

1stNewsLetters.com Patient Email Uploader Wizard

As a 1stNewsLetters.com subscriber, you can quickly populate your online account with email addresses from existing files and databases on your computer system. Our Patient Email Uploader Wizard is a smart utility that understands a variety of popular database and file formats, thereby allowing rapid and accurate extraction of email addresses from well-known products such as Microsoft Outlook and Microsoft Access.

This means you can automatically scan your computer and network, **including your practice management software for patient email addresses**. Then, after your approval, you can upload the email addresses to your 1stNewsLetter & Patient Communications program.

1. Download Your IDA Patient Email Uploader Wizard

At the end of your Activation Appointment, your Assistant will send you an email with a link to download your IDA Patient Email Uploader Wizard. Save the program to your "Desktop". The Email Uploader application is a standard Windows executable and can be run by double-clicking its icon from the Windows desktop.

This application incorporates a traditional Windows wizard interface which is designed to walk you through the steps needed to seek out email addresses on your hard drive and upload them to IDANewsLetter.com's datacenter.

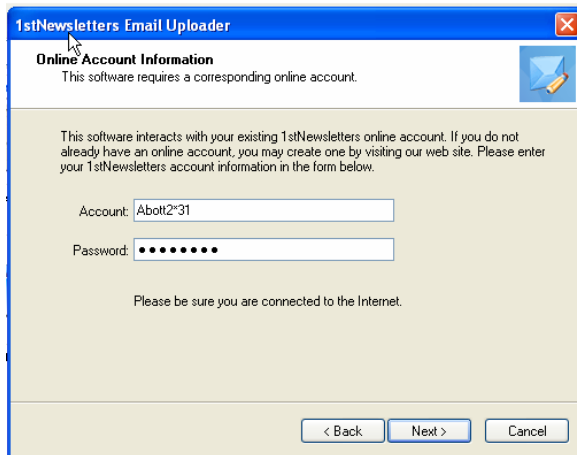
2. Welcome Page

The welcome page is always displayed first when running this application. This page simply informs the user about what this utility is designed to do. Clickable browser links are provided to visit the 1stNewsLetters.com home page and online Help documentation.

3. End User License Agreement

The End User License Agreement (EULA) must be accepted by the user before using this application to find email addresses. Users must check the box at the bottom of the screen. The *Next* button will not be enabled unless the acceptance checkbox is checked.

4. Online Account Information



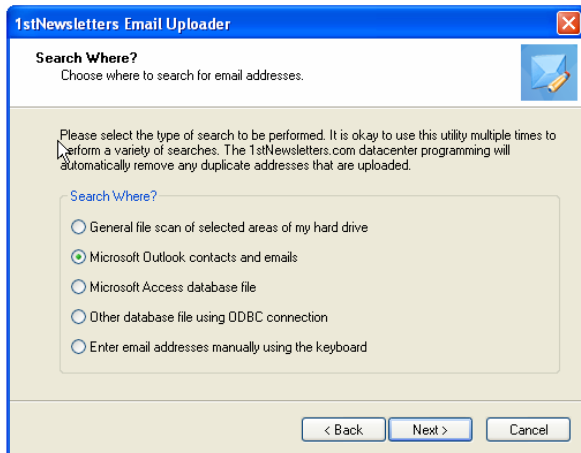
This application can only be used in conjunction with an online account at 1stNewsLetters.com. You are required to provide your existing account and password. This is the same account and password that you received from your Activation Assistant to open your IDANewsletter.com online program.

This account information will be verified by IDA before performing any scanning operations or uploading to your account.

5. Search Where?

You must pick from one of the available searching options. Options for Outlook, Access and ODBC databases are enabled only when corresponding support is detected on the user's PC. If they are not there, they won't work.

Duplicate email addresses are automatically removed both during scanning and after uploading to the datacenter. It is perfectly okay to run this utility dozens of times using any combination of search modes.



If Outlook is detected on the user's PC, it will be selected as the default option. Otherwise, the general file scanning option is selected as the default.

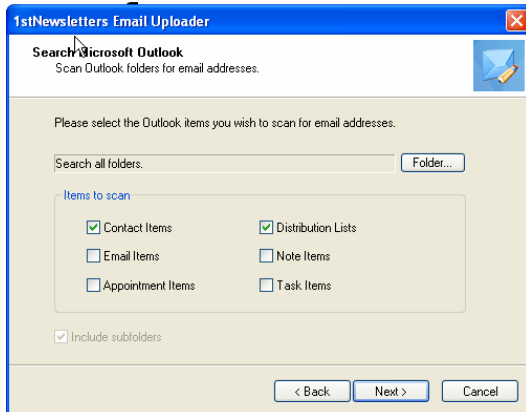
We generally start with Microsoft Outlook because these are the people you communicate with on a regular basis: family, friends, suppliers, and of course, patients. The rule of thumb is to populate your email marketing database with everyone with whom

you have a **legitimate relationship**.

Don't forget to add to this list the other doctors that you share referrals with. The whole purpose of your IDA Email Newsletter & Patient Communications Program is to keep "Top of Mind" awareness with everyone who is a potential referrer.

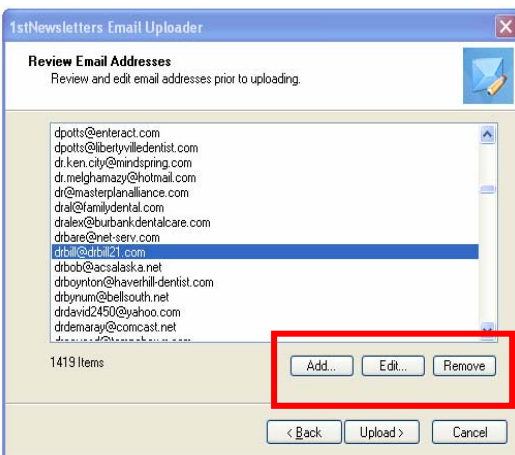
Your 1stNewsLetter Patient Communications program conforms to all Anti-Spam regulations. The bottom of each email carries an automatic link which the recipient can use to be removed from your list.

