**Bulk Email**

There will be occasions where you will need to send a large number of messages. Please be aware there are some limitations to using Office 365 for this purpose.

- Only 500 recipients can be included in any one message
- There is a limit of 10,000 messages per day per sender
- Messages sent with a commercial purpose must comply with the CAN-SPAM Act

If you will be sending a message to over 500 recipients we recommend you use the mail merge feature in Office for Windows or the Mac.