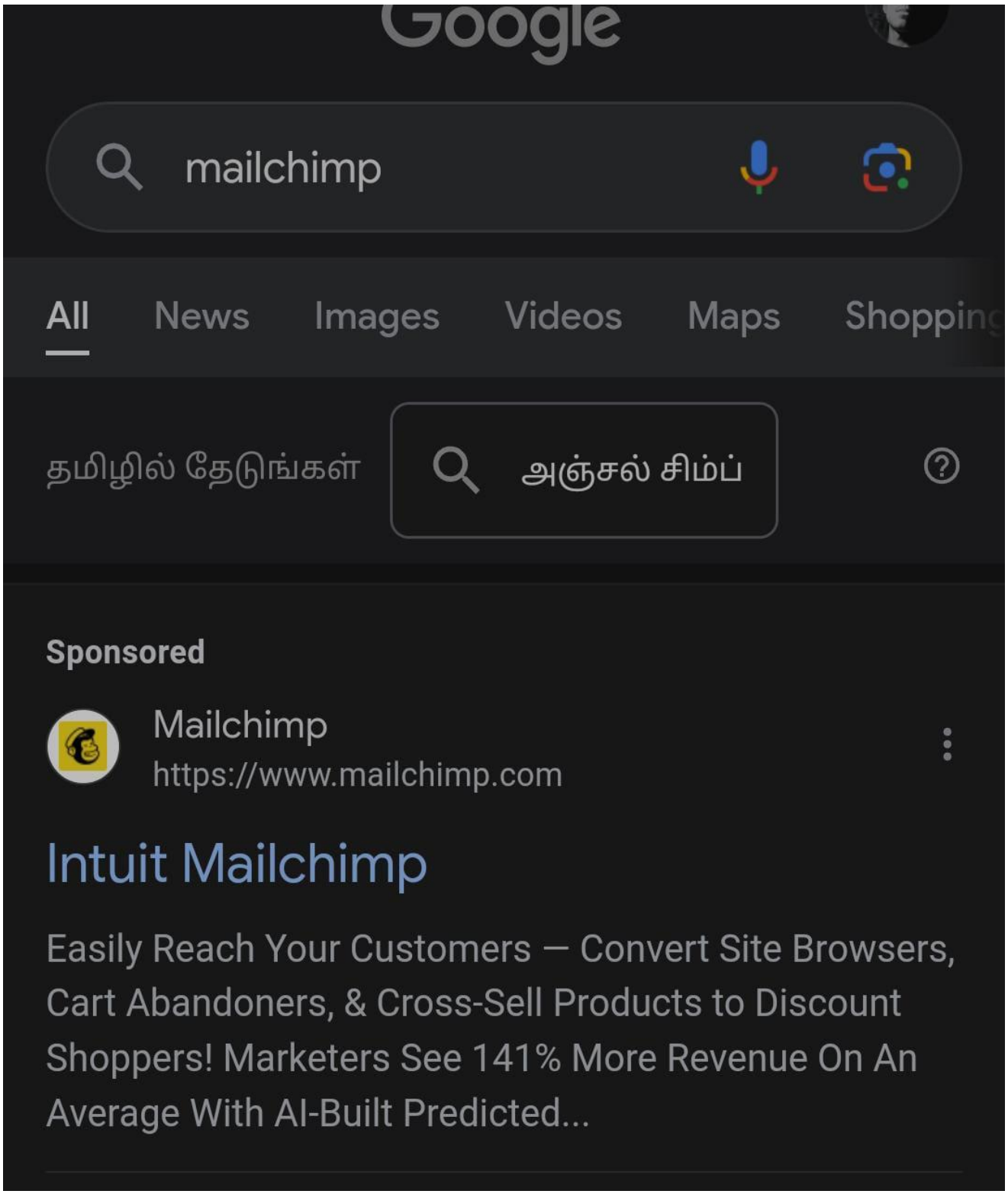
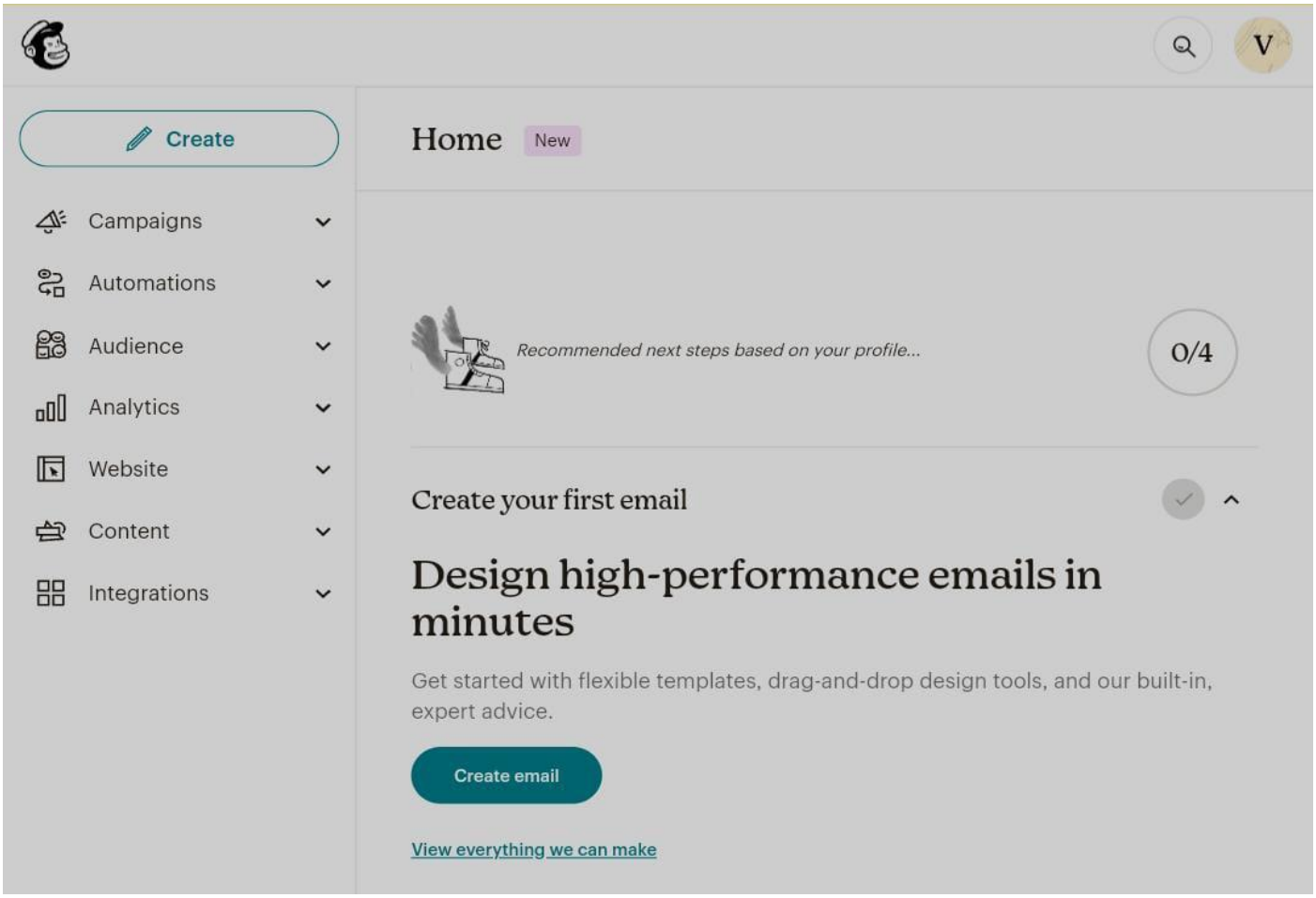
Creating an Email Campign in Mailchimp

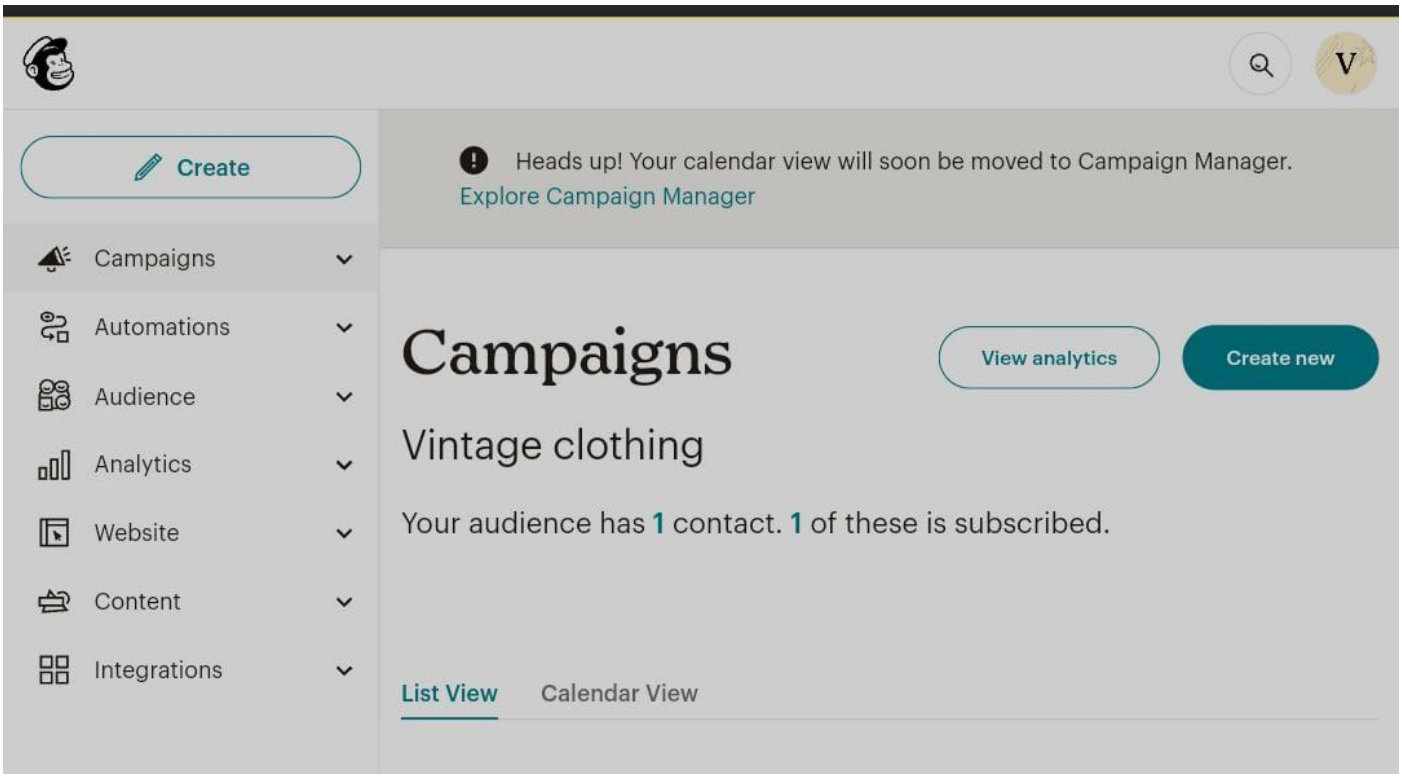
Step 1 *: Open any Browser and Search* ***Mailchimp***



