

To send a letter using SendGrid you should do two easy steps:

Add contacts to your page.

Add HTML code, fill the form and send.

No worries, it is easy to use after the first time.

1. To add contacts to your page, please click Marketing on the left side menu.

2. Then Contacts

The screenshot displays the SendGrid dashboard interface. On the left, a vertical sidebar menu lists various options: Vitaliy Nezhinskiy (user profile), Dashboard, Email API, Marketing (highlighted with a purple arrow), Design Library, Stats, Activity, and Suppressions. The main content area features a light blue banner with the text "Ready to unlock the full potential of Twilio" and a "Let's do it!" button. Below this, a greeting reads "Hello Vitaliy! Here's your recent email". At the bottom, there are four summary cards: REQUESTS (10), DELIVERED (90.00%, 9), OPENED (330.00%, 33), and CLICKED (0.00%, 0). On the right side, a secondary menu is visible, listing options like Automations, Single Sends, Contacts (highlighted with a purple arrow), Custom Fields, Signup Forms, Senders, Notifications, Unsubscribe Groups, Design Library, and Stats.

REQUESTS	DELIVERED	OPENED	CLICKED
10	90.00% 9	330.00% 33	0.00% 0

3. Click Add Contacts button on the next page.

**Contact Lists**

Search by email address

TYPE	NAME	COUNT	ACTION
Global	<a href="#">All Contacts</a>	3	

4. You'll see two ways to add contacts: Manual add and Upload CSV

**Create** **Add Contacts**

- Upload CSV
- Manual Add

ACTION

5. Click Manual Add and you'll see next form:

## Add Contact Manually

Add Contacts

The contact you're adding will not be notified. You can add additional custom fields for this contact on the Contact Details page or by uploading a CSV.

- ☒ Add Contacts
- ☐ Add Contacts and include in existing list
- ☐ Add Contacts to a new list

First Name	Last Name	Email *
Alternate Emails Add Alternate Emails	Address Line 1	Address Line 2
City	State Province Region	Postal Code
Country Select Country		

Please fill it and click Add Contacts in upper right corner. Note: the only Email field is obligatory to fill, rest depends on you.

If you want to add tons of Emails by one step you should choose Upload CSV shown in step 4. CSV is usual Excel file.

## Upload CSV

1

Upload CSV

2

Map Fields

3


Add Contacts


It's important for your deliverability that everyone you send to has given you explicit permission to email them. SendGrid does not allow purchased or rented lists. Please [read our policy](#) for more details.


☒ Add Contacts

☐ Add Contacts and include in existing list

☐ Add Contacts to a new list

 **Need Help?** [Download our CSV template](#) to make sure your CSV is formatted correctly.

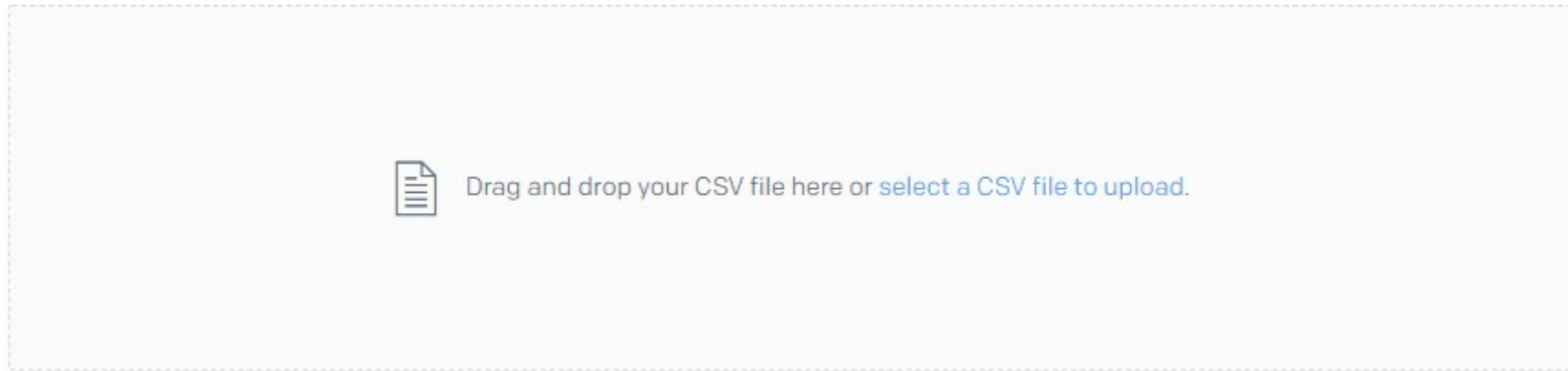


 Drag and drop your CSV file here or [select a CSV file to upload](#).

