

# Group Email

The Employee Finder provides contact information (email and phone) for employees across the enterprise. It is an employee directory available to all or some employees depending on setting defined by the system admin. Managers can be given access to the “Send Email To Filter” function that allows sending to multiple employees by selecting a filter. Since this pulls directly from the HR system, it is always up to date and there are no distribution lists to maintain. It also provides much more granular search options than that available using distribution lists.

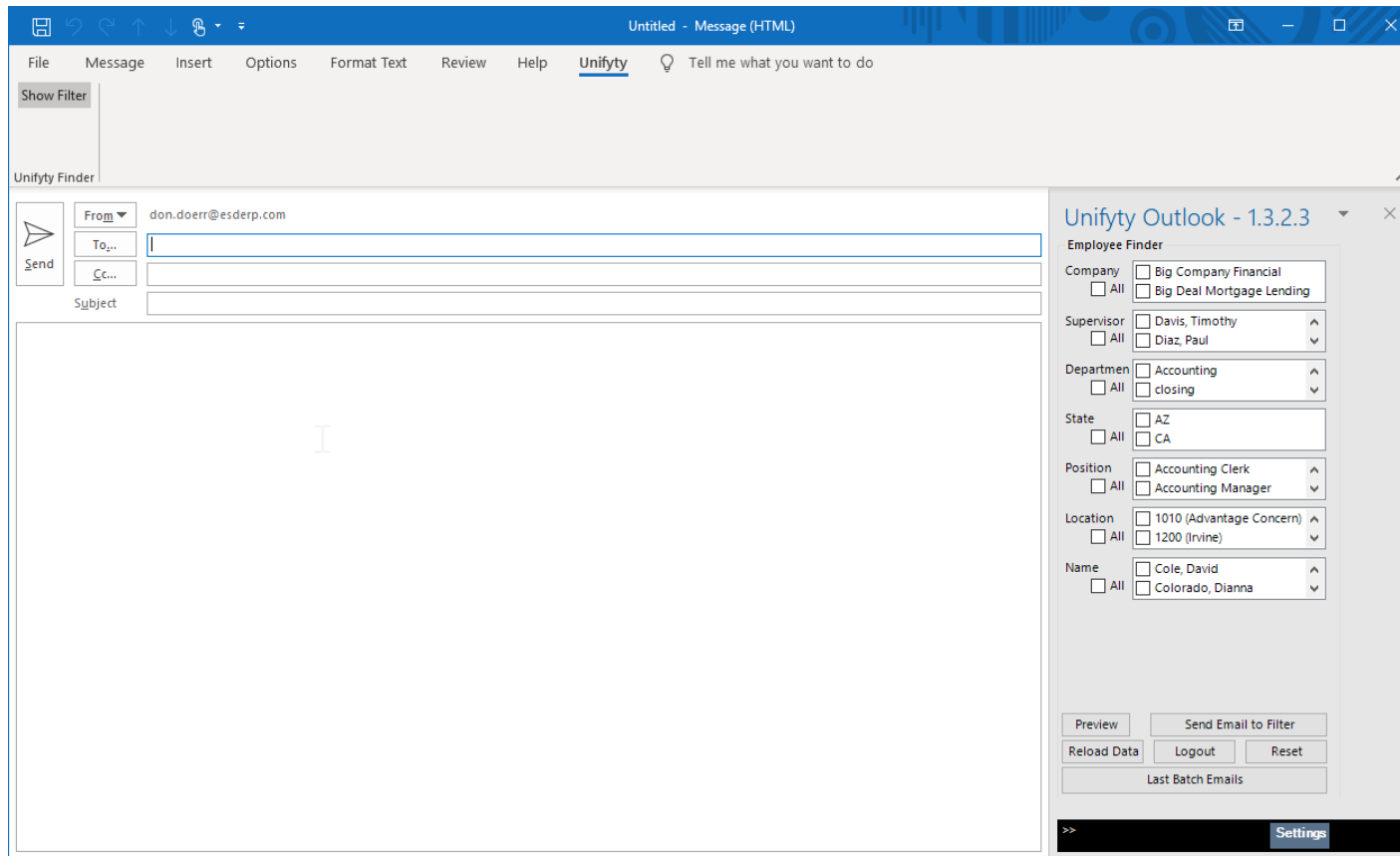
The screenshot displays the 'Employee Finder' interface. On the left, there are filters for 'Name' and 'Company'. The main area shows a form for sending an email, with fields for 'From', 'To', 'Subject', and 'Attachments'. Below the form is a 'Send Mail' button. A text box below the button reads: 'If you want to send emails using Outlook then you can use our plugin. [Download zip](#) (Please download C2 outlook integration and run HROutlook.exe file and restart your outlook application.)'. On the right, there is a 'Send Email To Filter' button. A blue arrow points from this button to the 'Download zip' link in the text box.

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Additionally, on the “Send Email To Filter” popup screen, there is a downloadable Outlook Add-on that provides similar functionality within Outlook.



# Group Email (Outlook Integration)



The screen to the left shows the Outlook add-on for group email.

This provides very granular selection of email filters (literally thousands of filter options) with no maintenance required. Making distribution lists obsolete.

