



List Leaker is a Microsoft Outlook Desktop Add-In, that works with Office 365 and any other email service!

Load any email service mailboxes into Outlook Desktop, and it simultaneously manages all mailboxes, and sending limits, rotates presentatiosn and mailboxes.

It enables you to send a huge number of opted-in emails at a cost that is substantially below other email services! Most importantly it gets tremendous inbox deliverability and is so user friendly! It can even run on a Virtual PC.

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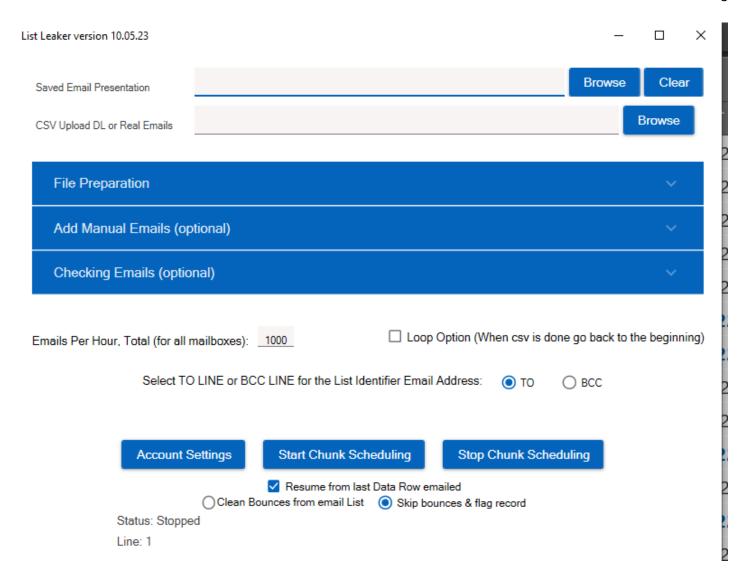
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**REQUIREMENTS:** Outlook 2016 or more recent. You can get Outlook Desktop when you order Office 365. You may also pay just \$10 per month for a virtual PC and get Desktop Outlook in which you can install List Leaker.

https://www.iozoom.com/windows/ and many other virtual PC's.

List Leaker is conveniently accessible in the Outlook Ribbon:





# Let's walk through List Leaker

## **CREATE AN EMAIL PRESENTATION & SAVE IT!**

Saved Email Presentation	Browse

Simply create a new email presentation and if you like add attachements. You can have HTML in your email as well. In the upper left corner go to File and then Save that email any where you like-such as desktop, documents, etc.

The saved email will use the Subject Line as the file name and the email ending becomes a .msg file. That saved email simply gets uploaded into List Leaker.

## **Multiple Presentations**

You can create as many email presentations as you like and List Leaker will rotate them! This benefits you in two ways:

- (a) you can see which presentation gets the best response
- (b) you get better deliverability as you reduce commonality of the presentations!



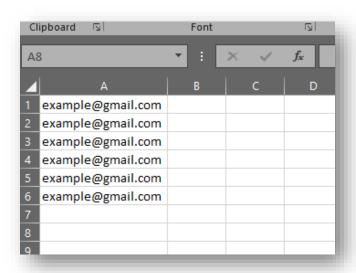
# **UPLOAD CSV FILE**

CSV Upload DL or Real Emails

Browse

Important: If you are uploading ONLY email addresses in Column A you **do not use** a Column Header. Only use the Column Name Headers when your csv file has more headers than just emails. When uploading a csv file that has **many columns**, the EMAILS must be in Column A.

#### IF ONLY EMAILS NO HEADER. EXAMPLE:



NOTE: With List Leaker you may upload data that does **not** have email adddresses. Those data rows will simply be skipped. This enables you to keep your contacts together and not have to separate by those with and without emails.

# **Personalize Emails**

List Leaker enables filling in values for any empty rows when you personalize emails.

## Personalize the Email Body and the Subject Line

The uploaded file must include the Column Name Headers to do personalization. Personalize the subject line and the email body so when people see their name in the subject line and additional contact information is in the email body, your responses are increased. To personalize you simply put in brackets the the column header name into to subject line and email body and the value in the data row is automatically inserted, like

You can do as many column header fill ins as you want.

