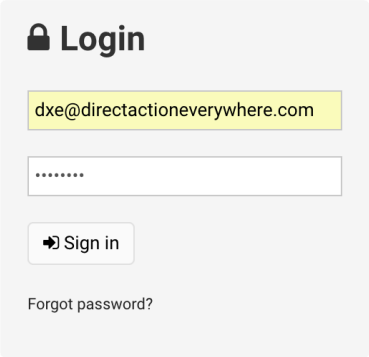
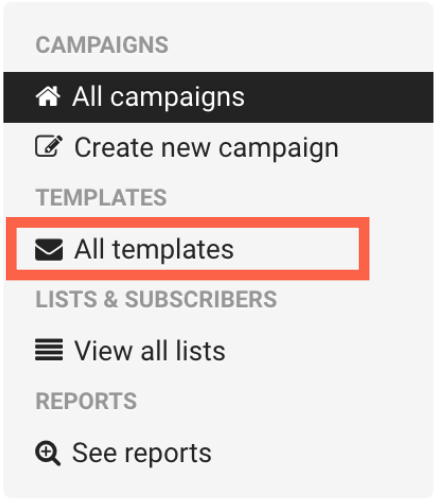
How to send a Global email via Sendy

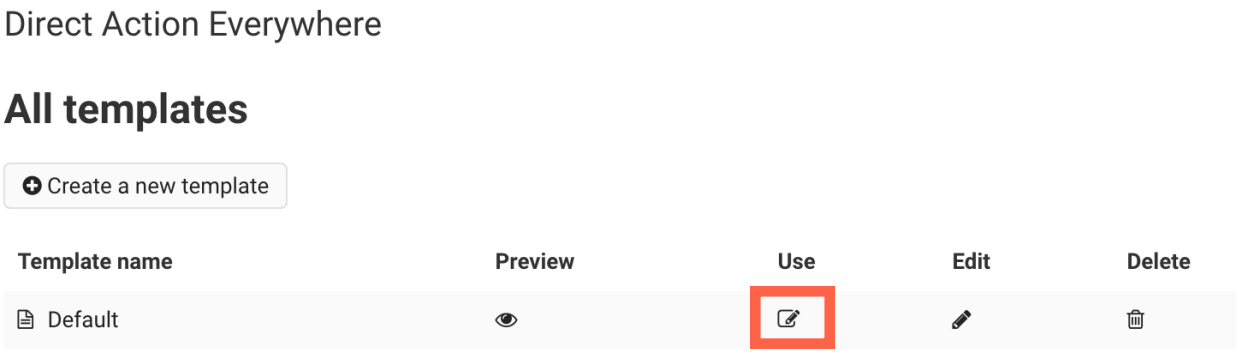
1. Go to the login page: https://sendy.dxetech.org/login
2. Log in using dxe@directionactioneverywhere.com account.