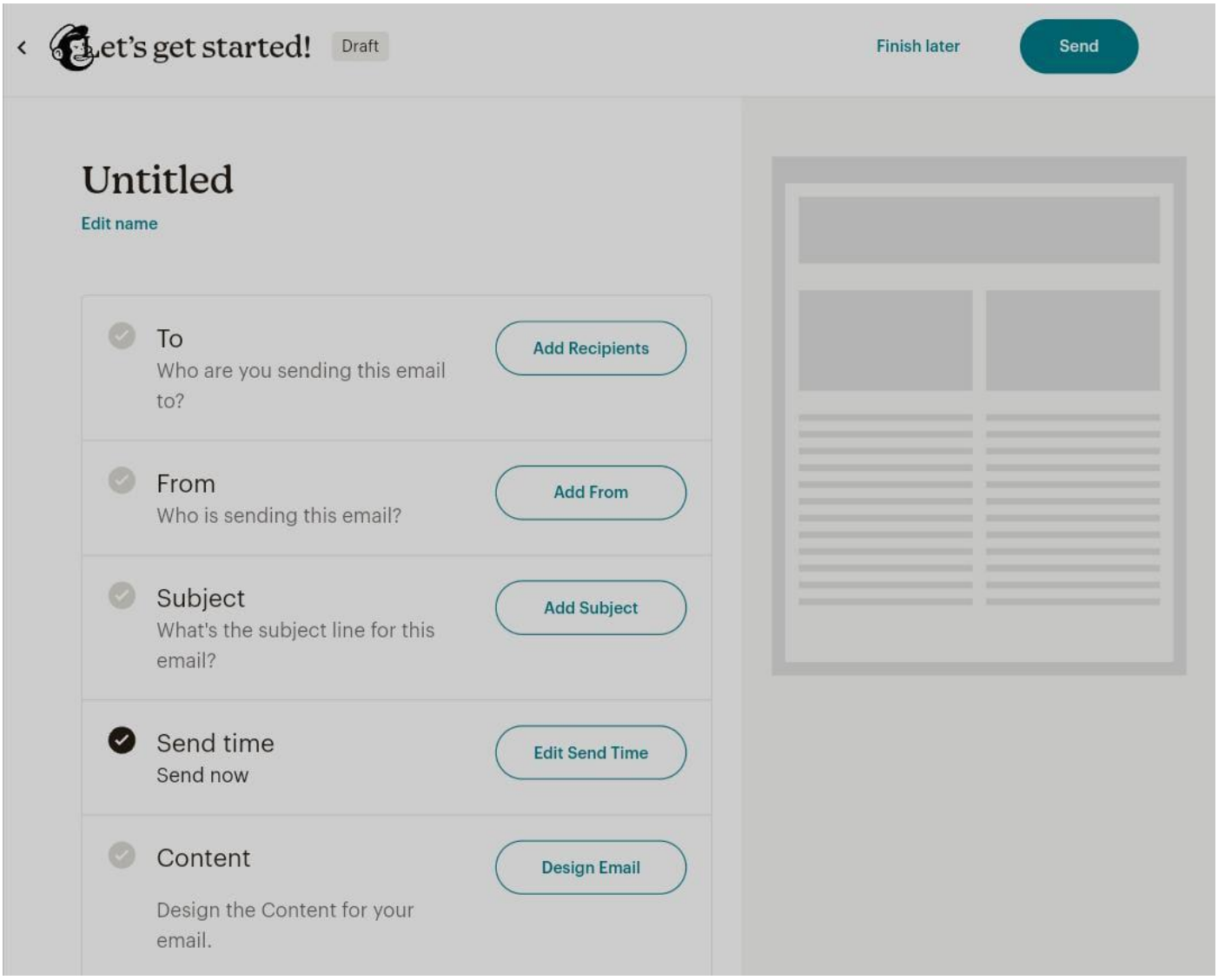
Step 2: *Click* ***Create***



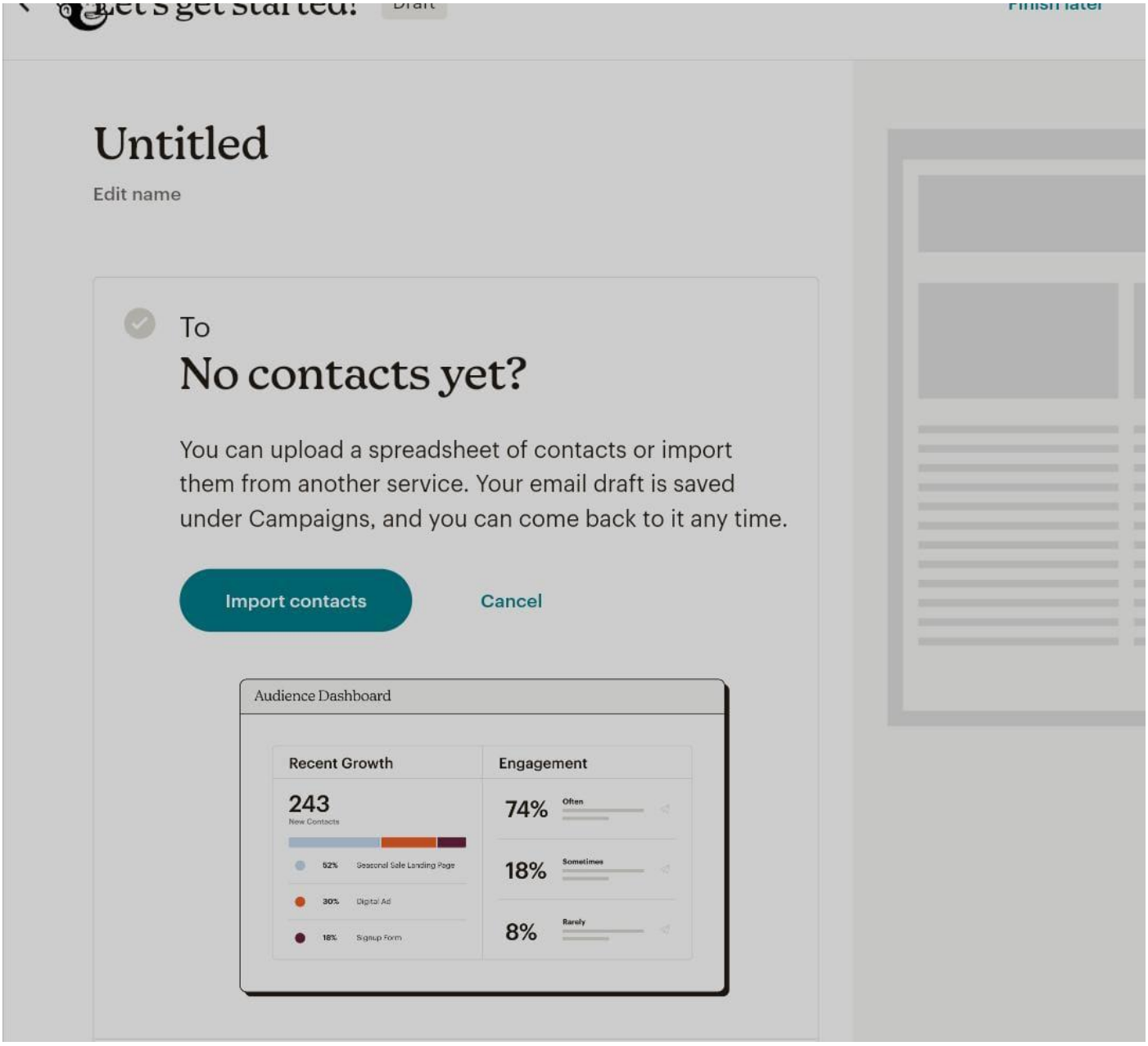
Step 3: Create New



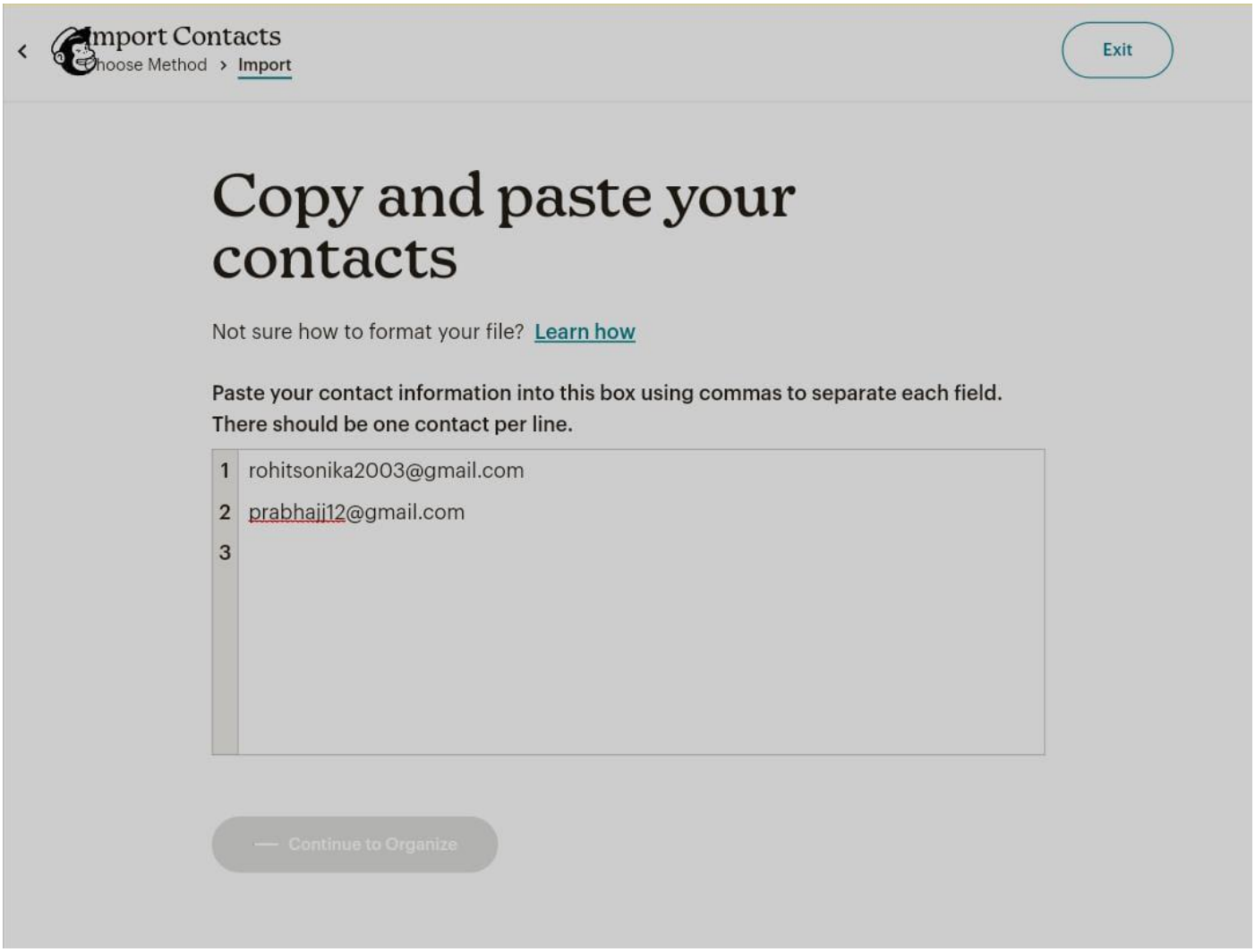
Step 4: *Click* ***Add Recipients***

