools > User Defined Report or CTRL+
     U, and then Library > Open to open a previously saved report (Image 8.1). Then proceed to <u>Step 8F</u>.
  - b. NO: Continue to <u>Step 8E</u> below.
- E. Select Tools > User Defined Report or CTRL+ U to build a new report from scratch. (Image 8.2)



Image 8.0



Previous Tab	F3
Next Tab	F4
Previous Member	Ctrl+PgUp
Next Member	Ctrl+PgDn
User Defined Report	Ctrl+U

Image 8.2



- F. Finalize your User Define Report with selected (green) and criteria (red) fields needed for your email list. (Image 8.3)
- G. **Question**: Do you need to format any field for personalization in your email, such as a First Name?
  - a. Yes: Change the data from All Caps to Proper Case. Continue to <u>Step 8H</u> below.
  - b. No: Proceed to Step 8O.

**FYI:** By default, all fields in MTP are displayed and exported in **All Caps** (Image 8.4)

- H. With your User Define Report open, go to Option > Report Options... (F8) (Image 8.5)
- I. Click on the **Columns** tab. (Image 8.6)
- J. Scroll to the right (using the horizontal scroll bar at the bottom) to view the column Format.
   (Image 8.6)
- K. Change the default option for First Name from [None] to Proper Case. (Image 8.6)
- L. Click OK
- M. View your updated Proper Case display settings by clicking File > Browse Data...
   (Image 8.7)



Image 8.3

-						
	_		First Name	M Ini	ddle tial	Last Name
	F	1	ALISA	Т		
		2	JIM	D		
		3	DONATO			
L I-		4	EDWARD			
		234	JIM DONATO EDWARD	D		

Image 8.4



Agent Ceter Columns of Order Totals Mac SQL Report Ceter Columns of Order Totals Mac SQL Report Ceter Columns of Order Totals Mac SQL Report Ceter Cet

Image 8.6



Image 8.7



 N. Save your Proper Case display setting by saving the User Define Report by clicking Library > Save (Image 8.8)

**NEXT:** Set your User Define Report **Criteria** to only list members with an email address.

- Ensure that the Email Address field is <u>highlighted in</u> green. If not, double-click on the field to turn it green. (Image 8.3)
- P. Click the email address field once so your mouse cursor is visible within it (this means the field is ready to be modified), and then click **Options > Enter Criteria... (F5)**. (Image 8.9)
- Q. Click the **Compare** column pop-down menu, scroll down, and select the option, **Is Not Blank**. (Image 8.10)
- R. Click OK.
- Notice that the Email Address field is <u>highlighted in red.</u> (Image 8.11)
- T. Save your email address Is Not Blank criteria by saving the User Define Report by clicking Library > Save. (Image 8.8)
- U. Click File > Browse Data to check your email list based on your saved criteria. If needed, go back and adjust your criteria. (Image 8.12)





Image 8.9



Image 8.11





As fields are selected or deselected, their colors will change depending on the **field's Selection, Criteria, and Special Functions** (Image 8.13).

**TIP:** Once you have completed building your **User Defined Report**, flag it as a **Favorite** report for quick and easy access from the MTP Dashboard.

Follow the steps below to tag your report as a **Favorite**:

- V. Click Reports > Favorites > Manage Favorites... (Image 8.14).
- W. Under the User Define Report Library section at the bottom, scroll (using the horizontal scroll bar at the bottom) and find your saved User Defined Report (Image 8.15).
- X. Check the box next to the User Defined Report you want to favorite (Image 8.15)
- Y. Click OK (Image 8.15)

Color	Selected	Has Criteria	Has Special Function
	0	0	0
	0	0	0
	0	0	Ø
	0	0	0
	0	0	Ø
	In	nage 8.13	





## 9) Load your Outlook Mail Format file into MTP

Once you have defined your email list of recipients in MTP using a User Define Report (Step 8)...

- A. Click File > Email... (Image 9.0)
- B. Log in with your **Username** and **Password**. The log-in step provides permission to email the respondents.
- C. Edit/check the sender's **Email Address** field. The email address that the recipients will see when they receive the email (Image 9.1)







Image 9.1



- Edit/check the Sender Name field. The name that the recipients will see when they receive the email (Image 9.2)
- E. Click the **three-dot button** under the Sender Name field and select **Load** (Image 9.3)
- F. Find your saved **Outlook Mail Format** (.msg or .eml) file and click **Open** to load it into MTP
- G. A **Preview Email** of your HTML email will be displayed (Image 9.4). Please check the following fields at this point:
  - I. Subject
  - II. Email Address
  - III. Sender Name
  - IV. Attachments (if they have been added)
- H. If your **Preview Email** looks good, click the **X** in the upper right-hand corner to close the preview window.