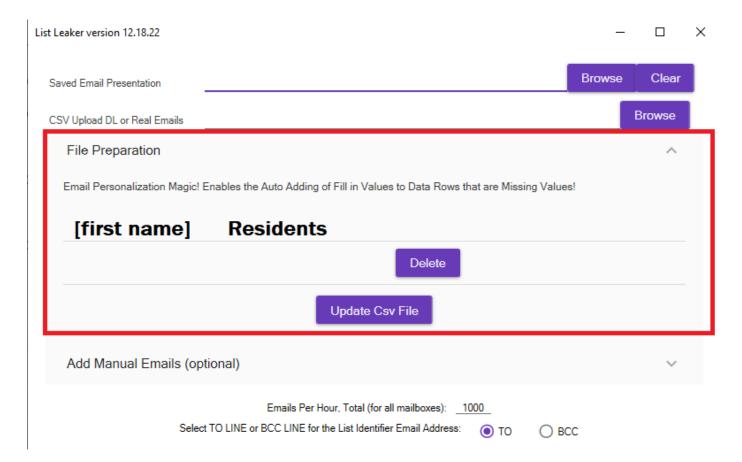
Dear [first name] [last name]

But there are missing values in some data rows! You don't want that person to get an email:

#### Dear **BLANK SPOT!**

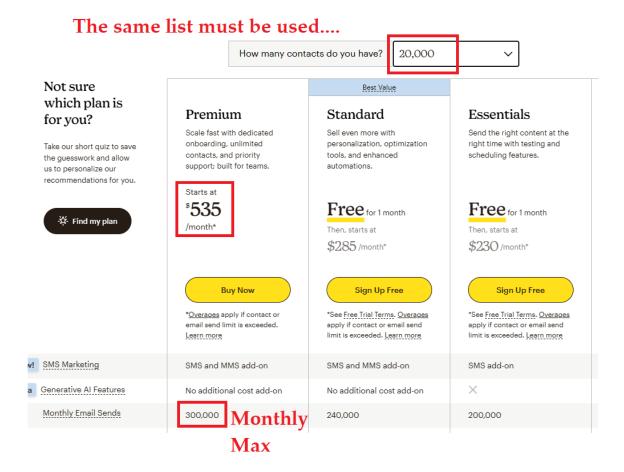
So you can tell List Leaker to use some **fill in value** when there are misisng values in some rows. So if you did: Dear [first name] and fill in a missing value like: "Resident" the emailed recipient that no name will get:

Dear Resident



# Rotate Emails Over Many Mailboxes & Stay Compliant with Sending Limits

Each \$6 per month Business Basic Office 365 mailbox enables up to 300,000 emails per month. That cost is substantially below other email servcies and no email servcie has the deliverability that Microsoft provides. Example: <a href="https://mailchimp.com/pricing/marketing/">https://mailchimp.com/pricing/marketing/</a> MailChimp allows a 20,000 list to be emailed up to 15 times per month. See 300,000 emails. So Mail Chimp charges \$535 per month for max 300,000 emails and MSFT cost is \$6 for 300,000 emails. With Microsoft Distribution Lists you can actually send 1.5 billion for \$6 per month. Also you're not restricted to one list. You can use as many different lists as you like.

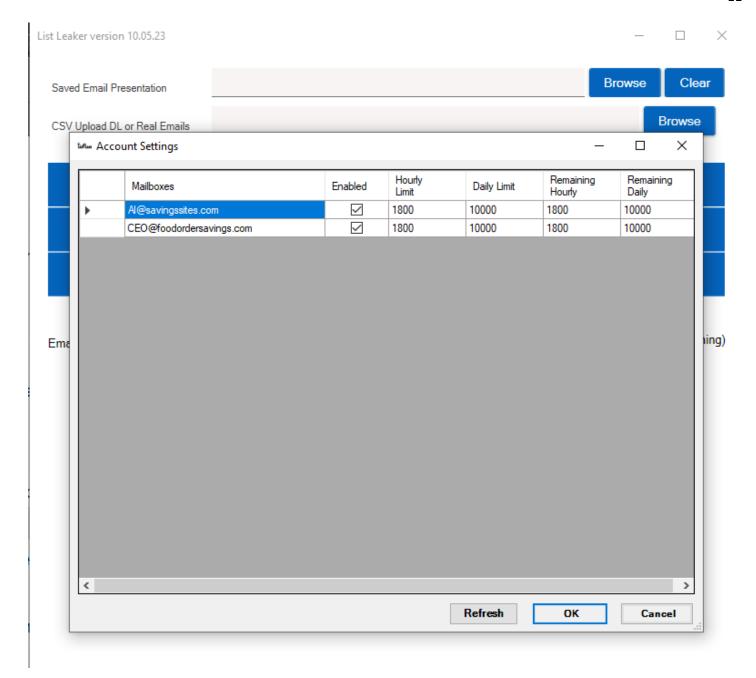


More opted-in emailing can be done by adding as many \$6 per month mailboxes as desired to Office 365 and Outlook Desktop. All mailboxes will be used sequentially in rotation.

List Leaker also manages sending limits of all email services. For example Microsoft Office 365 has sending limits of 30 emails per minute, 1,800 per hour and 10,000 emails per day. When rotating multiple mailboxes the mailboxes that hit its sending limits will be removed from use until the next time period.

Notice the below screenshot where we have added per hour and per day limits. The per minute setting is not needed as List Leaker get steh best deleievrability because it LEAKS EMAILS OVER THE FULL HOUR!!! The last thing you want to do it gush out all the eamils at the top of the hour!!!