6. Click Download our CSV template, save and open the file. You'll see empty file with example how to fill it correctly.

[illegible]

7. Fill the file with your Emails and Drag and drop or upload from your computer using this field.



8. Next step is to send our letter. Please click Single Sends on left menu. Then Create a Single Send in upper right corner

**Single Sends**

Create a Single Send

Filter 8 Single Sends

Single Send Name Status All Categories Select Categories Clear

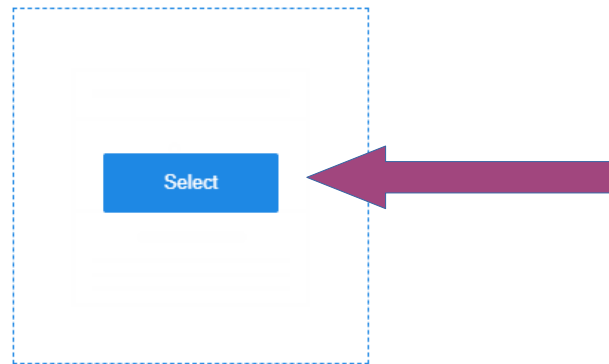
SINGLE SEND NAME	DELIVERED	UNIQUE OPENS	UNIQUE CLICKS	UNSUBSCRIBES
<input type="radio"/> Draft Untitled Single Send Edited Tue, May 4, 2021 1:52 PM	—	—	—	—

9. Then Select button.

## Select a Design

Your Email Designs

SendGrid Email Designs



Blank Template

## 10. Choose Code Editor

### Select Your Editing Experience

✓  
Select a Design

Choose to build using our visual drag-and-drop Design editor or powerful Code editor.



#### Design Editor

Visual, drag & drop editing with access to modify HTML when you need it.

Select

LAST USED



#### Code Editor

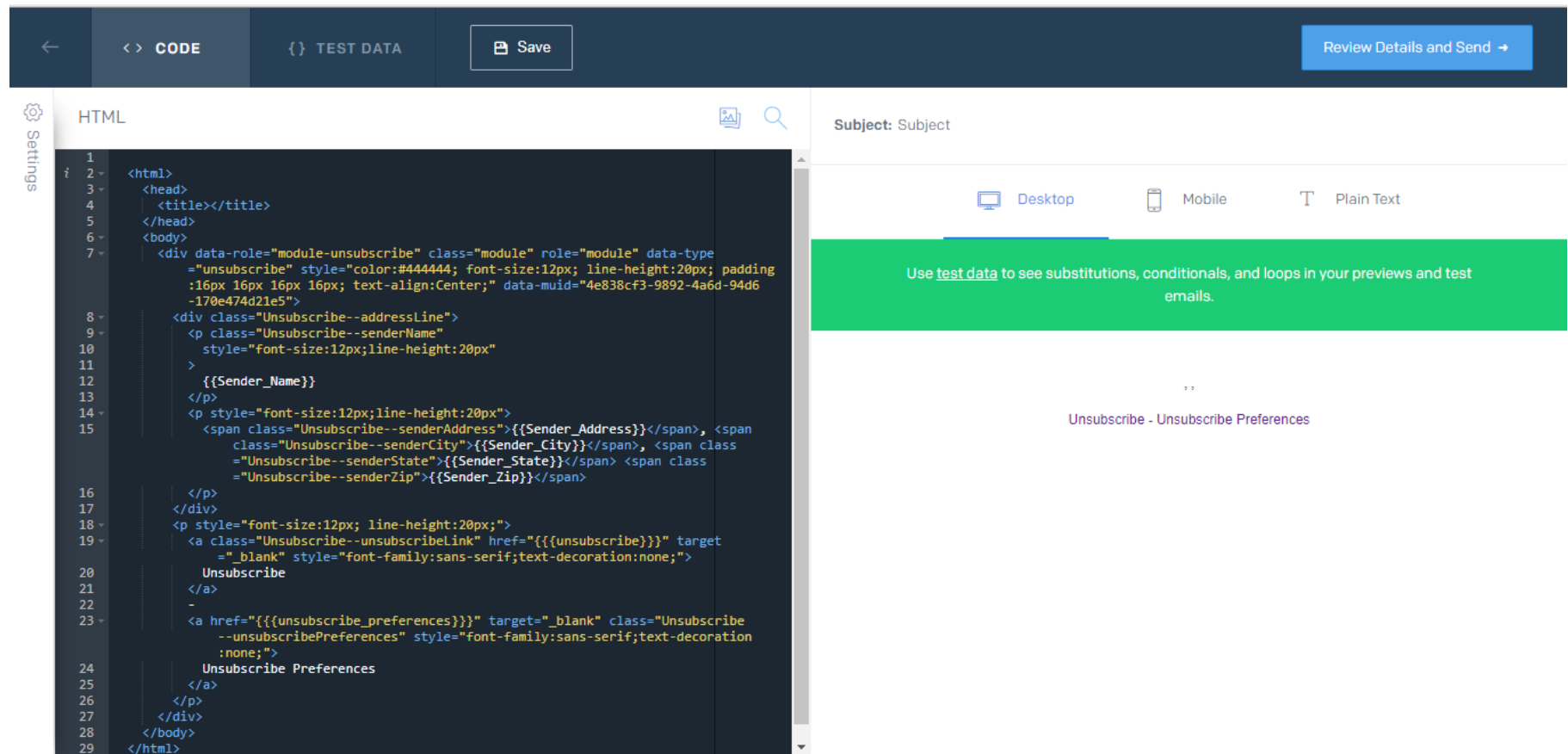
Feature-rich HTML editing with visual preview for complete control of every pixel.

