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

3. Click Add Contacts button on the next page.

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

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.

Congratulation! You have added your first contact manually.
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.

	A	B	C	D	E	F	G	H	I
1	email	first_name	last_name	address_line_1	address_line_2	city	state_province_region	postal_code	country
2	example@example.com	John	Doe	123 Neverland Lane	Suite 42	Denver	CO	80202	USA
3									
4									
5									
6									

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

Drag and drop your CSV file here or select a CSV file to upload.
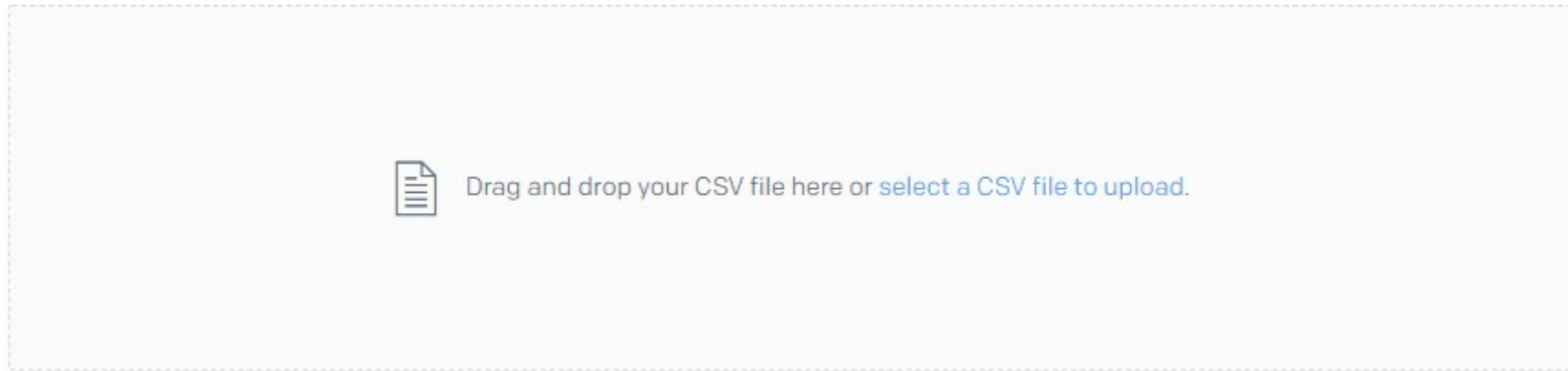
8. Next step is to send our letter. Please click Single Sends on left menu. Then Create a Single Send in upper right corner

9. Then Select button.

Select a Design

Your Email Designs   SendGrid Email Designs
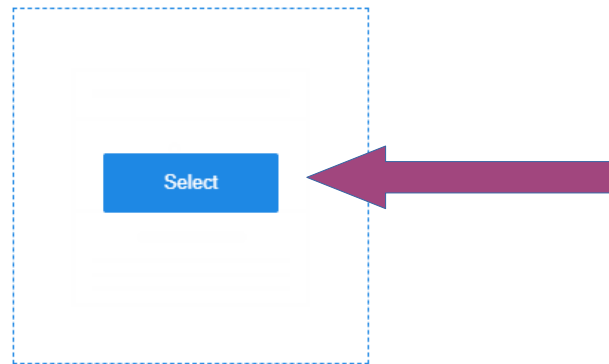
Select

Blank Template

10. Choose Code Editor

Select Your Editing Experience

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

Select a Design

Design Editor

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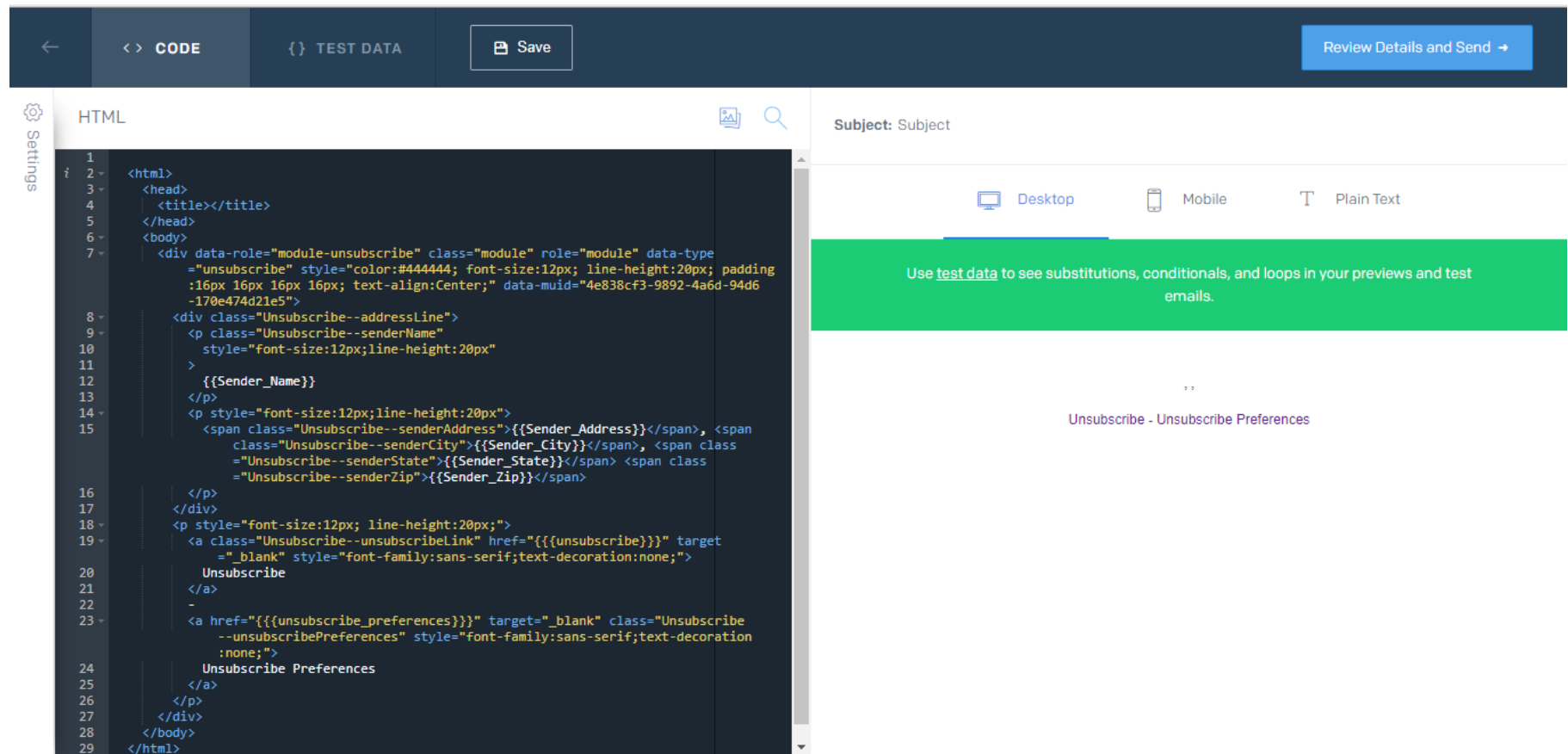
Select