If you have many mailboxes you can choose which mailboxes to use in rotation.



Emails Per Hour for all mailboxes can be set by you. Note 416 emails per hour per mailbox X 24 hours is 9,984 which is below the 10,000 per mailbox limit per day.

My screenshot shows 1000 for my 2 mailboxes. The sending cap limit will stop the emailing when it hits 10,000 per mailbox per day.

 $\times$ List Leaker version 01.07.23 **Browse** Clear Saved Email Presentation Browse CSV Upload DL or Real Emails File Preparation Add Manual Emails (optional) Checking Emails (optional) Emails Per Hour, Total (for all mailboxes): 1000 Select TO LINE or BCC LINE for the List Identifier Email Address: TO O BCC Loop Option (When csv is done go back to the beginning) Stop Chunk Scheduling Account Settings Start Chunk Scheduling Resume from last Data Row emailed Status: Stopped

Line: 1

# **Use All Email Services**

List Leaker manages sending limits of all email services. Most popular ones:

<b>Email Services</b>	Per Minute	<b>Hour Limit</b>	Day Limit
GMAIL.com			500
OUTLOOK.com			300
MSN.com			100
Hotmail.com			100
YAHOOMAIL.com		100	500
Yandex.mail			500
<b>Microsoft Office 365</b>	30	1800	10000
EarthLink.com			1000
icloud.com			1000
Yandex.com			300
GMX.com	200	300	300
mail2world.com			500
juno.com		125	3000

List Leaker improves delibvverability as it deversifies origination, as it rotates both the Email Presentations and Mailboxes.

The Rotation is Circular: Example 5 mailboxes and 3 email Presentations. Also notice that this causes mailboxes to send different presentations. So the email filters are not always associating a mailbox with a particular prentation. This diversifies oprigination and you get better deliverability.

Mailbox 1 sends presentation 1 to 1<sup>st</sup> email address on list Mailbox 2 sends presentation 2 to 2<sup>nd</sup> email address on list

Mailbox 3 sends presentation 3 to 3rd email address on list

Mailbox 4 sends presentation 1 to 4<sup>th</sup> email address on list

Mailbox 5 sends presentation 2 to 5<sup>th</sup> email address on list

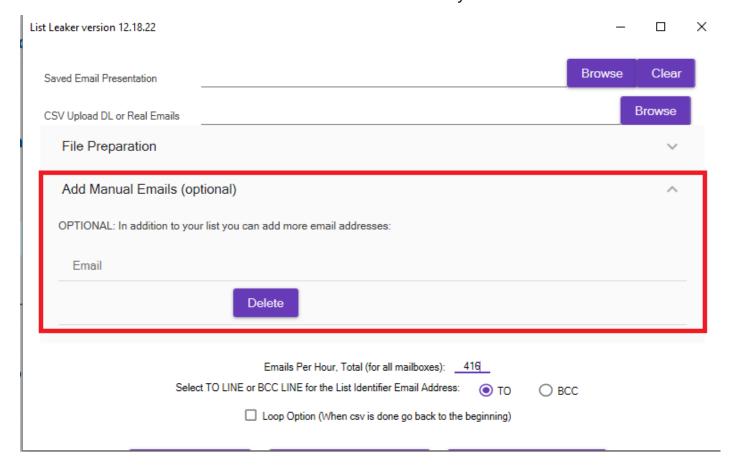
Mailbox 1 sends presentation 3 to 6<sup>th</sup> email address on list

Mailbox 2 sends presentation 1 to 7<sup>th</sup> email address on list

If I continued the above circular rotation Mailbox 1 would next send email presentation 2. So mailbox 1 sent its first 3 emails using three different email presentations 1, 3, 2. Likewise this deversification of origination, is occuring for all mailboxes. Further more each of tehse mailboxes can all have different domain names.

# **Add Additional Emails to Your List**

Quick and Easy way to add emails, instead of opening the file and adding records to the file. Often used to check deliverability.