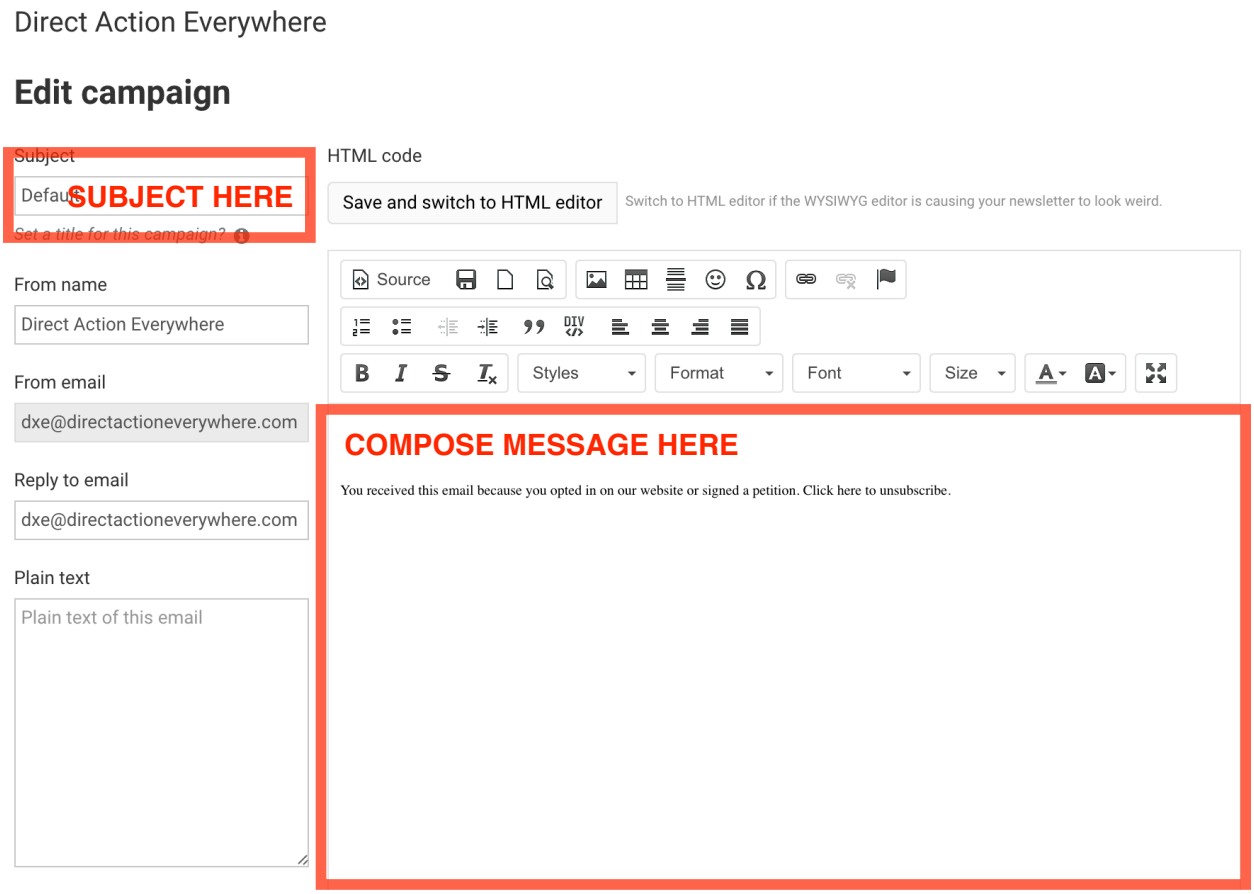
3. Click “All templates” on the menu on the left to view available templates.



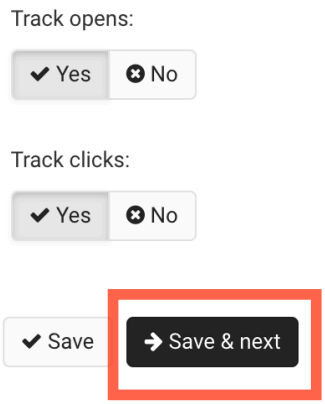
4. Click the “Use” button for to the “Default” template.
   - ➡ Note: The “Default” template is a blank template except for an “unsubscribe” link at the end. More complex templates can be created if desired.



