**Sending an eblast through MobileStorm**

Go to MobileStorm login page: <https://app.mobilestorm.com/login/>

Username: bjuarez@sdar.com

Password: Realtor4845

Click on “Campaigns” in left navigation.

Click on “Email Messages” in left navigation.

Click on “Add Email Campaign” on upper right (above the table, under Auto Refresh)

Click on “Custom HTML” button

Go to drop-down menu under “Select List.”

Choose list. (Example: **20110916 SDAR All-Inclusive**)

Under “Campaign Name,” leave the date in place but describe the eblast

(Example: **09/28/2011 – Golf Stand-Alone SDAR**)

“From Name” will probably say “SDAR Message” if it’s a general message, but that can be changed to say “SDAR Notice” or a specific person like “Mike Mercurio.”

Click “Save & Continue” button

On next page, type in the Subject

(Example: **Register to Play at Oct. 24 Charity Golf Tournament**)

Copy and paste the URL into “Edit Message.” Then click the “Grab HTML” button. (When “Message from webpage” pops up, click “OK.”)

At the top click on “Preview” to make sure message looks right. A security window will pop up, but select “NO.” Then close down the preview.

Click “Save & Continue” button.

On next page, you only need to select the “Add Click Tracking.”

Click “Save & Continue” button.

On the next page, “Select the Links,” click the “Check All” below the links.

Click “Save & Continue” button.

On the next page, go to the “Send to Test Group” section, click the circle next to “Send to Test Group” and on the drop-down menu select “Test E-mail group.”

Click “Save” and wait for the Test E-mail to arrive in your in-box.

If eblast looks good, click on the little “send/edit icon under the “Options” column for the particular eblast you are sending.



*(If eblast still needs revisions, delete the eblast entirely and start over completely once Neil has made revisions to the html.)*

Go to the “Send Now” section, click on the circle next to “Send Now.”

Click “Save” and the eblast should deploy in about 10 minutes.

*(You can also schedule deployment for a specific date/time under “Schedule Message”)*

*(If you need to stop deployment quickly, before it has started, click on the little “send/edit icon under the “Options” column again, and select “Save as Draft”)*



SUCCESS!