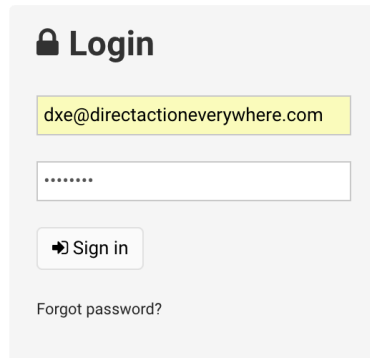


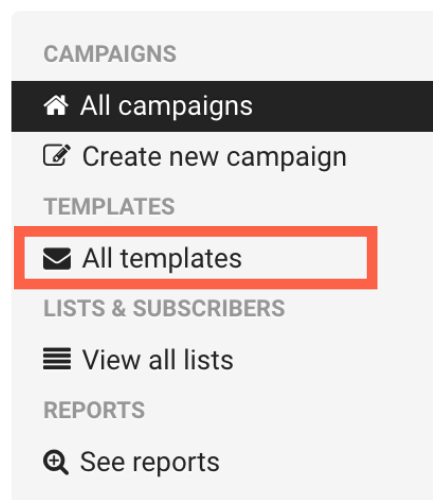
How to send a Global email via Sendy

1. Go to the login page: <https://sendy.dxetech.org/login>
2. Log in using dx@directionactioneverywhere.com account.



The login form is titled "Login" with a lock icon. It contains a text input field with the email address "dx@directionactioneverywhere.com" entered. Below it is a password input field with masked characters ".....". A "Sign in" button with a right-pointing arrow is positioned below the password field. At the bottom, there is a link that says "Forgot password?".

3. Click "All templates" on the menu on the left to view available templates.








4. Click the "Use" button for to the "Default" template.
 - ➔ Note: The "Default" template is a blank template except for an "unsubscribe" link at the end. More complex templates can be created if desired.

Direct Action Everywhere

All templates

+ Create a new template

Template name	Preview	Use	Edit	Delete
 Default				

5. Enter message Subject, then compose your message.

Direct Action Everywhere

Edit campaign

Subject

Default **SUBJECT HERE**

Set a title for this campaign? ⓘ

HTML code

Save and switch to HTML editor Switch to HTML editor if the WYSIWYG editor is causing your newsletter to look weird.

From name

Direct Action Everywhere

From email

dxe@directactioneverywhere.com

Reply to email

dxe@directactioneverywhere.com

Plain text

Plain text of this email

Source

Rich text editor toolbar

COMPOSE MESSAGE HERE

You received this email because you opted in on our website or signed a petition. Click here to unsubscribe.

6. Once message is composed, scroll down and click “Save & next” button.

Track opens:

☒ Yes ☒ No

Track clicks:

☒ Yes ☒ No

☒ Save

☒ Save & next

7. On the next page, review your message and confirm that it looks how you want it to.
8. If you are ready to send the email now, click “Global” under “Define recipients,” then click “Send newsletter now!” A popup dialog will prompt you to confirm your selection before

sending. It will send after clicking “OK.”

Direct Action Everywhere

Newsletter preview

Test send this campaign

Test email(s)

jakehobbs@gmail.com,samer@samertm.com

✉ Test send this newsletter

Define recipients

Select email list(s)

Global
Test

Recipients: 0

✓ Send newsletter now!

[Schedule this campaign?](#)

✎ Edit newsletter

From Direct Action Everywhere <dx@directactioneverywhere.com>

Subject Test message

Opens tracking Enabled

Clicks tracking Enabled

Test message

This is a test message.

You received this email because you opted in on our website or signed a petition. Click [here](#) to unsubscribe.

sendy.dxetech.org says:

Have you double checked your selected lists? If so,
let's go ahead and send this!

Cancel

OK

- ➔ If you would rather schedule the email to send a specific time, select the “Schedule this campaign” link to be presented with options for scheduling. The email is scheduled to send after clicking the “Schedule campaign now” button and no further action is required.

Schedule this campaign

Pick a date

11-13-2016

Set a time

1

00

am

Select a timezone

America/Los_Angeles

Schedule campaign now

View status and analytics of past emails

1. Sendy refers to each individual email as a “Campaign.” The “All campaigns” screen show all emails that have been sent or are in the process of sending, along with the status of each.

All campaigns

Create & send new campaign

Campaign	Recipients	Sent	Unique Opens	Unique Clicks	Duplicate	Delete
<div>Sent</div> Default	2	9 mins ago	50% 1 opened	0% 0 clicked		
<div>Sent</div> Test message	2	19 mins ago	50% 1 opened	0% 0 clicked		

2. To view analytics, click on the name of the campaign. This will show you a report of opens, links clicked, emails marked as spam, bounces, etc. This data can be exported if desired.