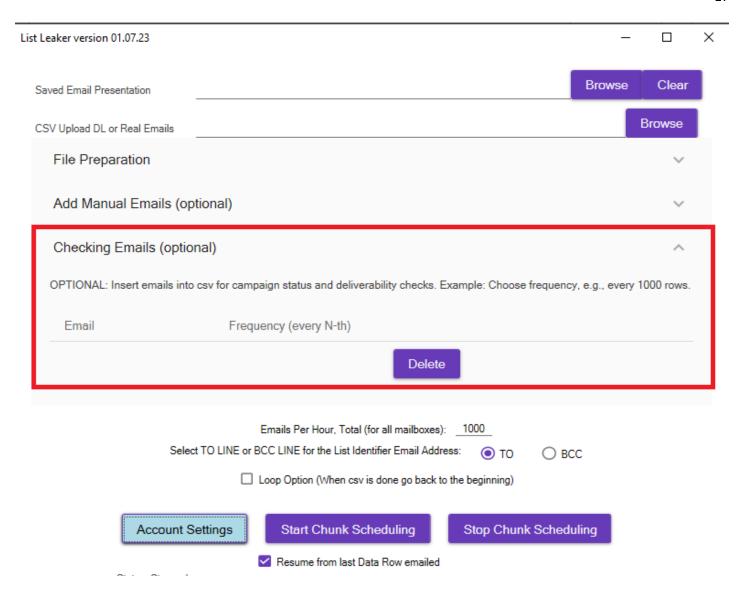


## **Checking Emails (Optional)**

Checking Emails enables you to auto insert your own email addresses into the csv file at increments you decide. This can be beneficial to see if your email is getting into your inbox to check deliverability.

Obviously it also tells you the status of the campaign---if you auto insert your email after every 50,000 data rows and you're emailing 1 million contacts---you obviously know that when you get for example the 3rd email---you're at 150,000 emails sent.

If you are emailing for a customer, that customer email address can be inserted to prove the emails are going out.



# **Loop Back to Data Record One Option**

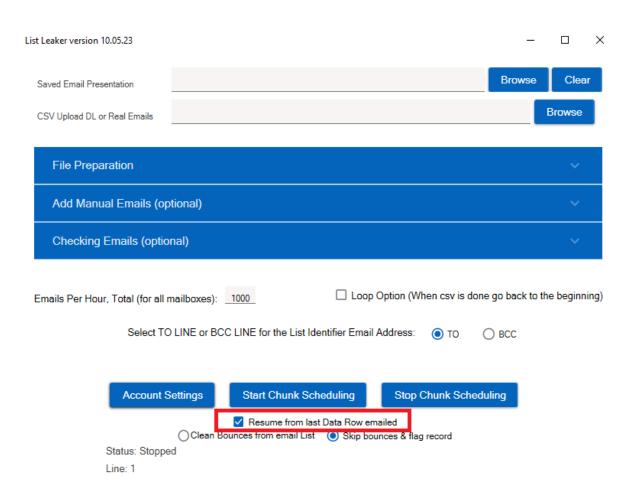
If you want the same csv file to be emailed again when it gets to the end of the list, simply put a check in the box. So if it's the middle of the night and youpre sleeping the emailing continues. At any time you can pause List Leaker and change the email presentations(s).

List Leaker version 10.05.23			-	X
Saved Email Presentation			Browse	Clear
CSV Upload DL or Real Emails				Browse
File Preparation				~
Add Manual Emails (op	tional)			<b>~</b>
Checking Emails (option	nal)			~
Emails Per Hour, Total (for all n	nailboxes): 1000	☐ Loop Option (W	/hen csv is done go back to	o the beginning)
Select TO	LINE or BCC LINE for the Lis	st Identifier Email Address:	⊙ то О всс	
Account S	ettings Start Chunk	Scheduling	Chunk Scheduling	
	✓ Resume from Clean Bounces from email	n last Data Row emailed	a record	
Status: Stoppe	_	Skip bounces & fla	y record	
Line: 1				

## Pause List Leaker & Resume

Example: You want to pause List Leaker to change email presentations. Or you may pause so as nopt to have businesses emailed after hours. Executives will prioritize in the morning, which emails to respond to. Your message will have a worse open rate if they are bunched up with overnight spam or bulk emails.

List Leaker enables you to pause and resume at the data row when stopped. List Leaker also tells you what data row you're on so you know the status.



# **Automated Unsubscribe Link**

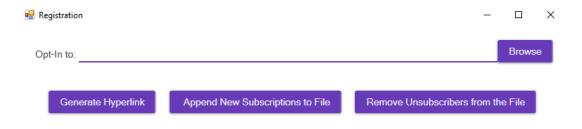
List Leaker enables you to be CAN-SPAM compliant by automating Unsubscribes. When a email presenation is saved, automatcially an unsubscribe link is inserted at the end of your presentation. When the emailed recipient clicks the UNSUBSCRIBE link their email client open a new email. The recipient is instructed to simply send that email that contains identifier information in the subject line, back to List Leaker! List Leaker scans the subject lines of the emails and then automatically removes that email address from the specific csv file."

## **OPT-IN Link! Directly Onto Specific CSV File!**

Adding peoples email addresses to a specific csv list is also automated and neither a registration form nor a database is needed! You simply add a link to your website or email the link to people that you want to opt-into your specific csv! They click it and an email pops up and they simply send in the email and automatcally the email address is added to the specific csv file. Nothing out there like this!

Normally you would have a registration page and the email address goes into a database and then you have to export those email addresses from the database as a csv file. This is now as simple as sending in an email to add the email on your specific csv file!

**Unsubscribers:** Simply click the button "Remove Unsubscribers from the File" either after the entire csv file has been emailed.