Rarely someone will hit the reply button and request to be removed from your list. In that case you just go to your 1stNewsLetter Account's Subscriber section and remove them by hand in about 30 seconds.



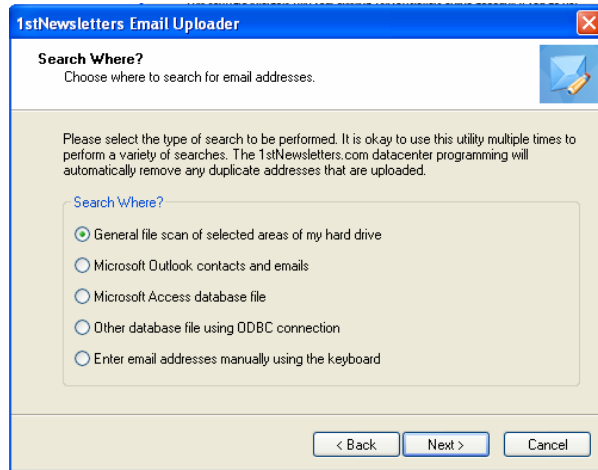
Start by scanning your “Contact Items” and “Distribution Lists”. These are usually the people you communicate with most.

When you select “Email Items” the program will scan all your past emails, both sent and received. This is great if you are diligent about cleaning and maintaining your email folders. If not, you may pull a lot of email addresses from non-relationship sources or business solicitations.



If you are concerned, start with scanning “Contacts” and “Distribution Lists”. Then do a separate scan on “Email Items” to see what it produces. The program always gives you the option to edit or remove any email addresses you don't want on your list before you upload them to your IDA account.

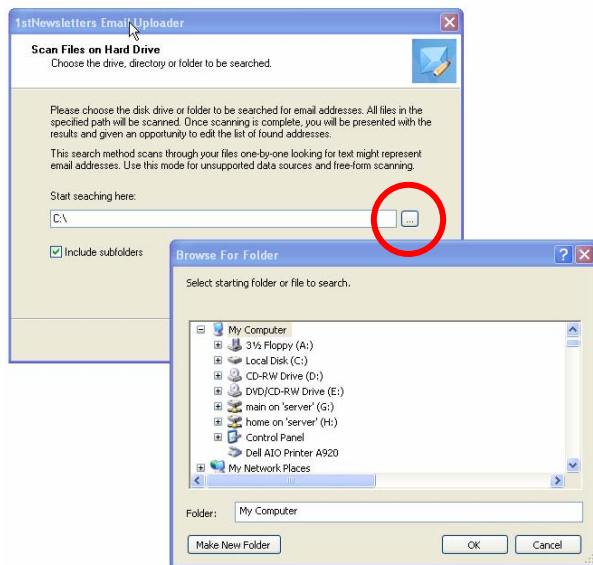
6. Scanning Your Practice Management Software Data Base



Assuming that you have been entering your patients' email addresses into your practice management software, this is the next place to search. To do this, select the "General file scan..." option and the "Next" button.

to find your management software on your main server.

Use the "Browse" button (circled in red) to find the directory containing your management software. You may have to use the "My Computer" icon to expose your network drives



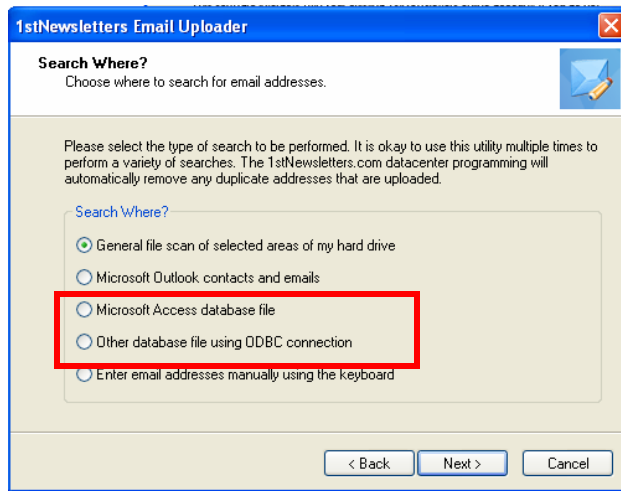
If you can't find your management software, just select the network drive and your IDA email server will search the entire drive and subfolders.

Your IDA Activation Assistant will help you as much as possible with this procedure.

If you want to find the maximum number of email addresses on your entire computer system, just follow the same instructions as above and search drive-by-drive starting with "C Drive" on your current

workstation and then using the "Browse" button to search each additional drive on your network.

Access & ODBC Data Bases



The two remaining choices for finding and uploading patient email addresses are for Microsoft Access and ODBC compatible databases. Generally, these should be left to technical specialists.

Summary

This should be everything you need to know to start sending your patient base a customized practice newsletters and patient communications. If you have any

further questions, don't hesitate to **call Rachel Coleman directly at (712) 585-3802** for assistance.

Subscribe Your Practice Today!

Not yet a member? Let us show you just how easy it is to send our pre-written dental newsletters to your patients.

Full service email newsletter support starts at \$39.95 a month. **Call 877-446-5466** to ask about our introductory offer and information about complete dental marketing campaigns for high-value new patients.

Or, [Click Here](#) to schedule an appointment.