**FYI:** If anything in the Preview Email (your email copy, formatting, or attachments) is incorrect, go back to **Step 6**, modify your **Outlook Mail Format** (.msg or .eml) file in Outlook, perform a **Save As**, and append the file name with version number, e.g., V2.

## 10) Review your HTML email and personalization, if added, in MTP

- A. Check the Enable mail merge box (Image 10.0)
- B. Check the **Email Address** box on the email address column (Image 10.1)



Image 9.2



Image 9.3

Preview Email		
Subject:	Sign the Petition to Support the	Line 5 Resolution
Email Address:	info@liunawisconsin.org	Sender Name: WI
Attachments:		
Message:	[First Name],	
	We need your help. T contractor has alread	he Wisconsin Line 5 y signed a Project La
	This nearly half billion for our Laborer brot	-dollar project not on thers and sisters.
	Image 9.4	

	Enable ma	il merge Surro
Record	First Name	Local Membersh Status DF-scripti
1	Christian	ACTIVE
2	Robert	ACTIVE
3	Ramon	ACTIVE
4	Marcelino	ACTIVE
5	Donette	ACTIVE
	D	ACTIVE



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- C. Click any of the **three-dot buttons** on a recipient row to view that recipient's email (Image 10.2)
- D. Preview and review the recipient's email. Check the personalization **Mail Merge Fields** to ensure they are correct, such as [First Name] (Image 10.3)
- E. Click the **X** in the upper right-hand corner to close the preview window.

**FYI:** If your email copy, formatting, or attachments are incorrect in the preview email, go back to **Step 6**, modify your **Outlook Mail Format** (.msg or .eml) file in Outlook, perform a **Save As**, and append the file name with version number, e.g., V2.

LO	cal Membership Type Description		-			
JOURNE	YWORKER					
RETIRE	D	45				
JOURNE	JOURNEYWORKER					
JOURNE						
RETIRE						
RETIRE	RETIRED					
JOURNE	JOURNEYWORKER					
JOURNE	JOURNEYWORKER					
RETIRE	D					
Preview Ema	Image 10.2					
Subject	Sign the Petition to Suppo	rt the Line 5	Resol			
	info@liunawisconsin.org		Sende			

Christian,

We need your help. The Wiscor construction permits for over for 700 union jobs, and the mainline Agreement with the four pipeline

### 11) Send or Schedule your HTML email in MTP

You have two options for sending your HTML email:

- A. Option 1: Send Immediately (Image 11.0)
  - I. Click OK
- B. Option 2: Select a Specific Date & Time (Image 11.1)
  - I. Check Send at:
  - II. Select the date
  - III. Select the time
  - IV. Click OK



Image 10.3







#### 12) Submit Your Email

- A. Click Yes in the Submit Emailer Batch window. This window informs you how many credits your email will require (Image 12.0).
- B. Click Yes in the Continue? window. This window informs you that when using MTP to email your members, you must follow all the rules and laws associated with email marketing and telemarketing services (Image 12.1).
- C. Click **OK** in the Submit Emailer Batch window (Image 12.2).

Submit E	mailer Batch		×
?	This request requires 291 credit credits. If you continue, your n Note once a batch is submitted	s. You currently ha ew credit balance v , it cannot be stopp	ve 529 vill be 238. ved.
	Do you want to submit this now	v?	
		Yes	No
	Image 1	.2.0	
Continu	e?		×
	By utilizing this service, the Loss Computer Systems inc. that your times, in full compliance with all regulations in regard with the L Protection Act, the Telemarketin the Assault of Non-Solicted Broy of 2003, and all other laws and use of this service. In addition, all individuals contacted throug aware they would be contacted The Losal also agrees to indemn integrated Computer Systems in officers, directors, employees an any loss, daim, damage, obligues the usage of this service. Press Yes to continue.	Laffirms to IIICOM II Local is and will ref applicable laws and coal's usage of this social susage of this social susage of this save and the social agrees that the Local agrees the Local agrees the the Local agrees the Local agrees the Local agrees the the Local agrees the Local agrees the Local agrees the the Local agrees the Local agrees the Local agrees the Local agrees the the Local agrees the	ntegrated anin, at all errice, er introlling etiling Act ie to the taray and taray and etiling Act ie to the etiling Act ie to the etiling etiling act etiling so INCOM against expense sing out ing out of
	Image 1	.2.1	
Submit E	mailer Batch		×
1	Your batch has been submitted. progress of your batch at any ti Emailer Batches on the Utilities	You can check on t me by going to Che menu.	the ck Pending
			ОК
	Image 1	.2.2	