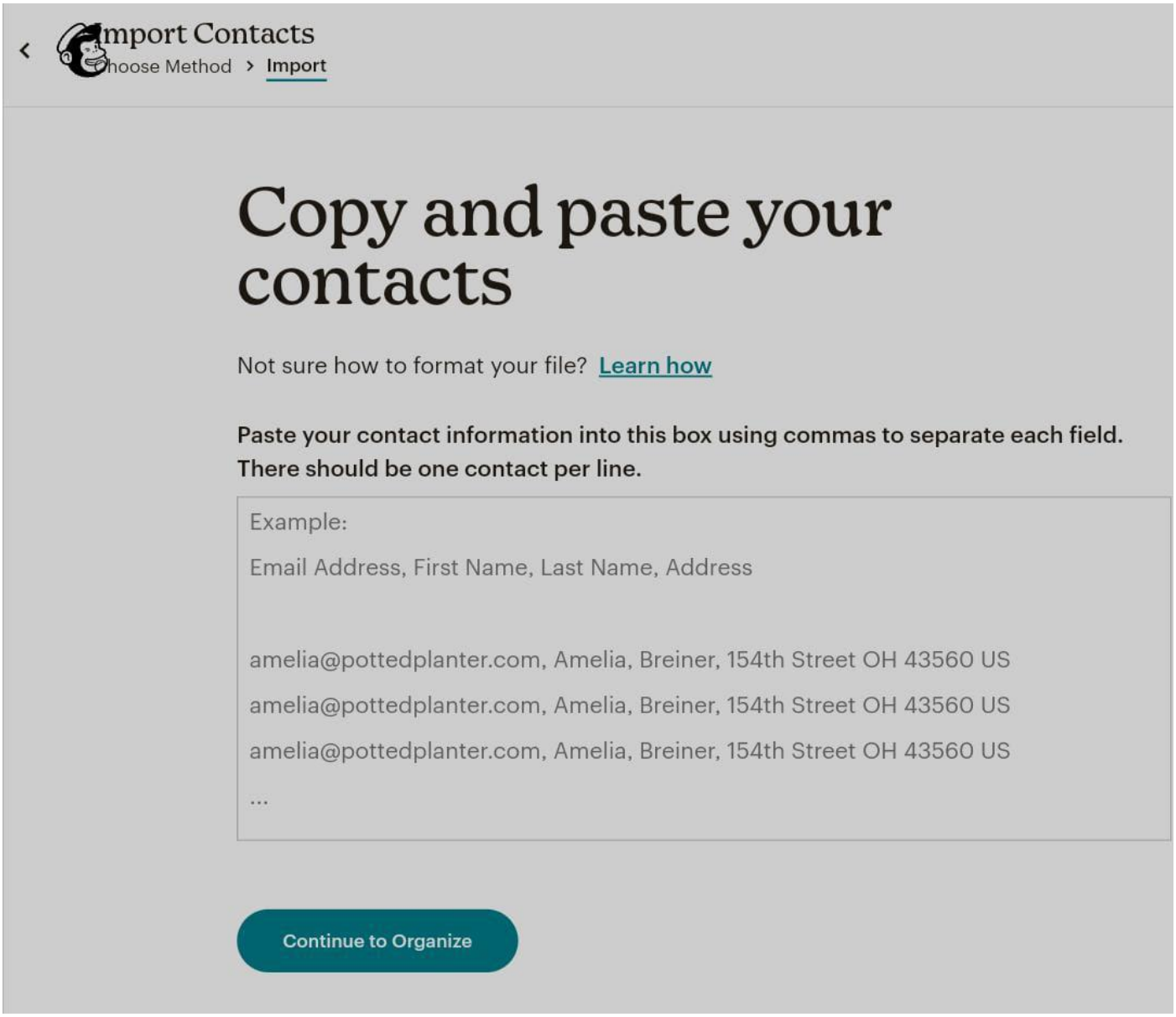


Step 5: *Click* ***Import Contacts***

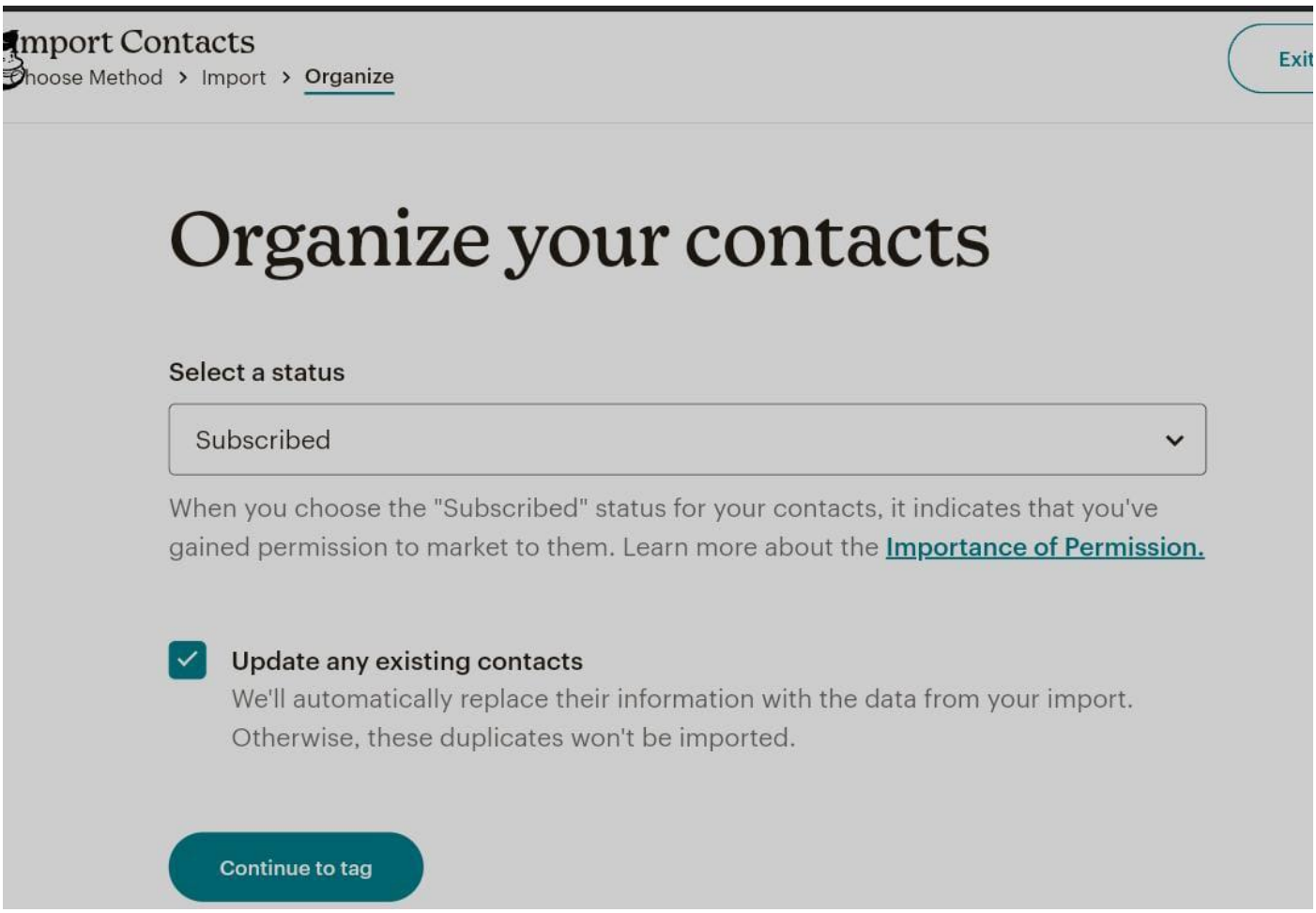


Step 6: *Copy paste* ***the Mail Address of Recipients and*** *Click* ***Continue to Organize***

