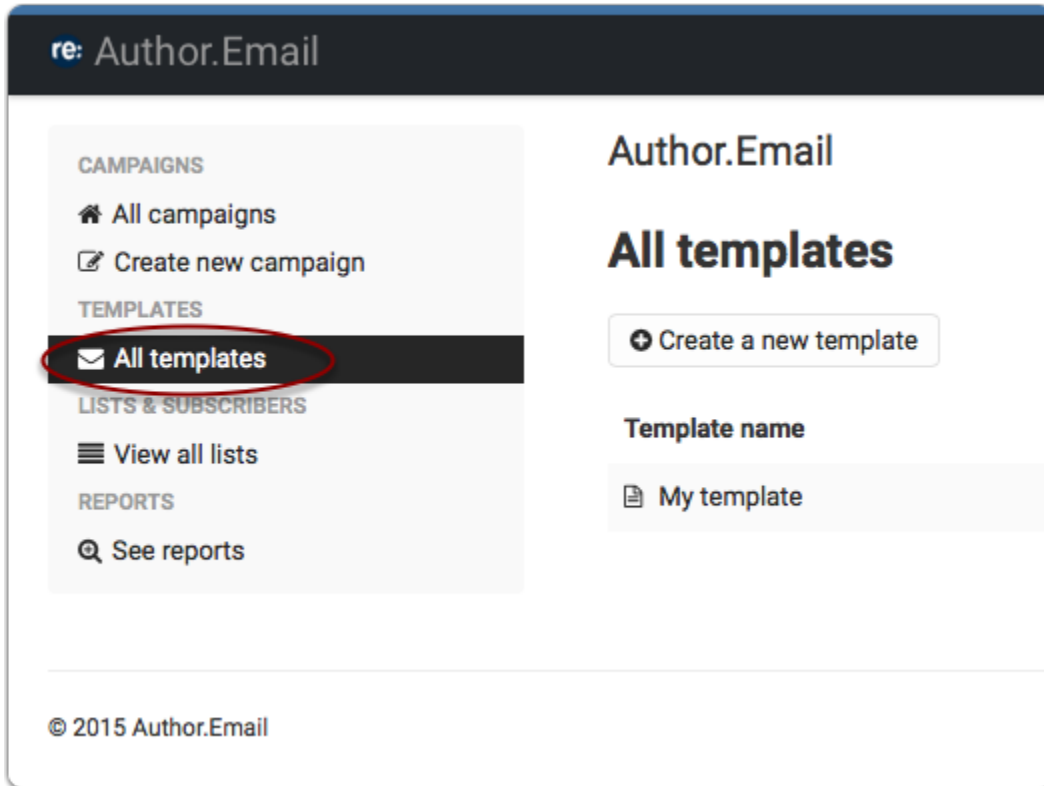
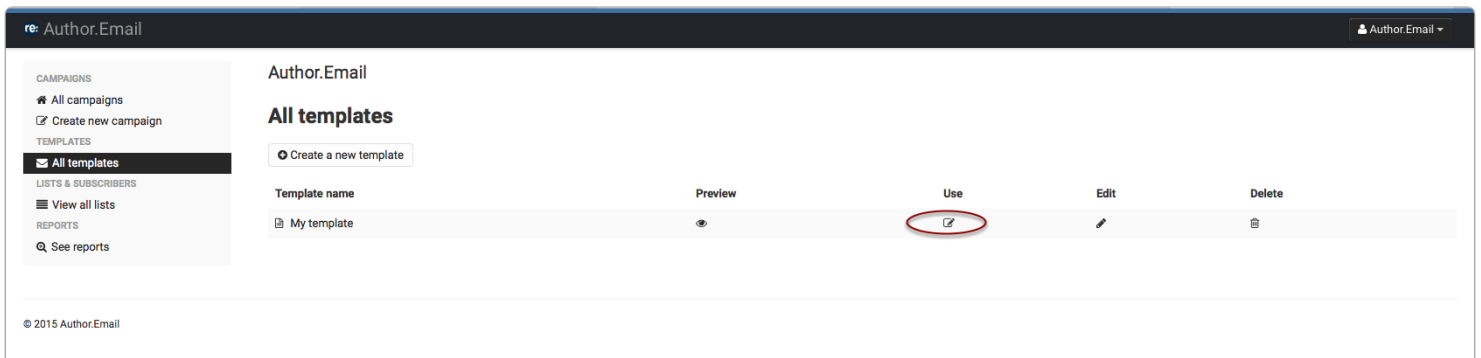


## Send an email

### 1. Click "All templates"



### 2. Click "Use"



## 3. Type your email

When you're finished typing your email, be sure to copy/paste the content into the "Plain text" field (to the left), so plain-text-only subscribers will be able to see your emails!

HTML code

[Save and switch to HTML editor](#) Switch to HTML editor if the WYSIWYG editor is causing your newsletter to look weird.

Source

**B** *I* ~~S~~ I<sub>x</sub> Styles ▾ Normal ▾ Font ▾ Size ▾ A- A+

Typing typing typing...

Email email email...

body p

## 4. Enter your subject line

Enter the subject, "From" name, and the plain-text version of your email, then click "Save & next."

### Edit campaign

Subject

Set a title for this campaign? ⓘ

From name

From email

Reply to email

Plain text

Plain text of this email

Query string

Optionally append a query string to all links in your email newsletter. A good use case is Google Analytics tracking. Don't include '?' in your query string.

Attachments

 no files selected

## 5. Send a test email

Don't forget to send a test or three! Type the email address in the box and click "Test send this newsletter."

re: Author.Email

CAMPAIGNS

- All campaigns
- Create new campaign**

TEMPLATES

- All templates

LISTS & SUBSCRIBERS

- View all lists

REPORTS

- See reports

### Author.Email

## Test send this campaign

Test email(s)

Email addresses, separated by comma

Test send this newsletter

### Define recipients

Select email list(s)

No list found, click to add one.

Recipients: 0

Send newsletter now!

[Schedule this campaign?](#)

[Edit newsletter](#)

### Newsletter preview

**From** Author.Email <hello@author.email>

**Subject** Awesome subject line everyone will open!

Typing typing typing...

Email email email...

## 6. Send!

When you're ready to send the email, choose the list(s) you want to send to from the "Select email list(s)" box, then click "Send newsletter now!"

If you want to schedule the email, click "Schedule this campaign?" and follow the onscreen instructions.

Additionally, if you're not quite ready to send it yet, click "Edit newsletter."

### Define recipients

Select email list(s)

No list found, click to add one.

**Recipients: 0**

**✓ Send newsletter now!**

[Schedule this campaign?](#)

[✎ Edit newsletter](#)