Select

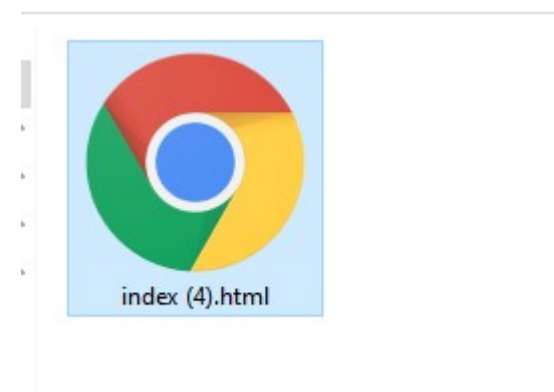


Looking for Design + Code?

11. You'll see window with the code on the left side and result on the right side. You should paste your code in the left side.



12. To paste your code please open file with your template. Just double click on it. The icon may be differ if you use another browser, e.g. Safari, Mozilla, etc.





13. Right click on opened document and choose View page source.

The screenshot shows a web browser window with a document titled "Dealing with unrelenting supply challenge". The document content includes a header with "GearBox™ Blog" and "your inside track", a main heading "Dealing with unrelenting supply challenge", a paragraph "Factors leading to tight base oil supply are out of your control, but or unreliable base oil supply, can damage your business.", a subheading "During the past year, did any of these events limit your base oil supply?", and a list of options: A. Group I plant closures, B. Covid-19 pandemic, C. Base oil supplier plant maintenance, D. Winter storms/hurricanes, E. Cargo ship stuck in the Suez Canal, and F. All of the above. A right-click context menu is open over the document, showing options: Back (Alt+Left Arrow), Forward (Alt+Right Arrow), Reload (Ctrl+R), Save as... (Ctrl+S), Print... (Ctrl+P), Cast..., Translate to українська, AdBlock — best ad blocker, View page source (Ctrl+U), and Inspect (Ctrl+Shift+I). The "View page source" option is highlighted. At the bottom of the document, there is a blue banner with the text "The crushing reality of the past year".

**GearBox™ Blog**  
your inside track

## Dealing with unrelenting supply challenge

Factors leading to tight base oil supply are out of your control, but or unreliable base oil supply, can damage your business.

### During the past year, did any of these events limit your base oil supply?

- A. Group I plant closures
- B. Covid-19 pandemic
- C. Base oil supplier plant maintenance
- D. Winter storms/hurricanes
- E. Cargo ship stuck in the Suez Canal
- F. All of the above

**The crushing reality of the past year**

Back (Alt+Left Arrow)  
Forward (Alt+Right Arrow)  
Reload (Ctrl+R)  
Save as... (Ctrl+S)  
Print... (Ctrl+P)  
Cast...  
Translate to українська  
AdBlock — best ad blocker  
View page source (Ctrl+U)  
Inspect (Ctrl+Shift+I)

14. You'll see the source code page. We need to copy and paste it to our SendGrid code editor. Feel free to scroll two next steps if you know how to do it.