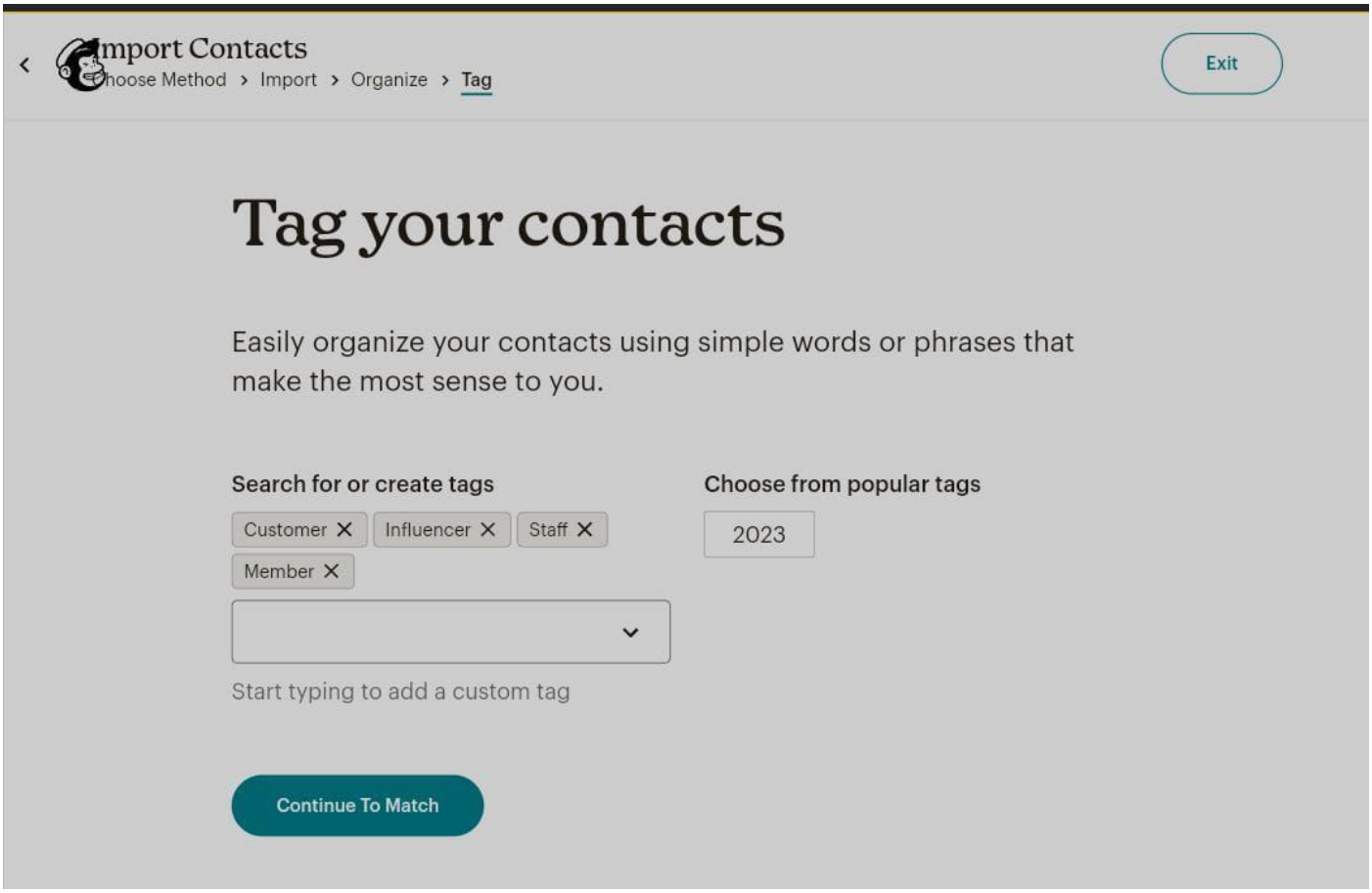



mport Contacts
hoose Method > Import
Copy and paste your contacts
Not sure how to format your file? Learn how
Paste your contact information into this box using commas to separate each field. There should be one contact per line.
Example:
Email Address, First Name, Last Name, Address
amelia@pottedplanter.com, Amelia, Breiner, 154th Street OH 43560 US
amelia@pottedplanter.com, Amelia, Breiner, 154th Street OH 43560 US
amelia@pottedplanter.com, Amelia, Breiner, 154th Street OH 43560 US
...
Continue to Organize

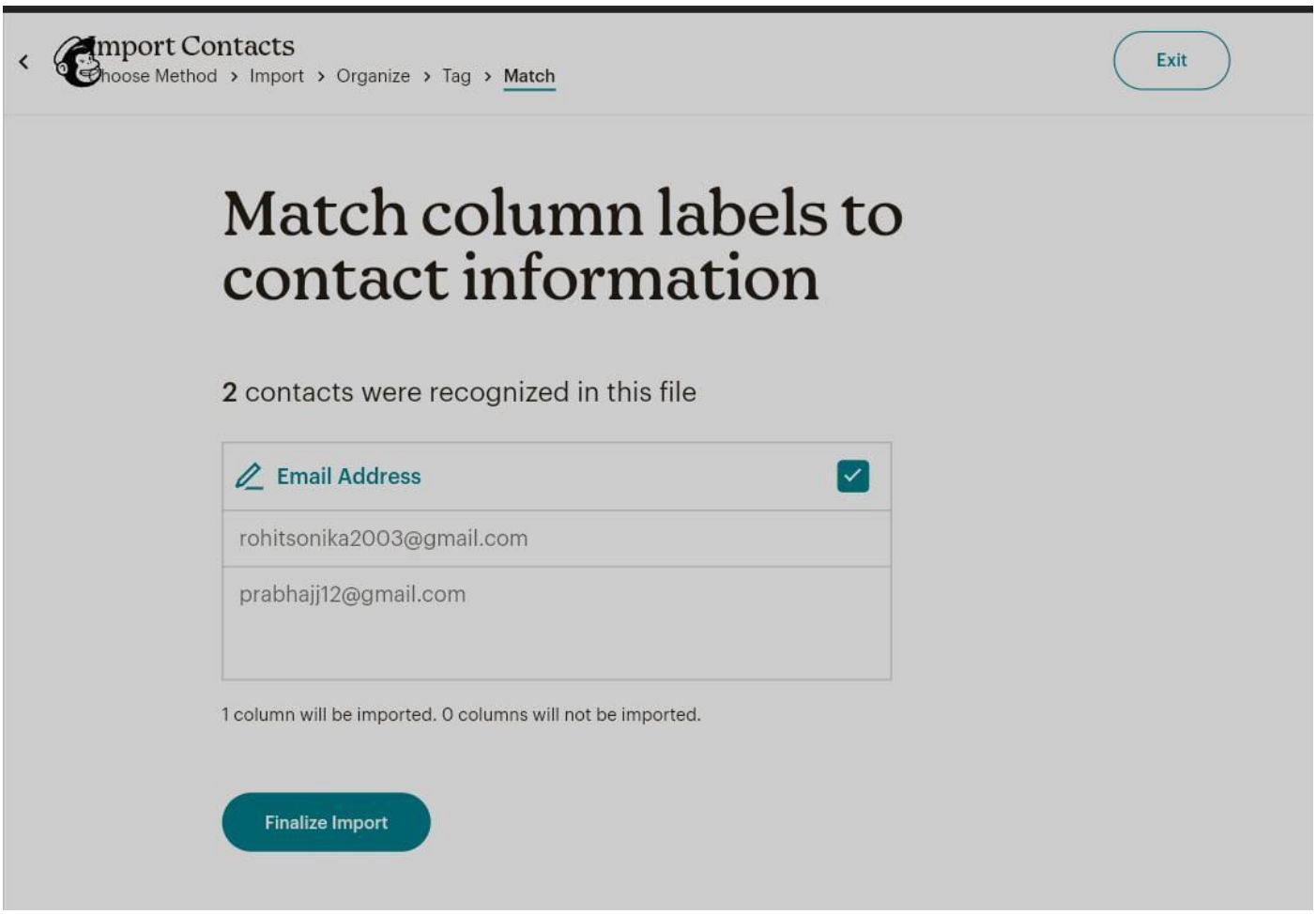
Step 7**: Click the **Dropdown Button** And **Select the Status Of Your Contacts** And Click **Continue To Tag



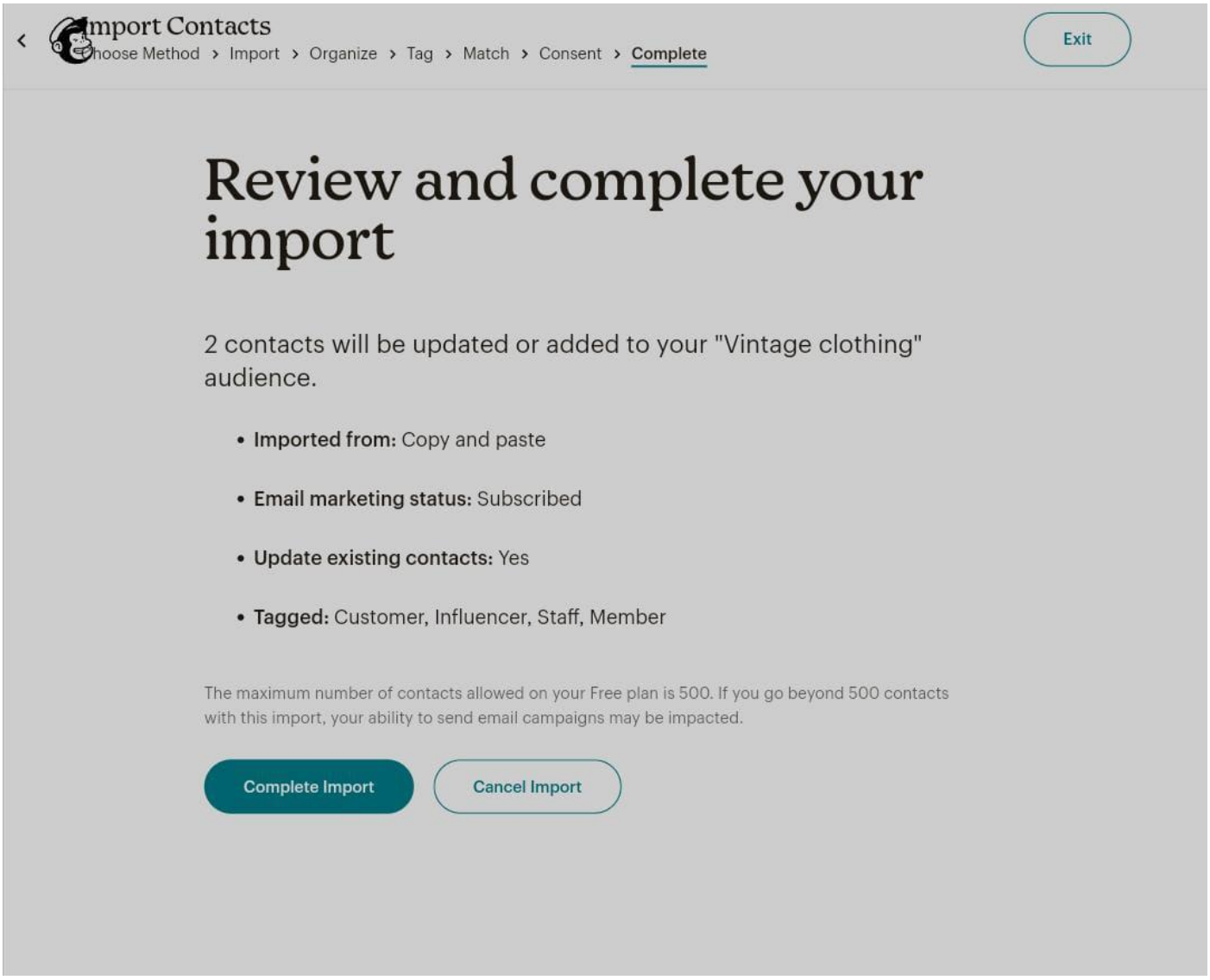
Step 8: Add Tags for Your Contacts for Organize Them Easily *And Click* ***Continue To Match***