### **Steps to generate hyperlinks:**

- Click on browse to select the csv file where the new subscribes should be added to.
- Click generate hyperlink: this will generate a hyperlink and will copy it to the clipboard. Just paste the link on your website or in your emails.

### Steps to append new subscriptions to your file:

- Click on browse to select the csv file where the new subscribes should be added to.
- Click on append new subscriptions to your file. This will load all the new subscriptions to your list.

## **Personal URL Shortener with Advanced Tracking**

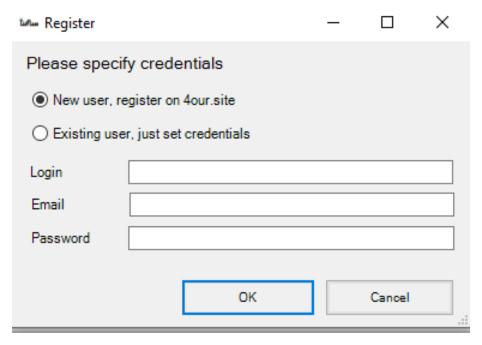
List Leaker parent company also owns <a href="https://4our.site/">https://4our.site/</a> which is your own personal URL Shortening with Advanced Tracking service. It is foolish to use free URL shortener services as those domains get used by junk mailers and it only causes your legit opted-in email to be put into the junk/spam folder!

Now you can use your own domain that no one else uses to shorten and get advanced tracking! Tracking that other url shortener services that only offer the same URL do not even offer!

When a domain name in an email is associated with a spam campaign, that domain name is flagged as a "Spamvertized" domain! Once that domain gets on a "spamvertized" list all your emails go to junk/spam folder.

Now you can use your own URL and get advanced tracking and not be concerned that other people's campaigns prevent your emails getting into the inbox!

The <a href="https://4Our.site/">https://4Our.site/</a> is the best tracking solution in the market and it integrates with List Leaker.



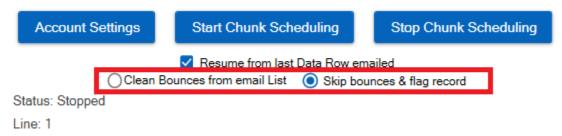


#### **Automated Bounce Cleaning**

List Leaker automatically cleans Outlook Inboxes and Junk Folders of bounces and then removes those bounces from the csv file that is siting on your PC desktop. The bounces are stored in a bounce folder on your PC desktop. When your list is done the bouinces in your bounce folder are then appled against the csv file used to send those emails, to clean your email list. If you have set your List Leaker to automaticlly LOOP to the first data data record, the software will first process the bounces before LOOPING to the fiorst data row.

#### TWO OPTIONS TO PROCESS BOUNCES:

On the home page you have the option to remove the entire data row if the email address is a bounce. Or, you can have List Leaker add a column to the end of your csv email file called Bounces. Each data row in which the email address has bounced will have the word "yes" entered. So the sofwtare will simply skip that email address when it loops back to email the list again. The reason this "flag the data record" option is used is because the data rows may have other ways to contact the emailed customer. So for example a company may sort all the bounces and send a text to the emailed person and tell them "Your email address bounced, please login and update your customer profile."



A master bounce csv file will automatically be added to the desktop: "Bounced.csv" Additionally a csv filed is also placed on the desktop with name "FoundBounces.csv"

<b>4</b>	А		В	С
1		1/6/2023 15:05	G:\BASES\Upwork\ListLeaker\INCOMING\01.csv	sample@gmail.com
2.				
3				

Now all the bounce emails are not sent. instead they are written into the "FoundBounces.csv" file. And the following line is added to the log file (example): "sample@gmail.com" is a bounce. Skipping.

Bounces		-		×
Bounced addresses are auto removed fro Optional: Add a bounce folder in Outlook. Highlight it. Optional:		!		
Folder:	<u> </u>	Save	Folder	

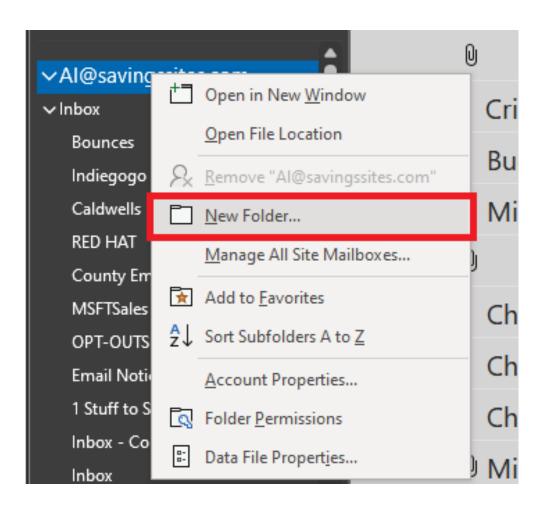
If you prefer to use a different folder to collect bounces List Leaker will clean any folder and then the csv. Many users prefer to create a bounce folder so they don't see all the bounces in their inbox and junk folder. They want all bounces to automatically go to bounce folder by using a rule. Then they simply clean the bounce folder and csv file. Simply indicate that if the subject line contains the following phrases, then send the bounces to the bounce folder: 99% of all bounces will use these 7 phrases:

