

Email Content

To email individual contacts:


1. Click 'Select Contacts' to choose from your contacts list



or manually


type in your contacts' email addresses and skip to step 6.

To email to multiple groups:


2. Click 'Select Contacts'  to choose multiple groups from your contacts list.
3. Check the box by each group you would like to include.



4. Now you have the following options:

- a. Check the 'Select All' box  to send to all the selected groups' contacts,
- b. Check the box by each name in your selected groups that you

wish to email,  or

- c. Check the 'Select All' box;  then, uncheck the boxes by those contacts to whom you do not want to send your content.

5. Click 'Submit'. 

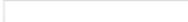
6. Enter a subject line for your email.

Step 2: Enter Subject Line

7. Choose the date on which you would like your emails to begin

being sent. 

8. In step 4 you have the option to email all your contacts at one time or spread the emails out over time by choosing 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

9. By checking the boxes in step 5, you may add a 'Contact Us' button

☒ **Contact Us** on your email and/or 'App Store Links'

☒ **App Store Links** that will take recipients to your App in their app store.

10. You may test the looks of your email by selecting 'Send Test Email'

 and filling in your email address. This will send an email immediately for your review.

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