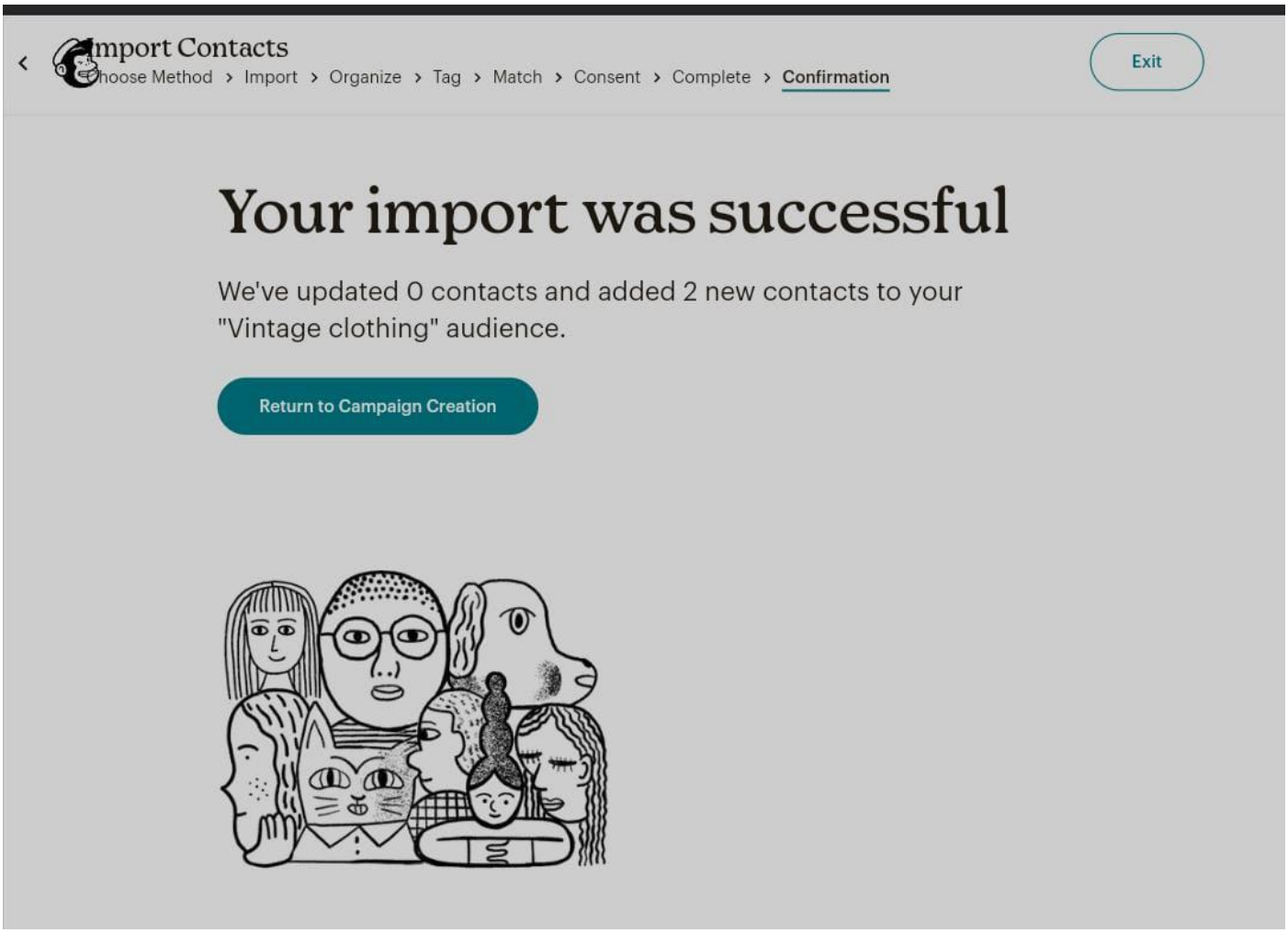
Step 9: Finalize Import



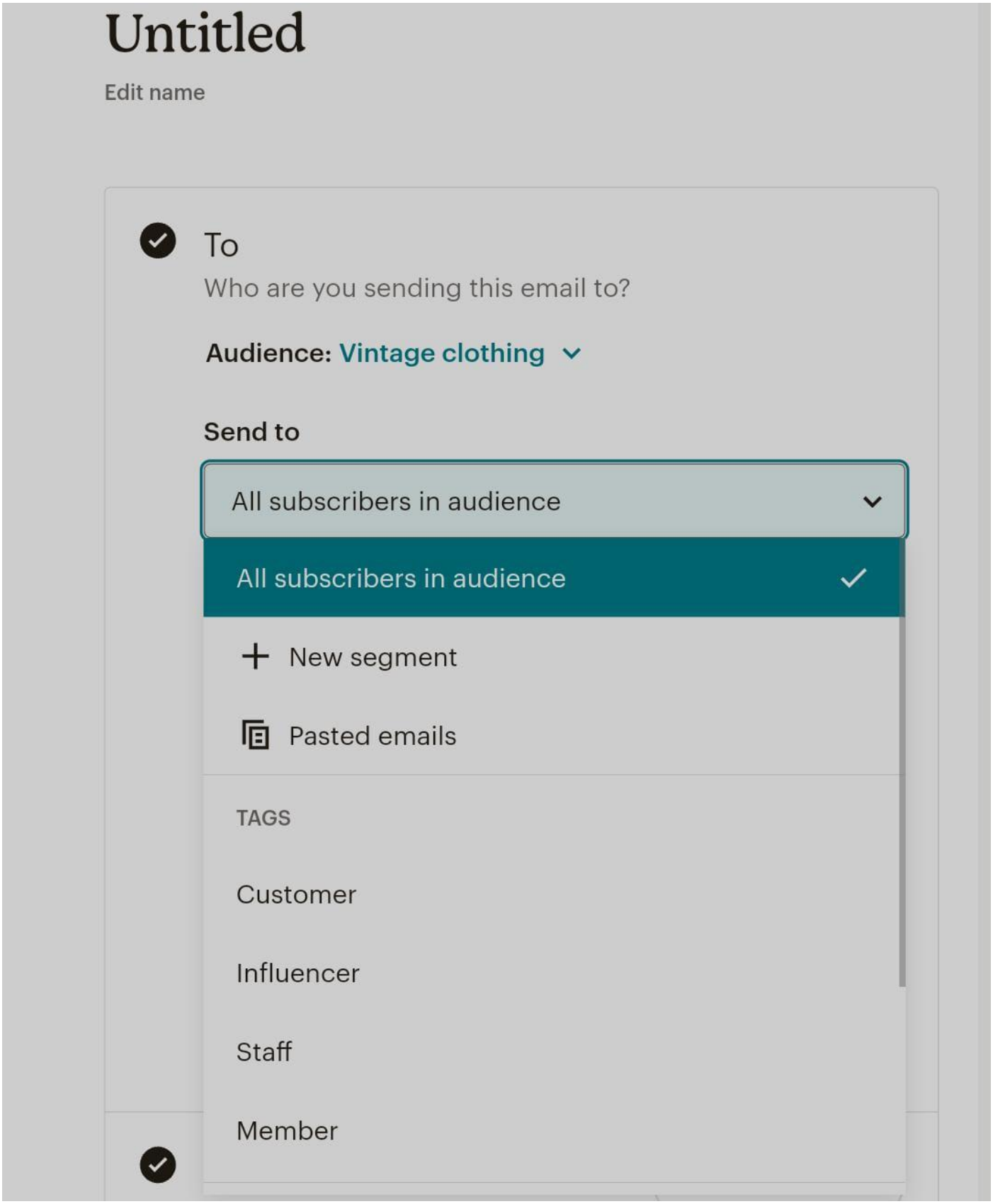
Step 10: *Click* ***Complete Import***



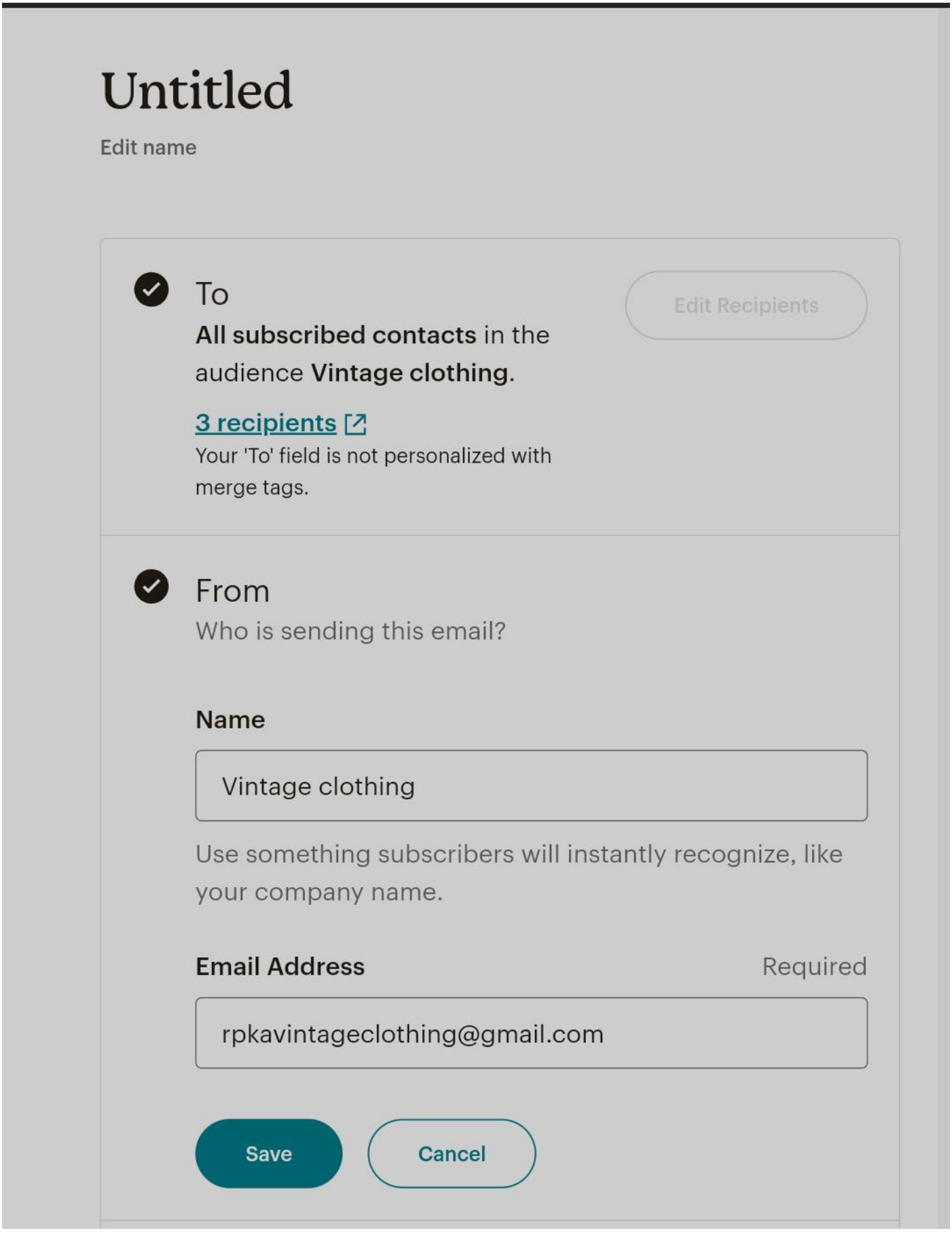
Step 11: Return – Campign Creation



