

GUIDE

Creating Email Messages

Directions:

Selecting a mailing list, opening and sending a customized email

Click Login on the eSentall.com page

Type in you “User login” and “User password”

1. Selecting a list:

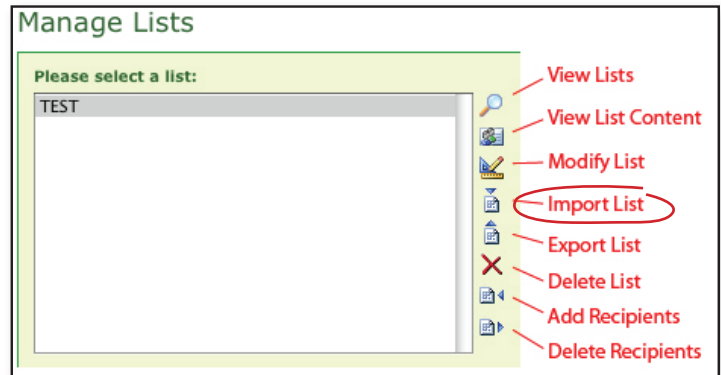
You will need to have a COMMA DELIMITED File ready to upload.

There you will see 6 green tabs along the the top of the site.

a. Click on “Lists”



b. Below that select “Manage Lists”



c. Click on the icon to the right side of the box
“Import list” <see diagram right>
if you scroll over the icon it will say “Import List”

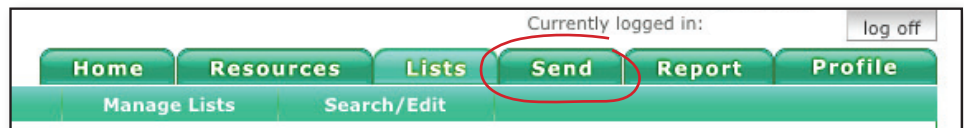
d. Once you are at the “Import Lists” page,
click on “Browse...”

e. Find your customer list and click open

Here you can name the file, give it a descriptions and add new Attributes. When you are finished click “Create New Disribution List”

2. Opening a Template:

a. Click on “Send”

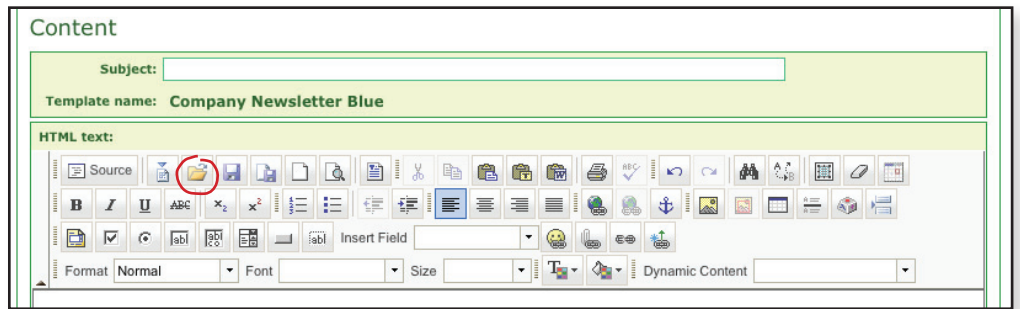


b. Select the list(or lists) you want to mail to and click the >> button in the middle until all the lists you want are on the right side in the “Selected Lists” section.

c. Click on “Content”



- d. Click on the “Open” button and select the Template you want to be the foundation for your emailing.
- e. **Make sure to give the Email a Subject**



- f. Edit the Template until you are happy with the results.

3. Previewing & Sending Your Customized Email

- a. When you are finished Customizing your email, click the Options Tab



- b. Here you can preview the newsletter before you send it - click the “Preview content” button in the bottom left corner and plug in the email address you want to send the TEST email to.
- c. If the newsletter preview is in order, click “Submit broadcast”

Enjoy!