

## CONNECTING YOUR EMAIL ACCOUNT TO INDIGO

With Indigo's **WorkEx** module you can mass-email businesses and organisations to gather details of available placements they can offer. A bank of pre-written email templates will automatically continue communications with your contacts throughout the year to ensure arrangements are made.

The first important step is to connect your email address to Indigo. This will allow all emails sent from the Indigo system to be personalised to come "from" you, with all email replies coming back directly to you. Don't worry – it's a really simple process.



### Connect your email

When you enter the WorkEx module for the first time, you will be presented with the Settings screen. (Note: if you've used WorkEx before, you can access this via the purple SETTINGS button on the main WorkEx home screen.)

Enter the email address you wish your emails to come from (and replies sent to), as well as your preferred sender name.

Remember to click **Save all settings** at the bottom of the page.



NB: Indigo can connect with most domain-based email address systems (eg. school and business email accounts). You will not be able to sync with a Gmail account.

### Authorise your email

Once you've entered your details, you'll receive an automated email from Indigo's mailing system, Postmark. This is to confirm your email address is correct, and to provide authorisation from you to connect to Indigo.

Simply click to confirm and that's it. You're done. All emails you send in your WorkEx campaigns will have your preferred name and email address in the "From/Reply To" field.

### Improve your deliverability (Optional, but recommended)

Whenever you are sending multiple emails at once, especially from a mailing system, there is a small chance some emails will be marked as Spam. Obviously, we want to make sure all of your emails get through.

Back in the Settings screen, click the "Minimise the number of emails diverted to spam" link. This will provide extra technical information that can be added to your school web domain's DNS (we recommend you forward this directly to your school's IT Support).