

1. Find the campaign you want to send in the list at <http://imanomad.com/admin/campaigns>. Click 'Show' next to the campaign.
2. Copy the link near the top of the page, under 'Copy this link for setting up this campaign in Campaign Monitor:'. Highlight it with your mouse, right click, and select 'Copy'.
3. Follow the link by clicking on the words 'Campaign Monitor' in that same line.
4. Log in. nomads/activewear
5. Choose 'Create/Send Campaign'
6. You will see several options to fill out. You can leave most of them as they are, but fill out item 2) with a name for your own future reference for this campaign, fill out 3) which will appear in the recipient's email as the 'From' name, so Nomads would be a good choice, and 4) will appear in the subject line, so fill that out appropriately for the campaign. After filling those out, you can click Next.
7. On the next page, you can leave the pre-selected option 'HTML and plain text' and click Next.
8. On the following page, you can leave the pre-selected option 'Enter the location of the campaign on the web' and click Next.
9. On the following page, click in the text box next to 'http://', then right click and choose Paste to paste in the url from the nomads admin site for the campaign. Click Next.
10. After the system uploads the campaign, you may click Preview My Campaign to make sure everything looks right, then choose 'Continue, I'm happy with my preview' and click Next.
11. On the next page, click 'import it from your HTML' to create a text-only version of the message for users with older computers. Click Next.
12. On the next page, choose who will receive the campaign. Your campaign will not be sent yet and you will have an opportunity to send out a test, so go ahead and click Next.
13. The next page is a review. If everything looks good, click Test and Define Delivery.
14. At this point you can choose to send out a test to email addresses of your choice. The first option is not important, go to the text box next to 'email' and fill in the email addresses you would like to send the test to. Click Send the Text Campaign.
15. After you are satisfied, you can proceed and follow the remaining instructions to send out your campaign. The scheduling option is usually OK if you choose send immediately.