

# Addendum to “Harris Connect for Beginners” Training Presentation November 2011

Mark Tomalonis D’79  
Webmaster  
Dartmouth Class of 1979  
[mark.tomalonis.79@alum.dartmouth.org](mailto:mark.tomalonis.79@alum.dartmouth.org)

## **Quick Links**

[Dartmouth “VON” Alumni Directory](#) (at Dartmouth web site)

[Harris Connect login screen](#)

[Harris Connect tutorials and reference documents](#) (at Dartmouth web site)

## **Dartmouth Alumni Office Support Contact**

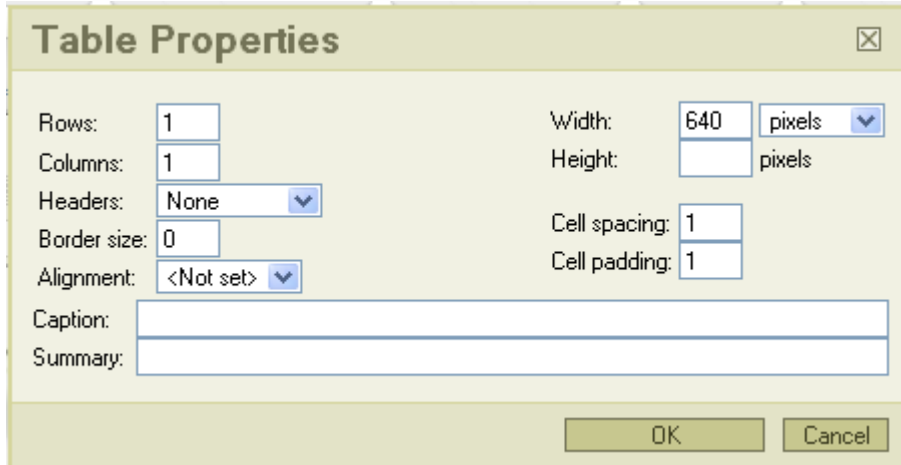
James Barkley  
[James.Barkley@dartmouth.edu](mailto:James.Barkley@dartmouth.edu)

## **How to Create and Send an Email with Harris Connect**

- Step 1:** Navigate to the “Create and Manage Content” screen.
- Step 2:** Select and edit desired content template.
- Step 3:** Preview HTML version of the email.
- Step 4:** Create “Text” version of the email.
- Step 5:** Navigate to the “Address and Assemble Email” screen.
- Step 6:** Complete and save the addressing form.
- Step 7:** Send a test email to yourself.
- Step 8:** Send your email (immediate or scheduled).
- Step 9:** Review report for bounced emails.

## **Suggested One-Time Set-Up Items, Tips and Tricks**

- Tip 1:** Encourage your classmates to update their VON profiles.
- Tip 2:** Change your Harris Connect password.
- Tip 3:** Create reusable email content templates.
- Tip 4:** Enter a single-cell table in your email template for all of your text; use these table properties:



Rows:	<input type="text" value="1"/>	Width:	<input type="text" value="640"/>	<input type="text" value="pixels"/>
Columns:	<input type="text" value="1"/>	Height:	<input type="text"/>	<input type="text" value="pixels"/>
Headers:	<input type="text" value="None"/>	Cell spacing:	<input type="text" value="1"/>	
Border size:	<input type="text" value="0"/>	Cell padding:	<input type="text" value="1"/>	
Alignment:	<input type="text" value="&lt;Not set&gt;"/>			
Caption:	<input type="text"/>			
Summary:	<input type="text"/>			

- Tip 5:** Replace the default opt-in/opt-out footer message with a “softer” one.
- Tip 6:** Create a photo-sharing account to store photos and graphics used in your emails.
- Tip 7:** When creating email content, save your work frequently.
- Tip 8:** Manually recreate your email content as text, rather than use the ”Copy HTML to text version” functionality.
- Tip 9:** Save HTML code and text from every email into a text (.txt) file and archive it.
- Tip 10:** Export your master list of contacts (alumni IDs, names and email addresses) into an Excel file.
- Tip 11:** Create a personal “test” email list, containing your own alumni ID.
- Tip 12:** Request subset lists by geography.
- Tip 13:** Limit the number of static contact lists that you may want to create.
- Tip 14:** Save HTML code and text from every template into a text (.txt) file and archive it.
- Tip 15:** Avoid pasting (with formatting) any content directly from MS Word into an email template. Instead, use the “Paste from Word” tool.