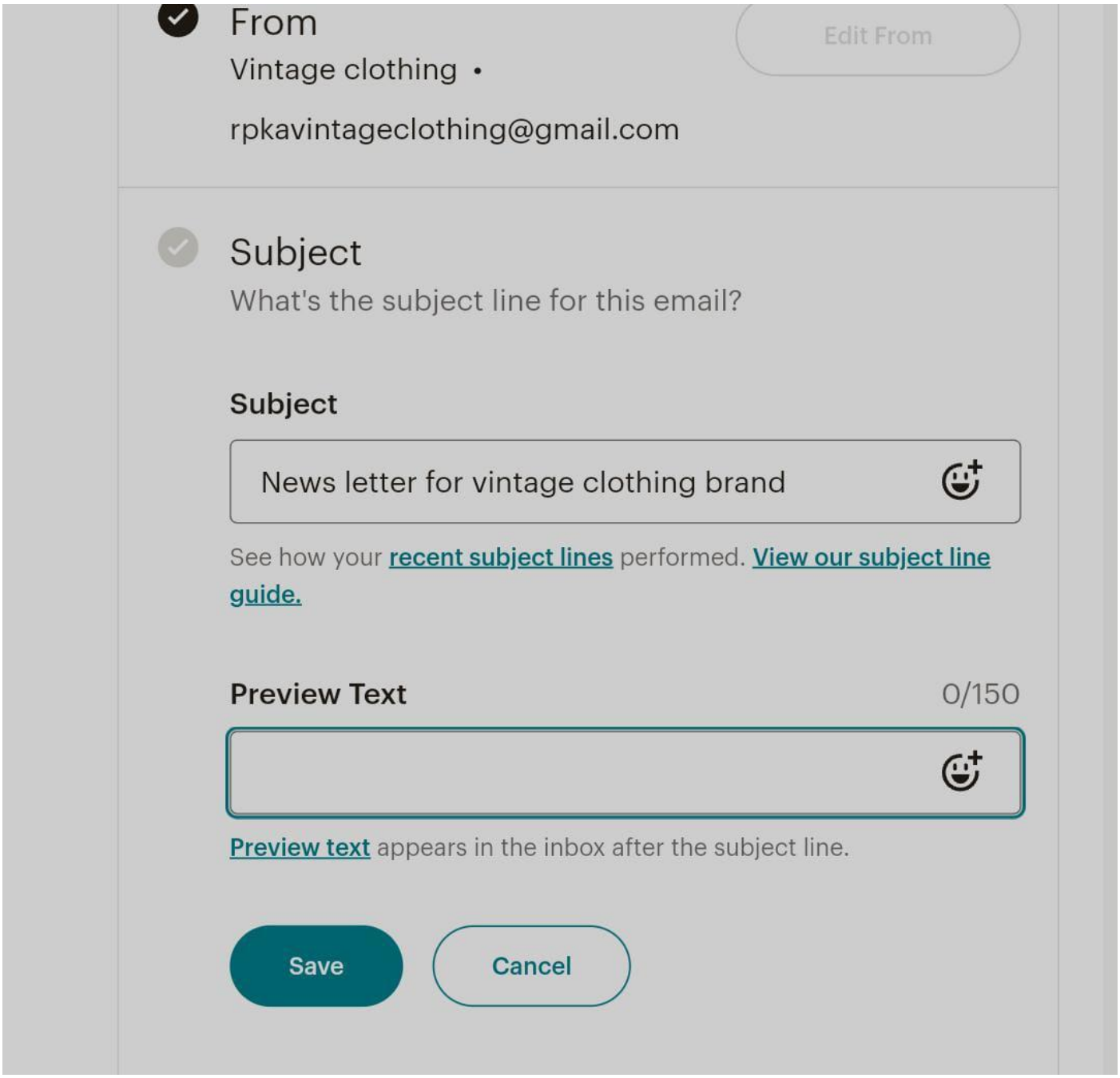
Step 12: *Click* ***Choose Audience*** *and* ***Select Your Audience***



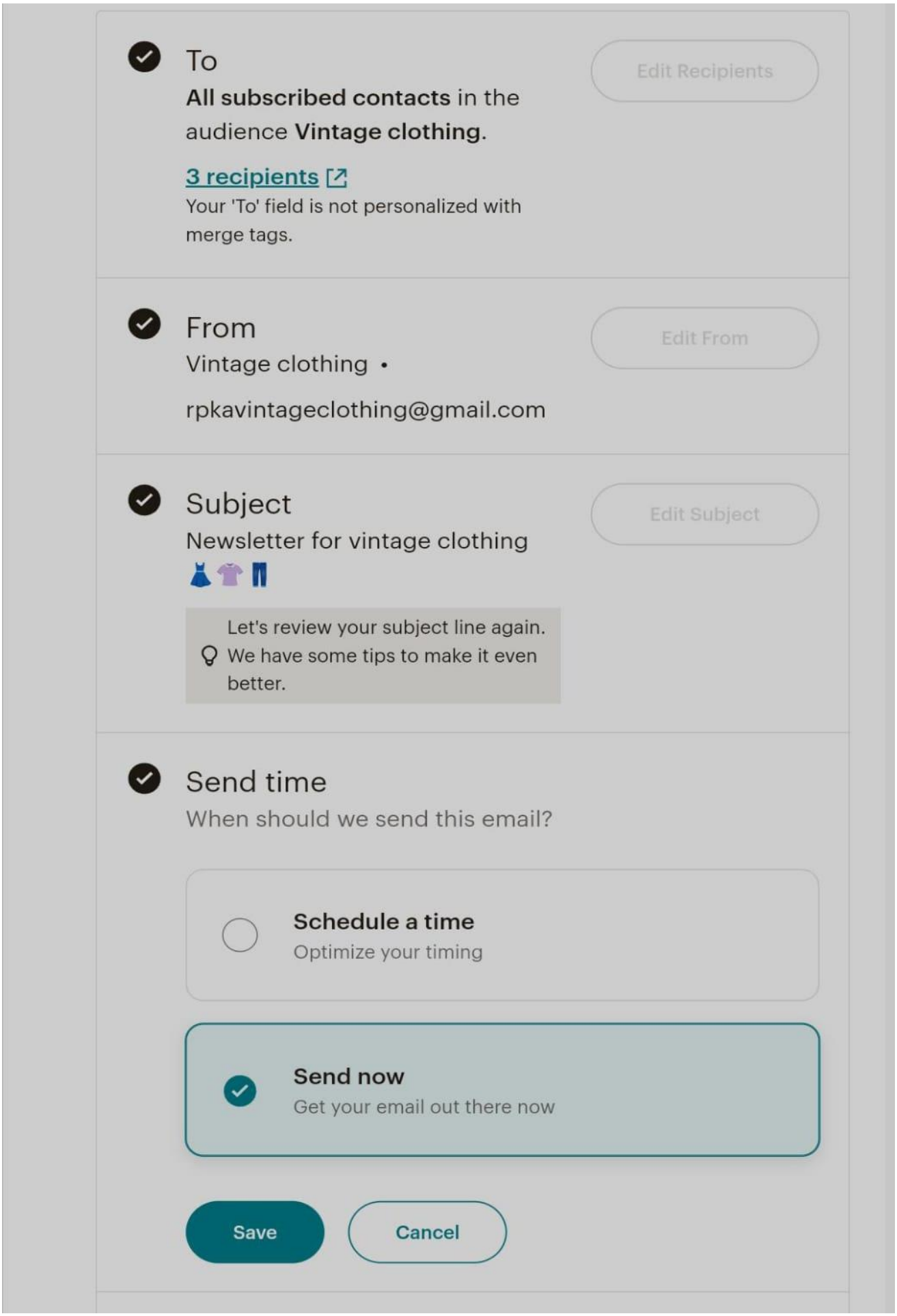
Step 13: Enter Name *and* ***Email address*** *and Click* ***Save***