- (1) Undeliverable
- (2) failure notice
- (3) Delivery Status Notification (Failure),
- (4) Postmaster
- (5) Mail Delivery System
- (6) Email Delivery Failure
- (7) MAILER-DAEMON

**OPTIONAL:** Create Bounce Folder and Divert Bounces to that Folder so you do not see the bouncs in your inboxes or junk folders.

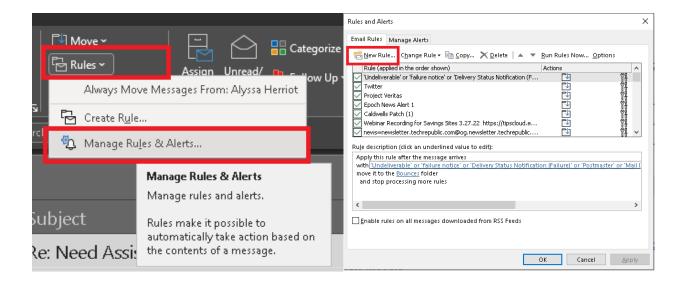
The following screenshots (left to right chronologically) show you the steps to use a rule to have bounces go to an existing folder or new one you create.

Create a New Folder. Simply Right Click on a MAIL BOX and a panel opens to Crate a New Folder.

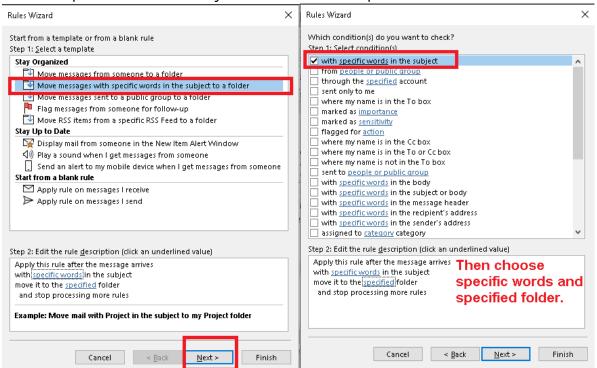


#### In Outlook Ribbon Click Rules & Manage Rules

#### Choose New Rule

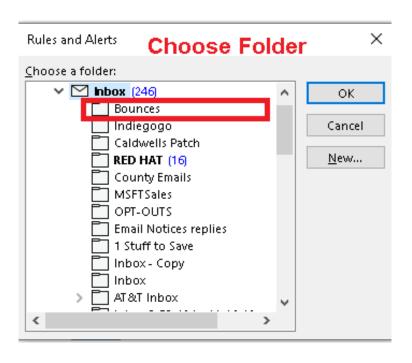


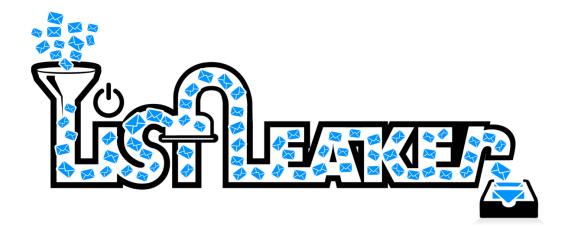
## Choose Specific Words in Subject Click the Specific Words link





After you entered the list of Common Bounces you can have all the bounces go to a Specified folder. I had created a folder named: Bounces and Choose that....





## **Automated Sales Call Follow-Ups Feature**

It enables you to easily create and auto calendar follow-up reminders! Best of all it automatically fetches the email thread between you and your prospective clients/ employees/ or simplifies your own reminders.

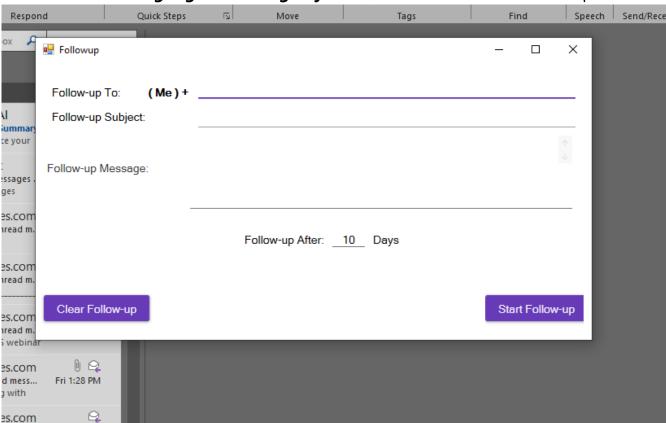
Normally when you agree with a sales prospect to follow-up at a future date you need to enter that date into a calendar. Then you have to go looking for the email thread between you and your prospect!