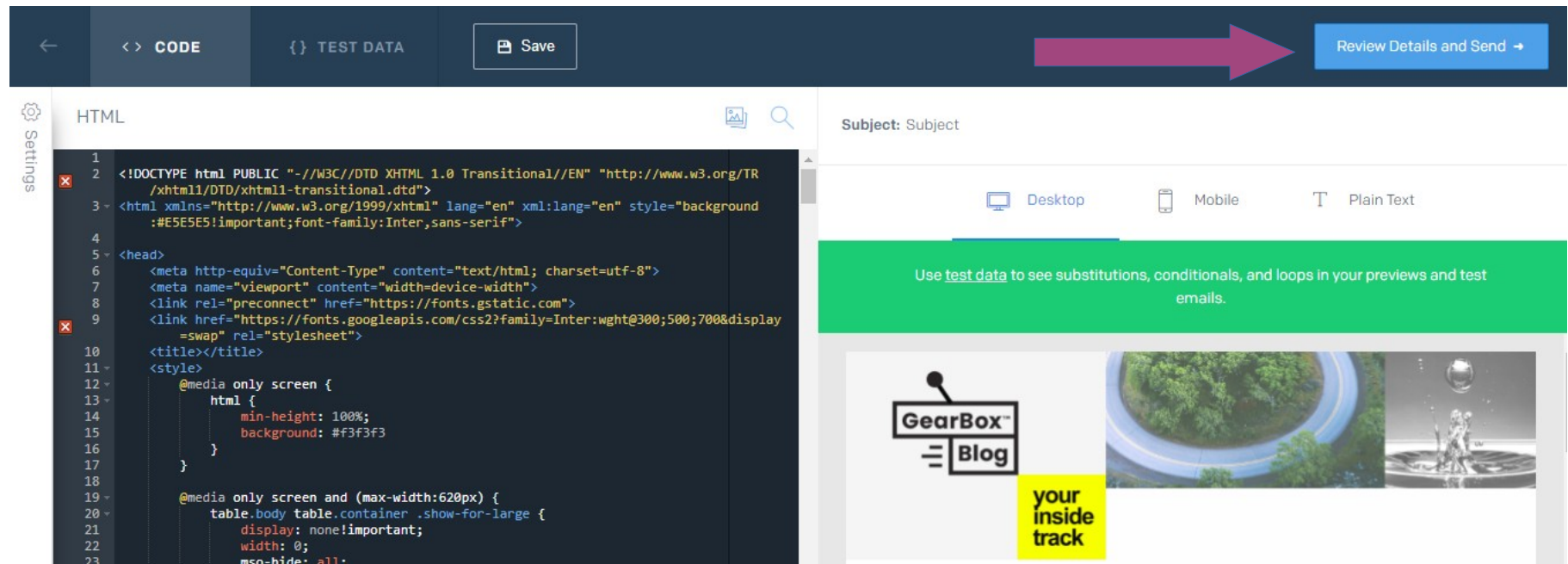
Line wrap ☐

```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
2 <html xmlns="http://www.w3.org/1999/xhtml" lang="en" xml:lang="en" style="background:#E5E5E5!important;font-family:Inter,sans-serif">
3
4 <head>
5   <meta http-equiv="Content-Type" content="text/html; charset=utf-8">
6   <meta name="viewport" content="width=device-width">
7   <link rel="preconnect" href="https://fonts.gstatic.com">
8   <link href="https://fonts.googleapis.com/css2?family=Inter:wght@300;500;700&display=swap" rel="stylesheet">
9   <title></title>
10  <style>
11    @media only screen {
12      html {
13        min-height: 100%;
14        background: #f3f3f3
15      }
16    }
17
18    @media only screen and (max-width:620px) {
19      table.body table.container .show-for-large {
20        display: none!important;
21        width: 0;
22        mso-hide: all;
23        overflow: hidden
24      }
25    }
26
27    @media only screen and (max-width:620px) {
28      table.body img {
29        width: auto;
30        height: auto
31      }
32      table.body center {
33        min-width: 0!important
34      }
35      table.body .container {
36        width: 280px!important
37      }
38      table.body .columns {
39        height: auto!important;
40        -moz-box-sizing: border-box;
```


15. Please select all the code you see on this page. I like to use Ctrl+A buttons on my keyboard or select it with a mouse, then right click and choose Copy. You can also use Ctrl+C buttons on your keyboard to copy selected code.

16. Then back to SendGrid editor, delete all default code. And paste our copied code: right click and paste or just use Ctrl+V buttons on your keyboard.

17. After that click Review Details and Send in upper right corner.



## 18. Fill the form and send the letter :)

← Confirm Single Send Details 

Send

✓ Single Send Name •  ⓘ

✓ From Sender •  ⓘ

✓ Subject •  ⓘ

✓ Unsubscribe Group •  ⓘ

✓ Schedule •  ⓘ

✓ Send To Recipients •  ⓘ

Categories  ⓘ


Test Your Email

Test your email before sending to your recipients.



From: Vitaliy Nezhinskiy <Nezhinskiy22@gmail.com>

Subject: Subject

Desktop Mobile Plain Text



your inside track



Dealing with unrelenting supply challenges

Factors leading to tight base oil supply are out of your control, but tight, or unreliable base oil supply, can damage your business.

During the past year, did any of these events limit your base oil supply?

A. Group I plant closures

Note: free plan includes 100 letters per one day.

You can change your plan by the link [https://app.sendgrid.com/account/billing/choose\\_plan](https://app.sendgrid.com/account/billing/choose_plan)

*P.S. I know sometimes it is not so clear to understand my explanation so I'm ready for a call to clarify it all.*