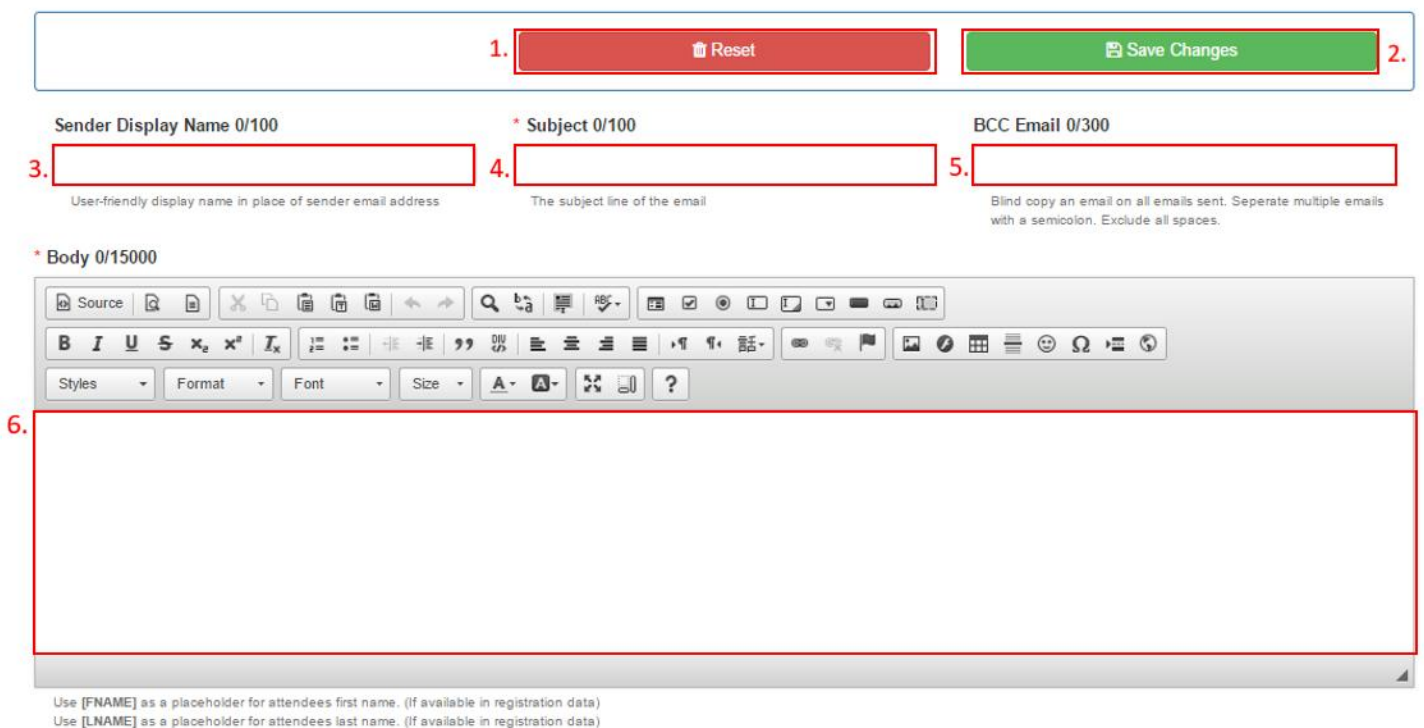# Email Blast

Email Blast is a feature that, when enabled, sends an email to attendees when they are scanned.

1. To begin configuring your email blast, navigate to the application licenses menu. For more information on how to get there please refer to the documentation on Licenses<insert link on Licenses>.

2. Click on the ⚙ icon in the Email Blast column to begin configuration.

3. You will be presented with the following screen:

Key:
1. *Reset* This will reset the email template.
2. *Save Changes* saves your changes.
3. *Sender Display Name* is the name you would like display as opposed to your email address.
4. *Subject* is the subject of the email.
5. *BCC Email*: Enter email addresses in this box to receive blind copies of the email to them (each email must be sparated with a semicolon).
6. *Body* is where you enter the message you would like to send.
    Note: remember to use [FNAME] and [LNAME] in the locations you would like the attendees' names to appear in the email.

4. Once you are finished, remember to click *Save.*

5. If you return to the application licenses menu and refresh it, you should now see that the Email Blast column says "Enabled and Configured" and contains a QR code.