How to Send Mass Emails

To send a mass email from Slate, follow these steps:

- Run a query.
- Export its results to Excel.
- Copy all of the email addresses and paste them into your email’s BCC line. See the Unique BCC Slate Email page for instructions on using Slate to track emails sent from your personal account.

These steps are demonstrated in the below screenshots. To begin, select the query tool (the second icon in the top navigation menu).

You can build a Quick Query or run a pre-made query.

If you chose a pre-made query, select “Run Query.”

The output will default to “Excel Spreadsheet” so just hit the Export button.

All pre-made queries include “Email” as an export field, but don’t forget to add this field if you are creating a Quick Query.