

Before sending your marketing emails, you need to make sure that you have added their recipients.



License limitations for email recipients

Kentico websites have a maximum limit on the number of marketable recipients for each email feed. The limit depends on the [License Edition](#) under which the site is running:

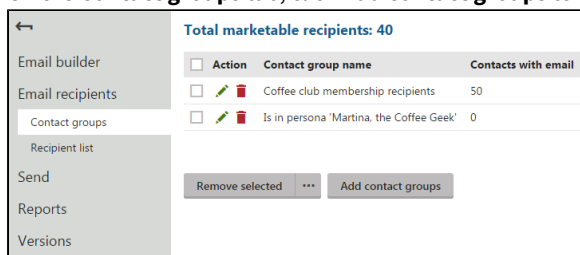
- **Kentico CMS Base:** 500
- **Kentico CMS Ultimate:** 5000
- **Kentico EMS:** unlimited

If an email feed exceeds the recipient limit, sending of marketing emails within this feed is not possible.

Adding recipients to email campaigns

After you have created an [email campaign](#), and also prepared the [content of its marketing emails](#), you can add recipients to marketing emails.

1. Open the **Email marketing** application on the **Email feeds** tab.
2. **Edit** (✎) an email campaign.
3. On the **Emails** tab, **edit** (✎) the marketing email for which you want to add recipients.
4. Switch to the **Email recipients** tab.
5. On the **Contact groups** tab, click **Add contact groups** to add [contact groups](#) as recipients.



6. Select the contact groups and click **Select**.
7. (Optional) Switch to the **Recipient list** tab to see whether contacts from the added contact groups are receiving your marketing emails.

Recipient name	Email address	Contact group	Receiving marketing email
Terese Betty	terese@betty.local	Coffee club membership recipients	Yes
Jettie Boots	jettie@boots.local	Coffee club membership recipients	Yes
Bret Bourne	bret@bourne.local	Coffee club membership recipients	Opted out
Lela Brieve	lela@brieve.local	Coffee club membership recipients	Yes
Gregg Carranco	gregg@carranco.local	Coffee club membership recipients	Yes
Jason Chon	jason@chon.local	Coffee club membership recipients	Yes
Shiela Cleland	shiela@cleland.local	Coffee club membership recipients	Yes
Juliane Comeaux	juliane@comeaux.local	Coffee club membership recipients	Yes
Analisa Costilla	analisa@costilla.local	Coffee club membership recipients	Yes
Branne Darrow	branne@darow.local	Coffee club membership recipients	Yes
Mandell Dohrmann	mandell@dohrmann.local	Coffee club membership recipients	Opted out
Dustin Evans	Dustin.Evans@localhost.local	Imported contacts	Yes
Deneen Fernald	deneen@ferald.local	Coffee club membership recipients	Opted out

You can add different contact groups as recipients for each marketing email of your email campaigns.



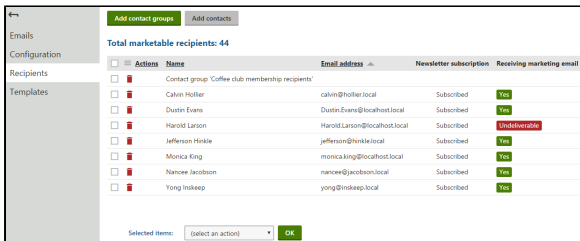
Marketable recipients

Marketable recipients are contacts that are receiving your marketing emails and have the **Yes** status. Contacts that unsubscribed from all marketing emails have the **Opted out** status. Contacts that reached the maximum number of bounces and do not receive any marketing emails have the **Undeliverable** status.

Adding recipients to newsletters

After you have created a [newsletter](#), you can add its recipients.

1. Open the **Email marketing** application on the **Email feeds** tab.
2. **Edit** (✎) a newsletter.
3. Switch to the **Recipients** tab.
4. Click **Add contact groups**.
5. Select a contact group and click **Select**.
6. (Optional) Click **Add contacts**.
7. (Optional) Select contacts and click **Select**.



	Actions	Name	Email address	Newsletter subscription	Receiving marketing email
<input type="checkbox"/>		Contact group 'Coffee club membership recipients'		Subscribed	Yes
<input type="checkbox"/>		Calvin Holler	calvin@holler.local	Subscribed	Yes
<input type="checkbox"/>		Dustin Evans	Dustin.Evans@localhost.local	Subscribed	Yes
<input type="checkbox"/>		Harold Larson	Harold.Larson@localhost.local	Subscribed	Undeterminable
<input type="checkbox"/>		Jefferson Hinkle	jefferson@hinkle.local	Subscribed	Yes
<input type="checkbox"/>		Monica King	monica.king@localhost.local	Subscribed	Yes
<input type="checkbox"/>		Nancy Jacobson	nancy@jacobson.local	Subscribed	Yes
<input type="checkbox"/>		Yong Inokup	yong@inokup.local	Subscribed	Yes

You can use the **Add contact groups** and **Add contacts** buttons to select [contact groups](#) and [contacts](#) as recipients of your newsletters.

Sending marketing emails

After you have prepared the [content of marketing emails](#) and added their recipients, you can proceed to send the newsletter and email campaigns.

To send individual marketing emails:

1. Open the **Email marketing** application on the **Email feeds** tab.
2. **Edit** (✎) an email campaign or a newsletter.
3. On the **Emails** tab, **edit** (✎) the marketing email which you want to send.
4. Switch to the **Send** tab.
5. Choose when the system sends out the email:
 - Click **Save schedule** to send out the email on the specified date and time.
 - Click **Send now** to send out the email immediately to all recipients.

You can view a list of sent emails on the newsletter's or email campaign's **Emails** tab.

Resending marketing emails

If you want to resend a marketing email, you need to clone it first.

1. Open the **Email marketing** application on the **Email feeds** tab.
2. **Edit** (✎) an email campaign or a newsletter.
3. On the **Emails** tab, click **Other actions** (***) next to the email you need to clone.
4. Select **Clone**.
5. (Optional) Change the cloned email's name in the **New object display name** field.
6. Click **Clone**.

Now that you have cloned the marketing email, you can manage it on the email campaign's or newsletter's **Emails** tab.