5. Enter message Subject, then compose your message.



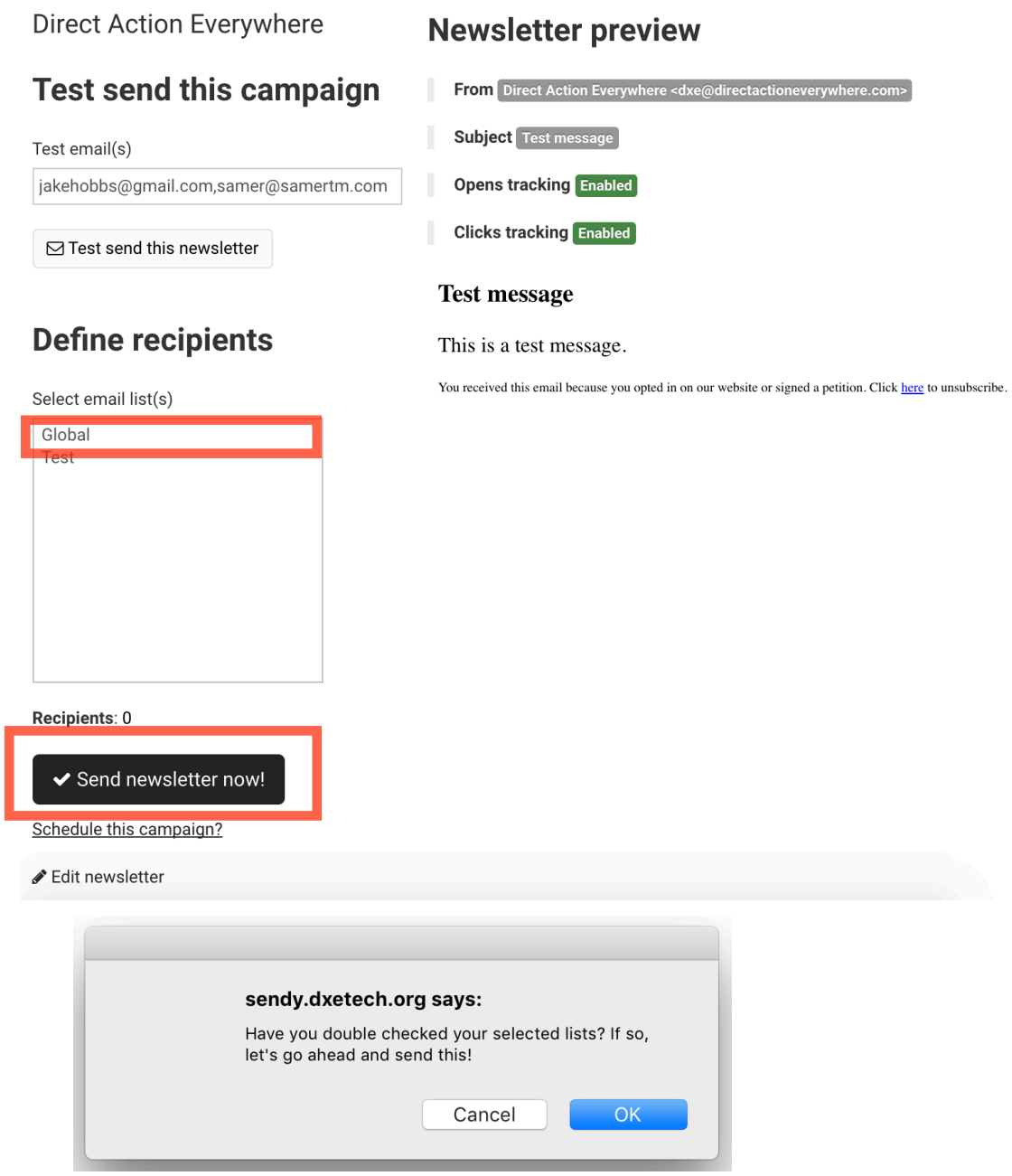
6. Once message is composed, scroll down and click “Save & next” button.



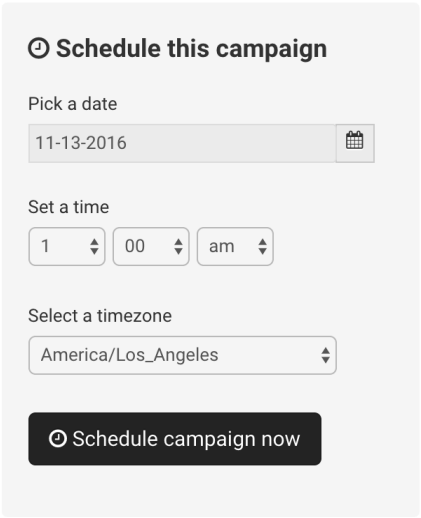
7. On the next page, review your message and confirm that it looks how you want it to.

