In the tables below you will see various ways you can use your Send to Donorfy email address (S2D) and the outcomes for each type.

The tables are split by the number of email addresses being sent to.

**Single email recipient**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **To** | **CC** | **BCC** | **Outcome** |
| Email A | Recipient | S2D |  | Will be received on Recipient’s Timeline |
| Email B | Recipient |  | S2D | Will be received on Recipient’s Timeline |
| Email C | S2D | Recipient |  | Will be received on Recipient’s Timeline **and** in your Items that need to be reviewed tab in Send to Donorfy |
| Email D | S2D & Recipient |  |  | Will be received on Recipient’s Timeline |

\*If the recipient’s email address is not matched to a constituent in Donorfy it will be located in your Items that needs to be reviewed tab in Send to Donorfy

\*Email C’s item in the needs to be reviewed tab in Send to Donorfy will be the Send to Donorfy email address and therefore can be deleted.

**Two email recipients**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **To** | **CC** | **BCC** | **Outcome** |
| Email A | Recipient A | Recipient B | S2D | Will be received on Recipient A’s Timeline only |
| Email B | Recipient A | S2D | Recipient B | Will be received on Recipient A’s Timeline only |
| Email C | Recipient A | S2D & Recipient B |  | Will be received on Recipient A’s Timeline only |
| Email D | S2D | Recipient A | Recipient B | Will be received on Recipient A’s Timeline **and** in your Items that needs to be reviewed tab in Send to Donorfy |
|  | | | | |
| Email E | Recipient A & B | S2D |  | Will be received on Recipient A and B’s Timeline |
| Email F | Recipient A & B |  | S2D | Will be received on Recipient A and B’s Timeline |
| Email G | S2D | Recipient A & B |  | Will be received on Recipient A and B’s Timeline and in your Items that needs to be reviewed tab in Send to Donorfy |
| Email H | S2D & Recipient A&B |  |  | Will be received on Recipient A and B’s Timeline |

\*If the recipient’s email address is not matched to a constituent in Donorfy it will be located in your Items that needs to be reviewed tab in Send to Donorfy

\*Email D & G’s item in the needs to be reviewed tab in Send to Donorfy will be the Send to Donorfy email address and therefore can be deleted.

**Multiple email recipients**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **To** | **CC** | **BCC** | **Outcome** |
| Email A | Recipient A | Recipient B & C | S2D | Will be received on Recipient A’s Timeline only |
| Email B | Recipient A | S2D | Recipient B & C | Will be received on Recipient A’s Timeline only |
| Email C | Recipient A | S2D & Recipient B | Recipient C | Will be received on Recipient A’s Timeline only |
| Email D | Recipient A | S2D & Recipient B & C |  | Will be received on Recipient A’s Timeline only |
| Email E | Recipient A |  | S2D & Recipient B & C | Will be received on Recipient A’s Timeline only |
|  | | | | |
| Email F | Recipient A & B | Recipient C | S2D | Will be received on Recipient A and B’s Timeline |
| Email G | Recipient A & B | S2D | Recipient C | Will be received on Recipient A and B’s Timeline |
| Email H | Recipient A & B | S2D & Recipient C |  | Will be received on Recipient A and B’s Timeline |
| Email I | Recipient A & B |  | S2D & Recipient C | Will be received on Recipient A and B’s Timeline |
| Email J | S2D | Recipient A & B | Recipient C | Will be received on Recipient A and B’s Timeline |
| Email K | S2D & Recipient A&B |  | Recipient C | Will be received on Recipient A and B’s Timeline |
|  | | | | |
| Email L | Recipient A, B & C | S2D |  | Will be received on Recipient A, B & C’s Timeline |
| Email M | Recipient A, B & C |  | S2D | Will be received on Recipient A, B & C’s Timeline |
| Email N | S2D | Recipient A, B & C |  | Will be received on Recipient A, B & C’s Timeline |
| Email O | S2D & Recipient A&B | Recipient C |  | Will be received on Recipient A, B & C’s Timeline |

\*If the recipient’s email address is not matched to a constituent in Donorfy it will be located in your Items that needs to be reviewed tab in Send to Donorfy