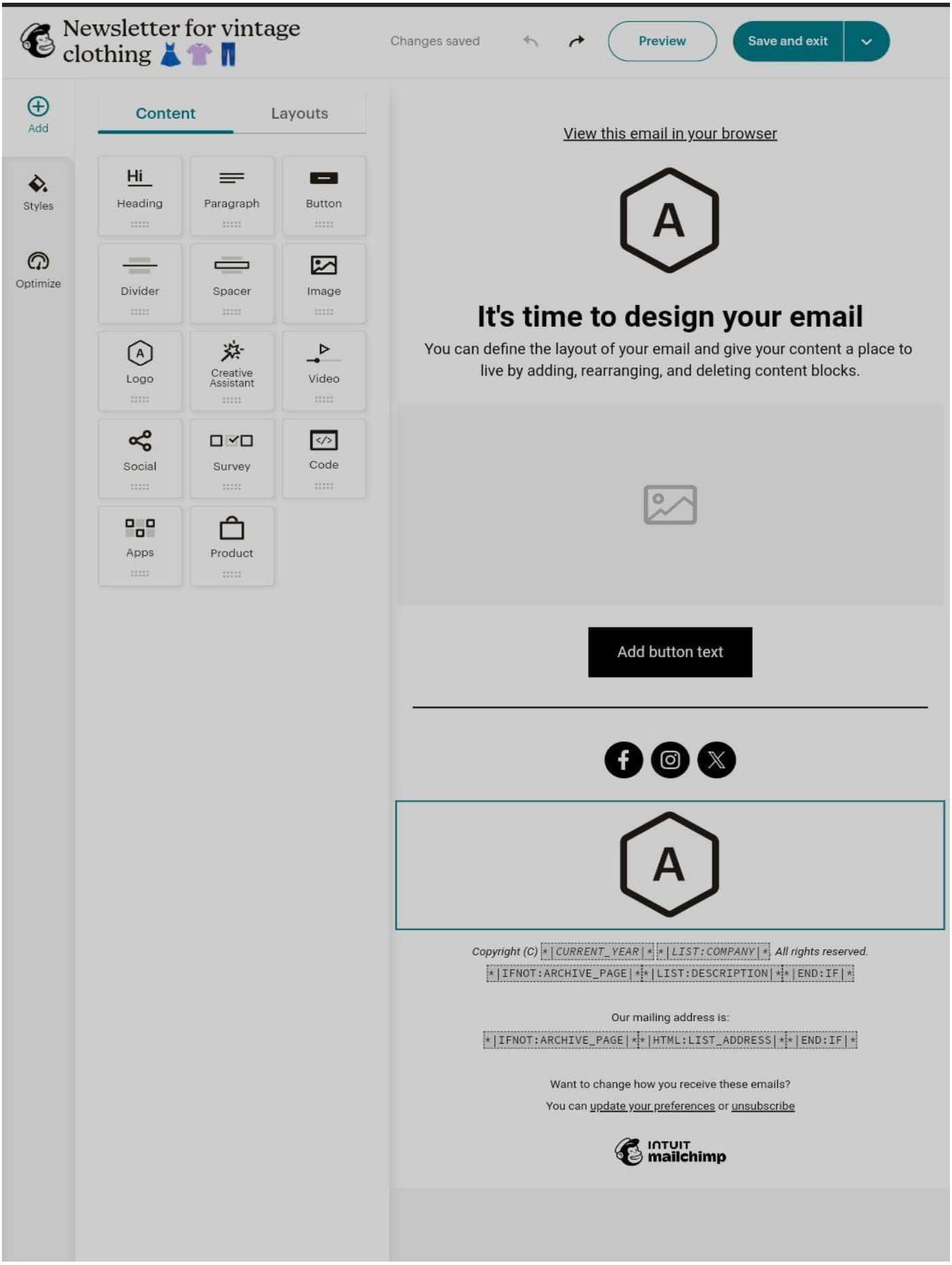
Step 14: Add Subject Line



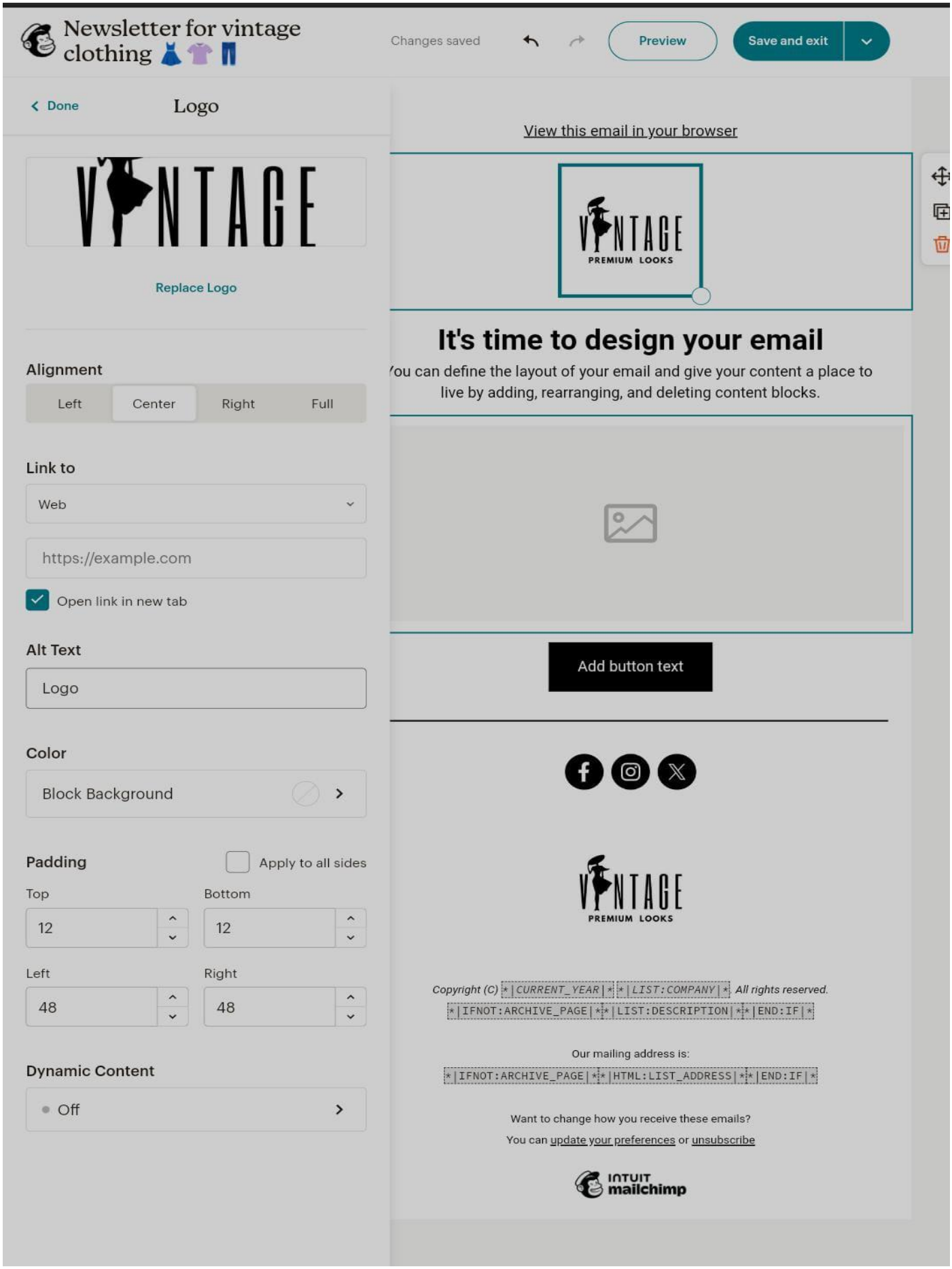
Step 15: Send Time



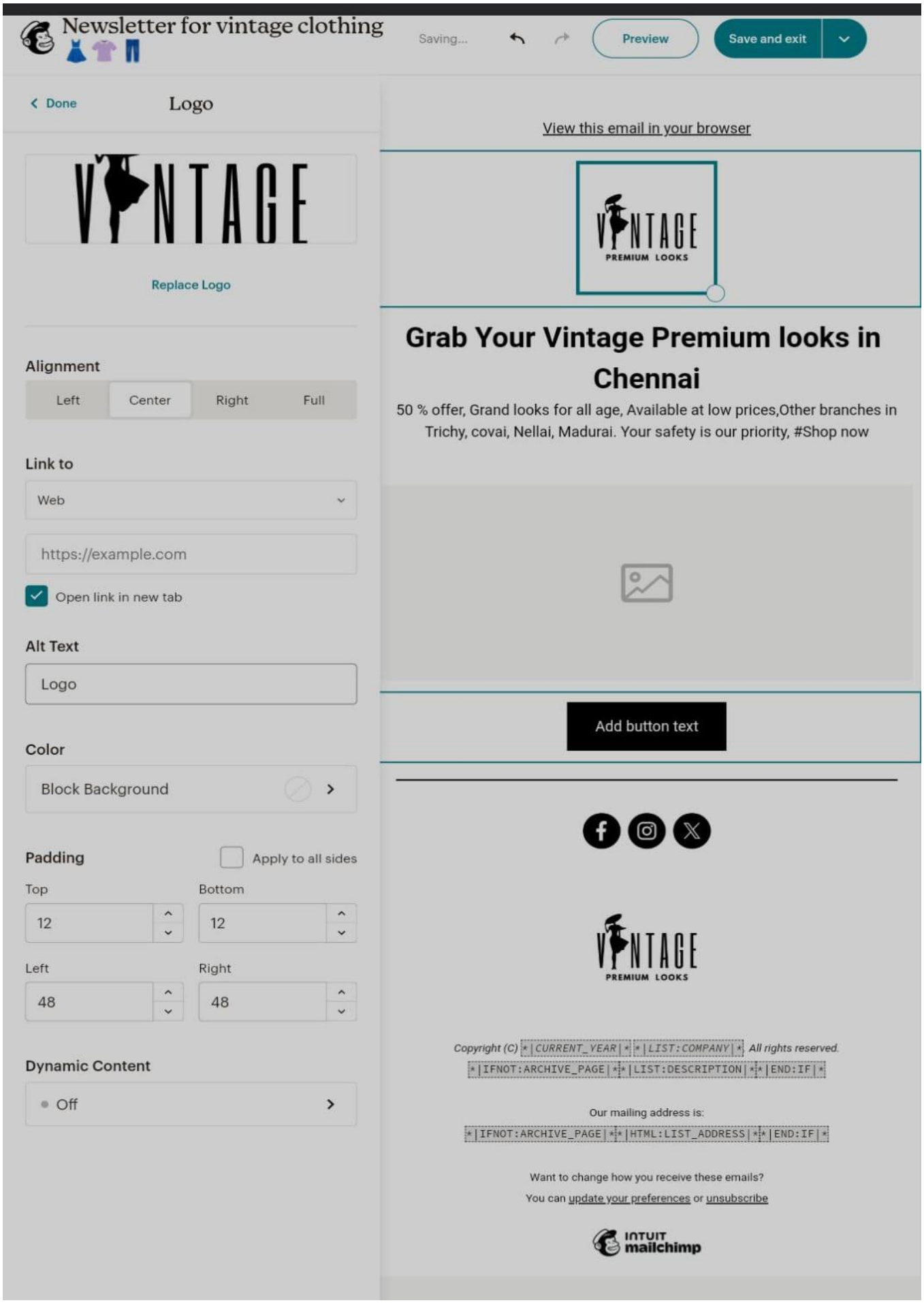
Step 16: Choose the Template You required *and Click* ***Apply***



