

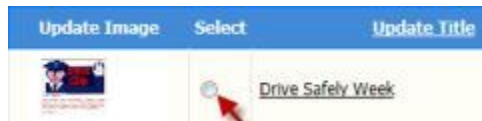
Email Update

From the Dashboard or Menu:

1. Select 'Updates'.



2. Click on the radio button by the update you wish to send.



3. Select 'Send' on the right.



4. Click 'Select Contacts' to choose from your contacts list or manually type in the recipients' email addresses.



5. Enter a subject line for your update in step 2.

Step 2: Enter Subject Line

6. Choose the date on which you would like your update to begin

Start Date

being sent in step 3. (MM/DD/YYYY)


7. In step 4 you have the option to send your update to all your contacts at one time or choose to send to a specific number of

contacts per day.

☐ Send to all selected contacts at one time **OR** ☐ Send to Up to 1,000 per day

8. Step 5 allows you to add a 'Contact Us' link on your update email by checking the box.

☒ Contact Us

9. You may test the looks of your update by selecting 'Send Test Update'.  This will immediately send you the update for your review.

10. When you are satisfied, select 'Send'. 