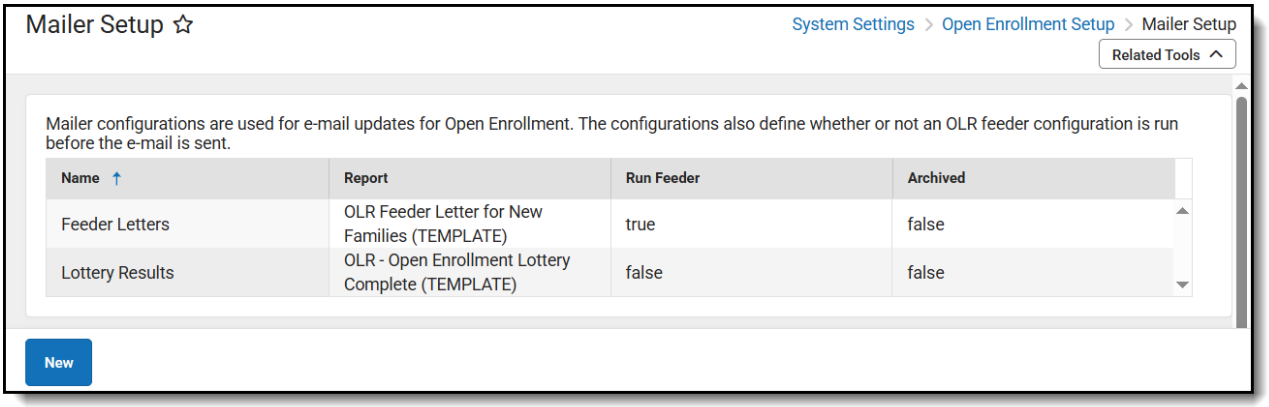
# Mailer Setup (Open Enrollment Setup)

Last Modified on 07/09/2026 12:08 pm CDT

Tool Search: Mailer Setup

Mailer configurations are used for e-mail updates for Open Enrollment. The configurations also define whether or not an OLR feeder configuration is run before the e-mail is sent.

See the Open Enrollment Setup Tools Tool Rights article for information on rights needed to use this and related tools.




## Field Descriptions

| Field | Descriptions |
|---|---|
| **Name** | The name given to the mailer. All names for this editor should be unique. |
| **Report Name** | The AdHoc Report to run (for example, which letter in the Letter Designer should we use for the email). Only those with an OLR Prefix in the name are options. |
| **Include only these Languages from OLR Application** | Only selected languages that match the application language used in the OLR Application will be included in the Mailer run. |
| **Run Feeder** | When checked, it runs the feeder process to transfer data from the application submitted for Open Enrollment to an OLR application intended for enrollment. Only new families will be included in the feeder runs. |
| **Archived** | When checked, archived entries will not be included as options when the mailer tools are run. |

| | |
|---|---|
| **OLR Status Message** | Used with the Adhoc Report that is being run. If the tag (L)OLRLSTATUS(L) is included in the letter, the message you enter in the OLR Status Message field will replace the (L)OLRLSTATUS(L) in the letter. |

# Create a New Mailer Setup

Mailer configurations are used for e-mail updates for Open Enrollment. The configurations also define whether or not an OLR feeder configuration is run before the e-mail is sent.

1. Click **New.**
2. Enter a Name.
3. Select a Report Name (i.e. select the letter to send out).
4. If necessary, select languages from the Include only these Languages from OLR Application field.
5. If you wish to run the feeder at the same time, mark the checkbox for Run Feeder.
6. Enter an OLR Status Message that shows up on the email.
7. Click **Save**.