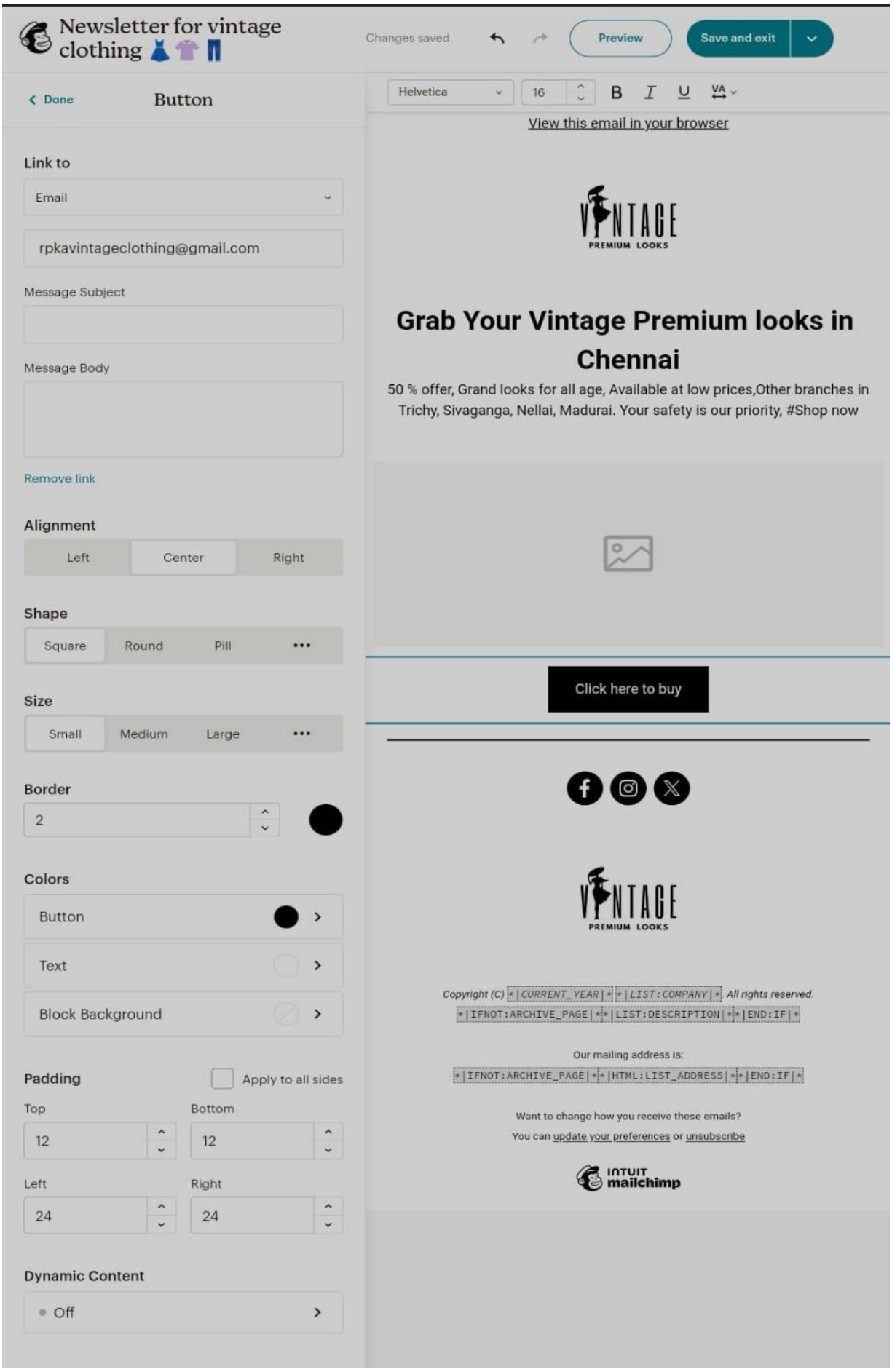
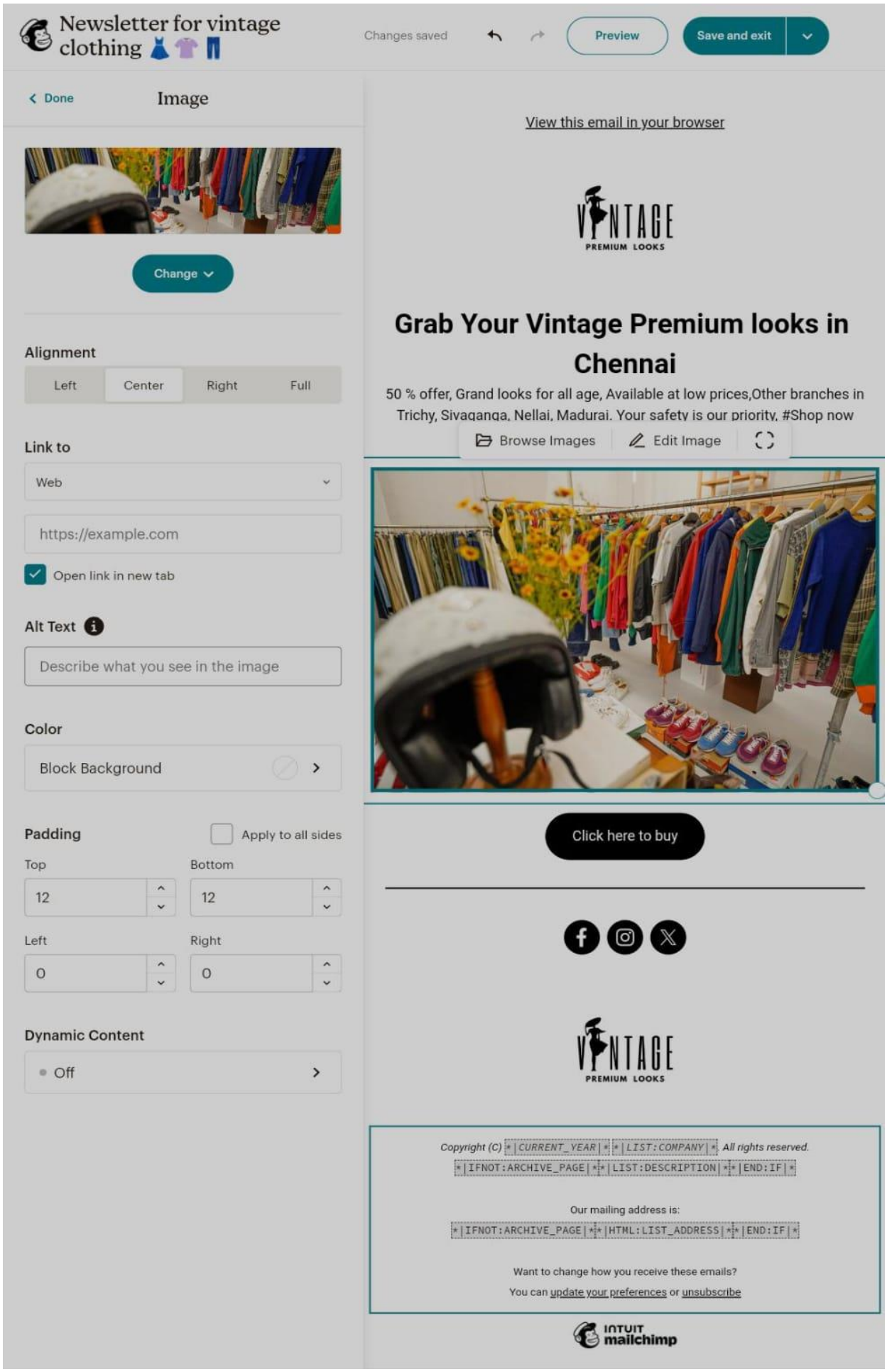
Step 17: Add You Logo by Clicking Set Logo Button and Upload Your Logo



Step 18: Now Add Your Content



Step 19: Click Here to Buy



Step 20: Check Email Report