People live in their email boxes and to open a CRM to implement a reminder takes too much time to jump back and forth between the CRM and your mailbox.

Auto Follow-up is a List Leaker feature which enables you to easily schedule follow-ups with prospects. For convenience Auto Follow-Up has its own quick access link in the List Leaker Outlook ADD-IN Ribbon.

#### Follow-Up on New Subject:

**Send reminder emails to just yourself:** to remind you to follow-up with your clients after a pre-specified period or simply to remind yourself or personal issues.... **without highlight selecting any email**, click on the Auto Follow-Up



button, and a new window as shown below will appear.

You will be able to enter:

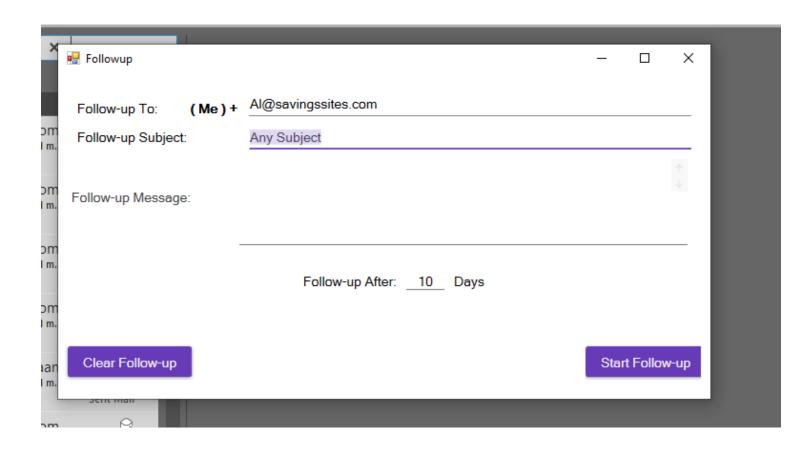
- A unique subject line (that will be used for future follow-up).
- A message body.
- Number of days (specify after how many days the reminder will be sent).

NOTE: there is no need to enter any email in the "Follow-up To" textbox if you only want to send the reminder to your own mailbox.

After clicking on "Start Follow-up" a reminder will be created that will be sent on the future day specified, and then repeated reminder emails will be sent every day after that day for 30 days.

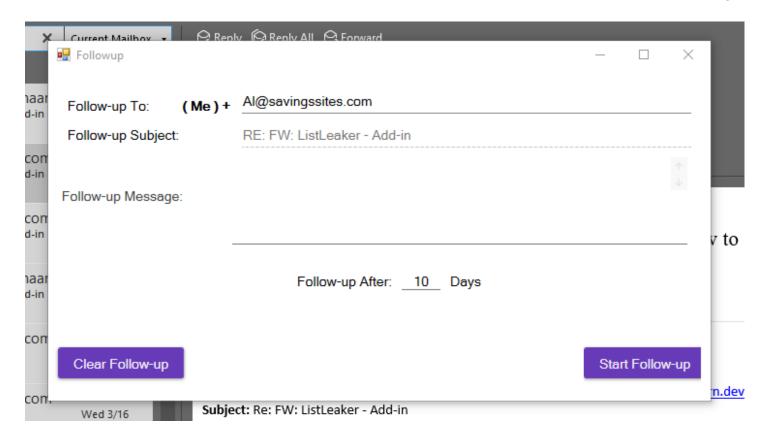
NOTE: You can delete any previously started reminders by just selecting the selecting or entering the "Follow-up Subject" and clicking on "Clear Follow-up" button---so it is not required that the added 30 days of emails be sent.

**To Send reminders to BOTH you and your prospect/client**: just include the prospect/client's email address in the "Follow-up To" textbox as shown in the below image.

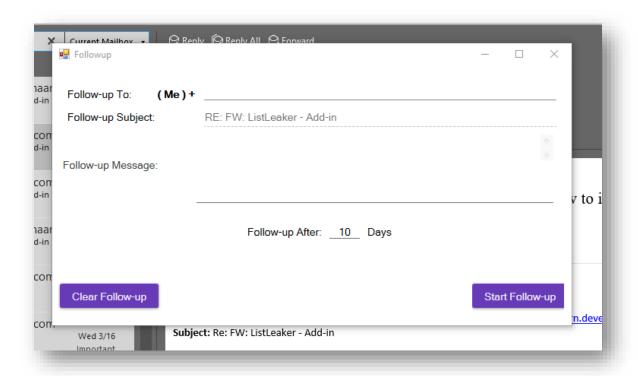


## Follow-up on Previous Subject:

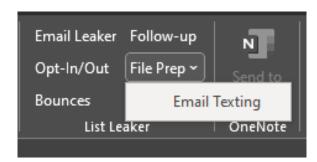
**Select the email in your inbox or sent mailbox to follow-up on**. No need to open the email you can just highlight it. Then simply click on the Auto Follow-Up button in Outlook Ribbon and a new window with the client's email address and subject line as shown below will appear.