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.”

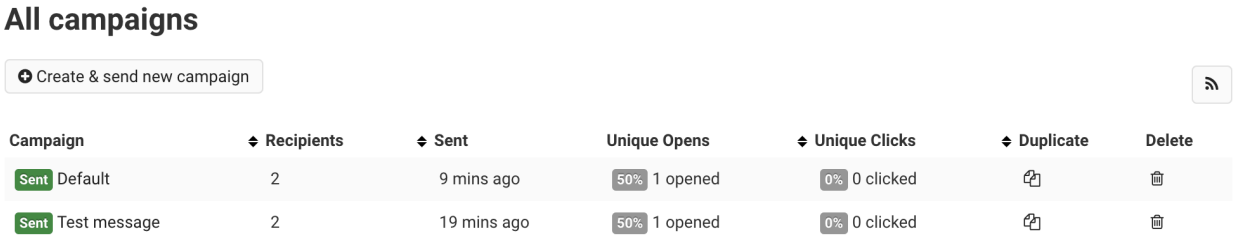
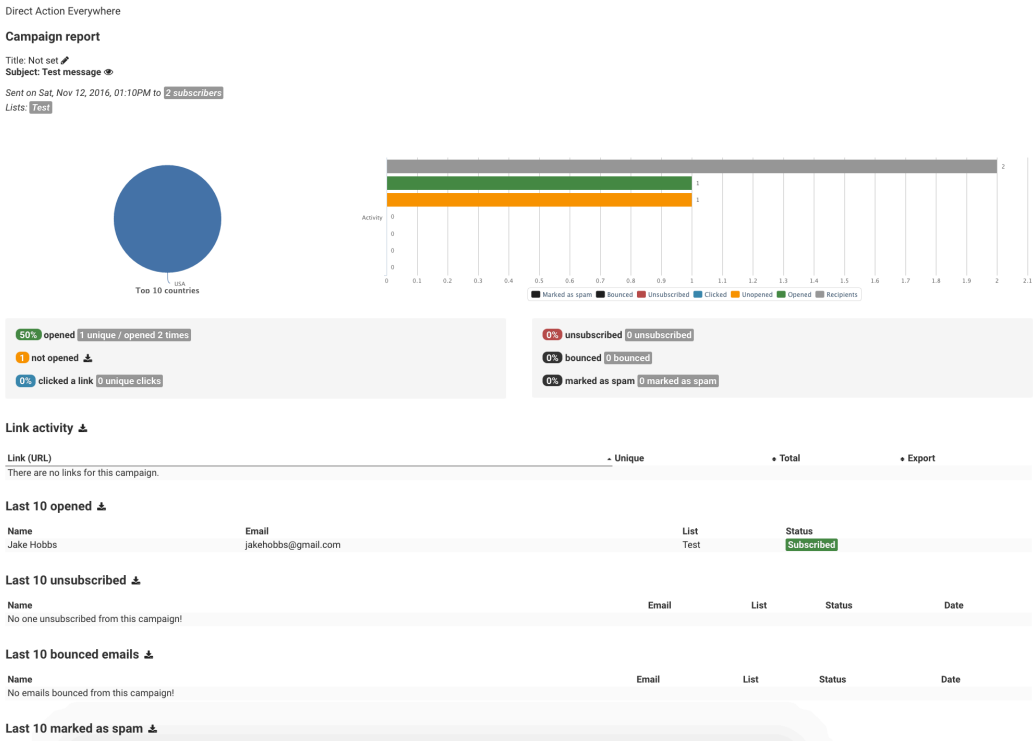


➡ If you would rather schedule the email to send a specific time, select the “Schedule this campaign” link to be presented with options for scheduling. The email is scheduled to send after clicking the “Schedule campaign now” button and no further action is required.



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.



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.