#### 13) Track your Email(s) in MTP

After you submit your email to be sent or scheduled, you can check its status and track it in MTP.

- Go to Utilities > Check Pending Emailer Batches... Α. (Image 13.0).
- B. In the Emailer Batches window, check the status of all your batch emails sent or scheduled.
- C. Double-click on the desired batch row to display a report of all the emails made in the selected batch. MTP will notify you if the batch is still running (Imaged 13.1).





Image 13.1



## How to Convert an Existing Outlook Email or Word Document into an MTP Batch Email

Clean your email copy using Microsoft <u>Outlook</u> or <u>Notepad</u> to clear all text formatting (i.e., remove hidden formatting code).

To ensure 100% that the formatting of your MTP Batch Email is sent and viewed precisely how you want it to look, it is a best practice to <u>clean</u> the email copy (i.e., text) in Outlook, especially if you pasted copy from a Word document or any other application.

**FYI:** This step is standard best practice with any email marketing program or system, not just MTP, to create a clean and properly formatted email.

#### Steps in Outlook

A. On the Message tab, in the Basic Text group, click Clear All Formatting (Image A1). <u>Learn more from Microsoft</u> <u>Support</u>.

#### Steps in Notepad

- A. Select and copy the email copy from Outlook, Word, Google Docs, or any other application (Image A2).
- B. Open Microsoft Notepad on your computer (Image A3).
- C. Paste your email copy into Notepad (Image A3).
- D. In **Notepad**, remove all paragraphs and returns so you are left with only one single paragraph of copy (Image A4).

**FYI**: This critical step removes any hidden formatting rules inherited from the previous application.

- E. In **Notepad**, select and copy the entire paragraph (Image A5).
- F. Open Microsoft Outlook and start a New Email
- G. Paste the copy into a new HTML Outlook email.
- H. Go to Step 2, "Write Your Email Copy," from the "Using Microsoft Outlook to Create an MTP Batch Email" section and follow the step-by-step guide to create a clean MTP Batch Email.



Image A2

Paste Da Co	Email Subject • +		
<ul> <li>Section</li> <li>Clipboz</li> </ul>	File Edit View		
1) You are no	Email Subject: Act now, tickets are still available for NASCAR LIUNA 175!		
⊳ Send	LIUNA Wisconsin Members, We are happy to announce that because of an outpouring of mem sale for the August 25, 2024, LIUNA 175 NASCAR Craftsman True		
	Please don't delay in ordering your discounted tickets, which		
LIUNA Wis	Take advantage of the excitement of joining 1,000 of your fe and General Secretary/Treasurer Michael Sabitoni - for a fun member Tyler Ankrum.		
	Image A3		



Image A5

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### **Example Templates (Email or Text)**

#### **Meeting Notice**

Good afternoon, [First Name]. This is a reminder that the December membership meeting will be IN PERSON ONLY. It will be this Saturday, 12/17/2023, at 10 a.m. in Local 4.

Good afternoon, [First Name]. This is a reminder that our meetings will be on the first Thursday of every month. Food and beverages will be provided. Attendance is important. See you there.

#### **Suspension Notice**

Hi, [First Name].

Good morning.

Your dues of [Net Due] are due by the end of the month to avoid SUSPENSION.

If your dues are unpaid by the 1st, you will be suspended per Article VIII, Section 4 of the Local Union Constitution.

Please log into the membership portal with your computer or mobile device and pay your dues online: https://mtpweb.your-local-membership-portal-url.

#### Autopay failure notice

Good morning, [First Name].

Your dues of [Amount] were declined on autopay for your monthly dues.

Please log into the membership portal with your computer or mobile device by the end of the month to update your payment method and pay your dues online: https://mtpweb.your-local-membership-portal-url.