By default, the reminder on that subject will be sent to both you and your prospect/client. Many times, things change between the time you schedule a follow-up and the future follow-up date! So, if you do not want to automatically send the follow-up email to your prospect/client, just remove their email address from the "Follow-up To" textbox as shown in the image below:



# **Email Texting**



The key here your message is sent as an email but goes into the text inbox. The resaon why this is done is the cost to send and email is far less than sending an sms text.

NOTE: Even though you are sending a message via email, the recipient receives a text and the laws governing texting need to be complied to: Telephone Consumer Protection Act (TCPA) not emailing CAN-SPAM rules.

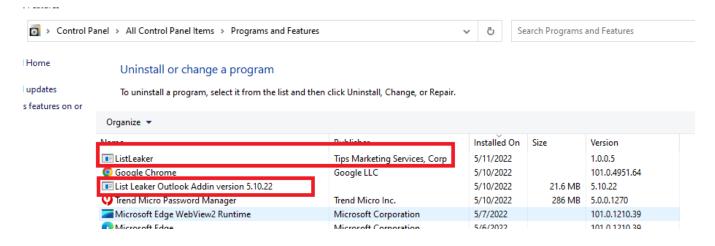
Texting		-		×
SMTP	Texting will allow you to convert clients phone numbers to email addresses that can be used to Please make sure your file contains headers.	o emai	l texts.	
CSV File:		_	Browse	
	Convert to emails			

# Uninstall List Leaker Before Installing Updates of List Leaker

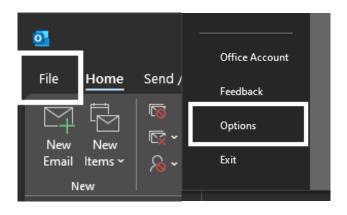
UPDATED VERSIONS of List Leaker are provided at no additional cost. Users will need to uninstall existing List Leaker before installing new version.

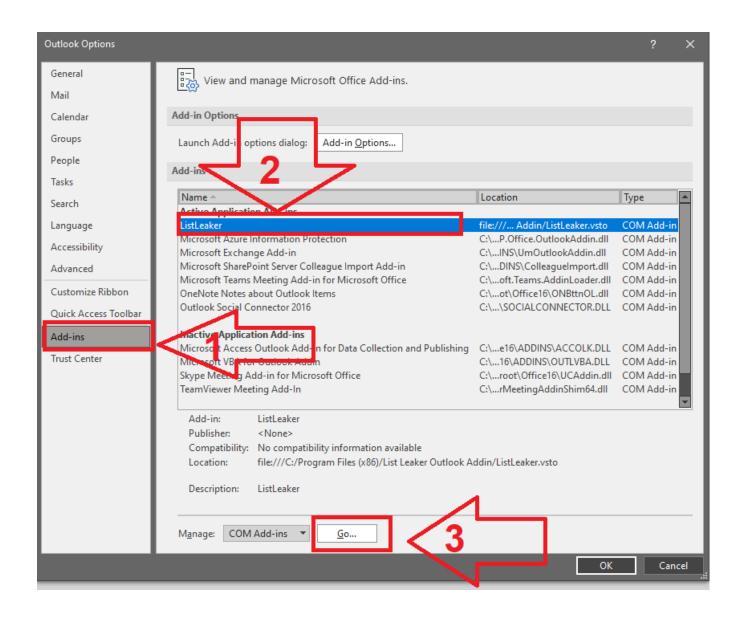
The lastest version of List leaker will be emailed, but if you want to make sure you did not miss an email, the lastest version can be found at: www.SoftwareIsHere.com

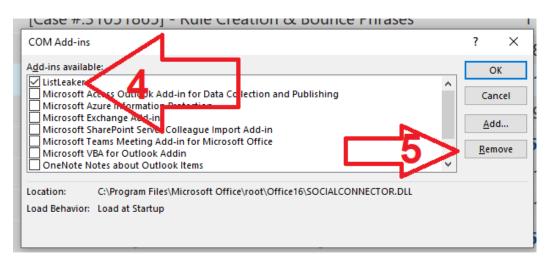
Go to Control Panel>>> Programs and Features and thee will be two files there. Right click and UNINSTALL BOTH...



Also Remove from Outlook Desktop Addins
Go to FILE>> OPTIONS>> ADD-INS







Incredible Low Cost! ---Best MSFT Deliverability!

Unlimited Mailboxes---Manages Sending Limits

Unique Personal URL---Advanced Tracking

Bounce Handling---Auto Optin/Opt-Out!

Best Accessibility! ----So User Friendly!

Weekly Training Webinars! ---No Better Solution than...