LAST USED

Code Editor

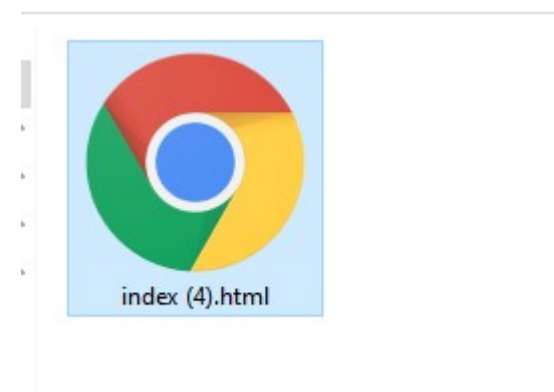Feature-rich HTML editing with visual preview for complete control of every pixel.

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.

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.
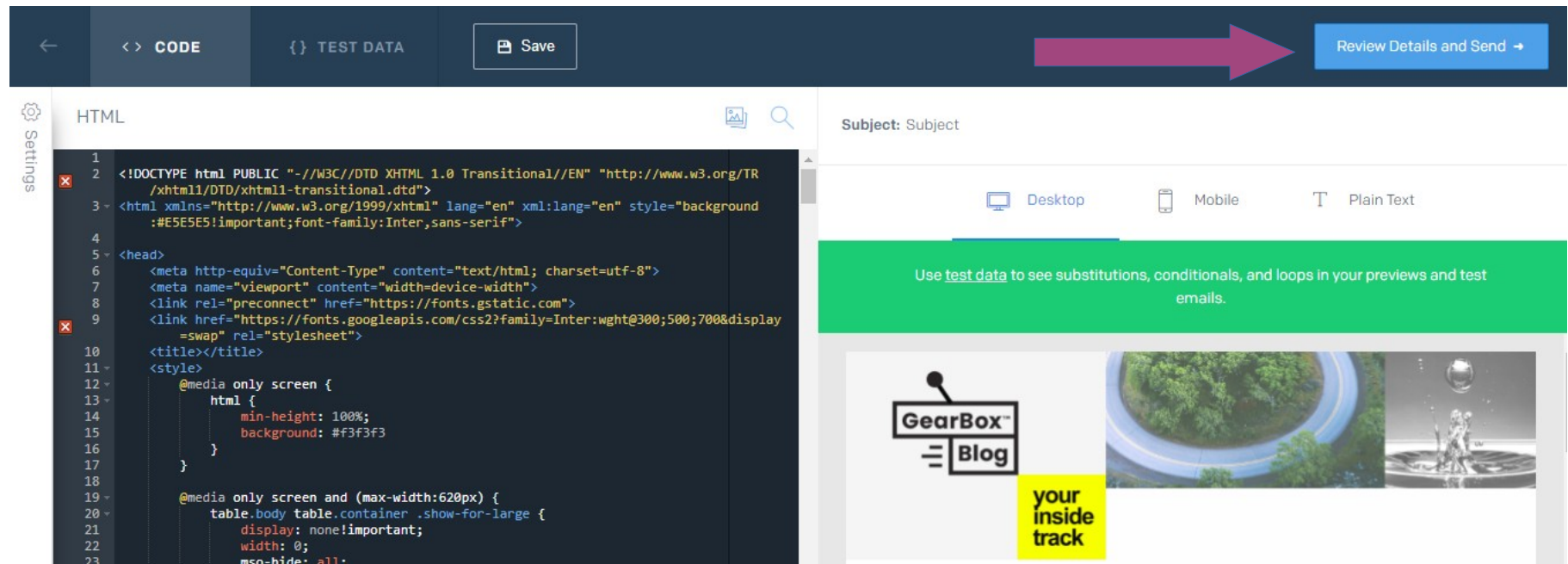
```html
Line wrap ☐
1  <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
2  <html xmlns="http://www.w3.org/1999/xhtml" lang="en" xml:lang="en" style="background:#E5E5E5!important;font-family:Inter,sans-serif">
3
4  <head>
5      <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 :)

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

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.