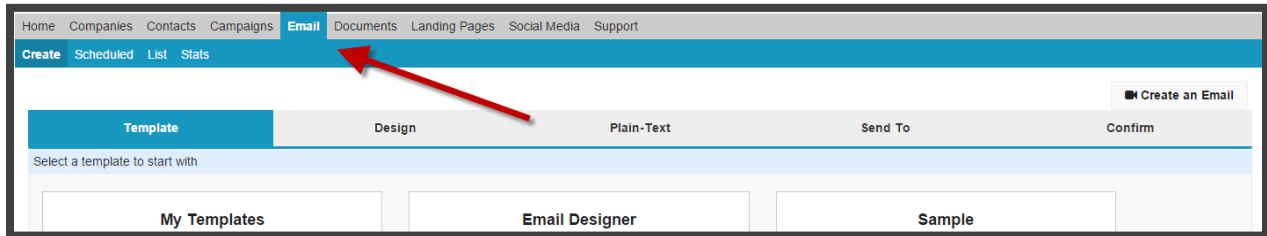
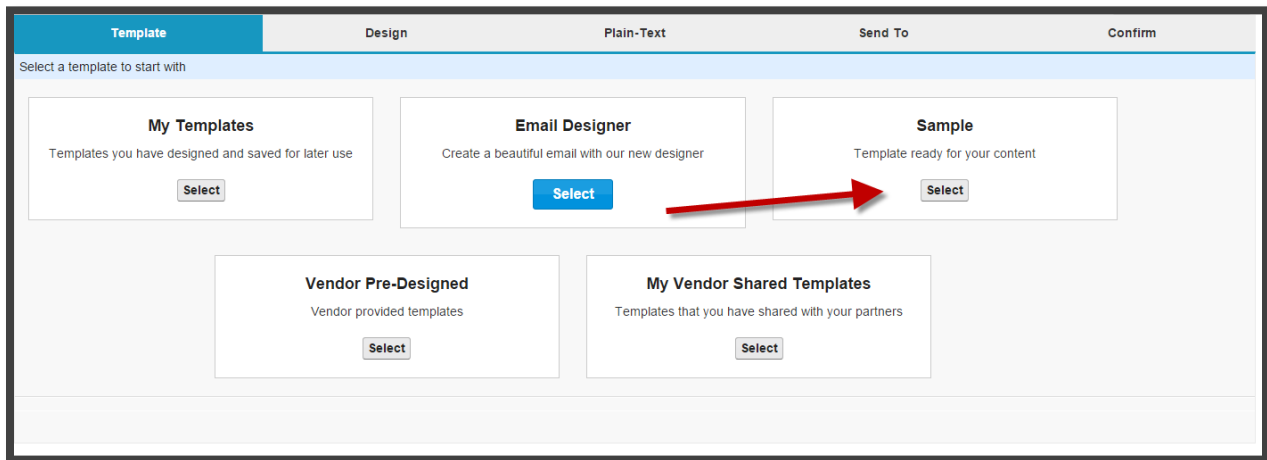


How To Create An Email

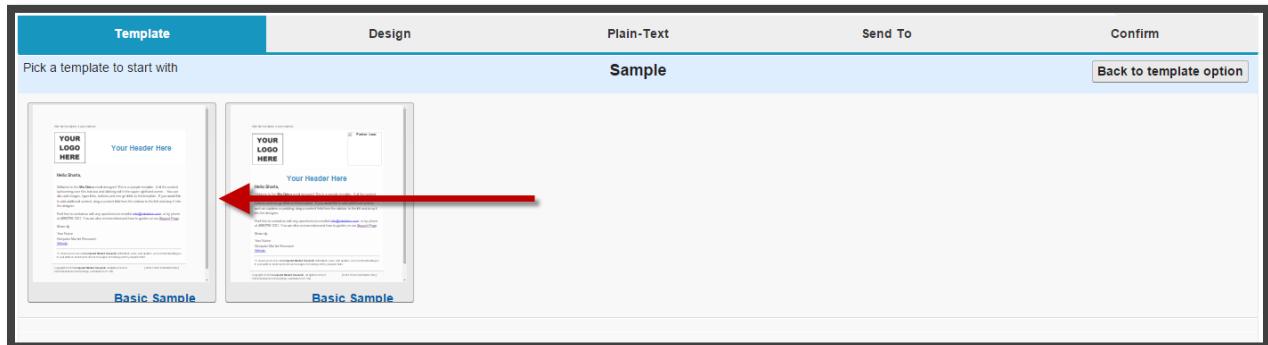
1) Click Email on the menu bar.



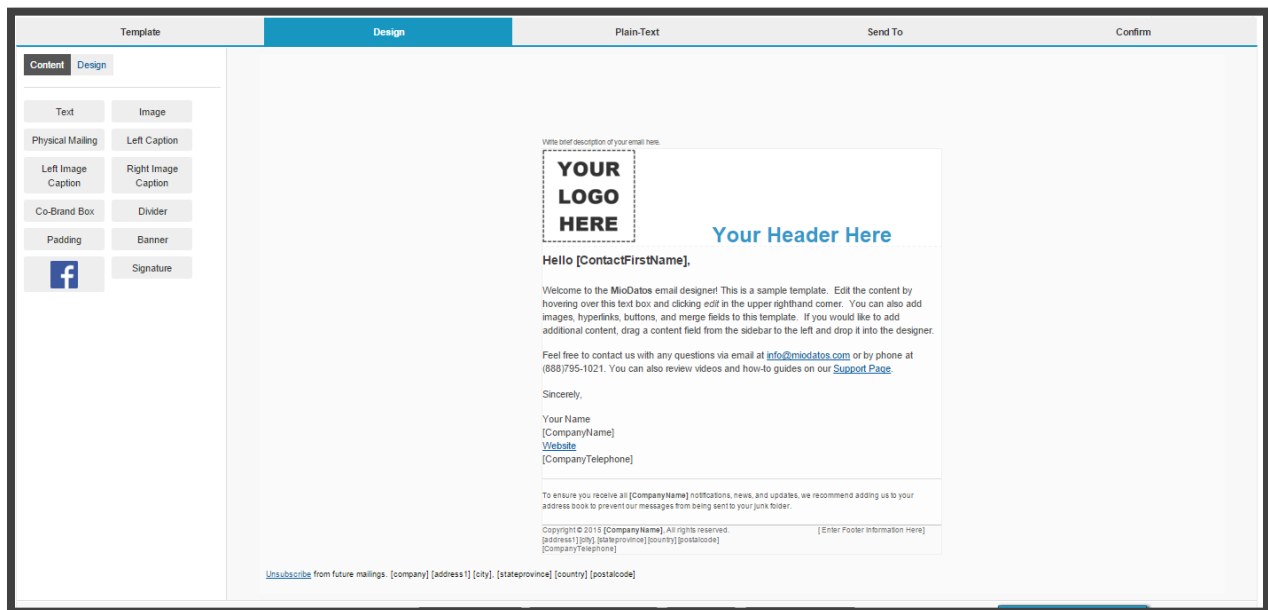
2) Decide whether you want to use a pre-existing email you have created, a vendor created email, or to design your own. For this how-to guide, we will be using a sample template.



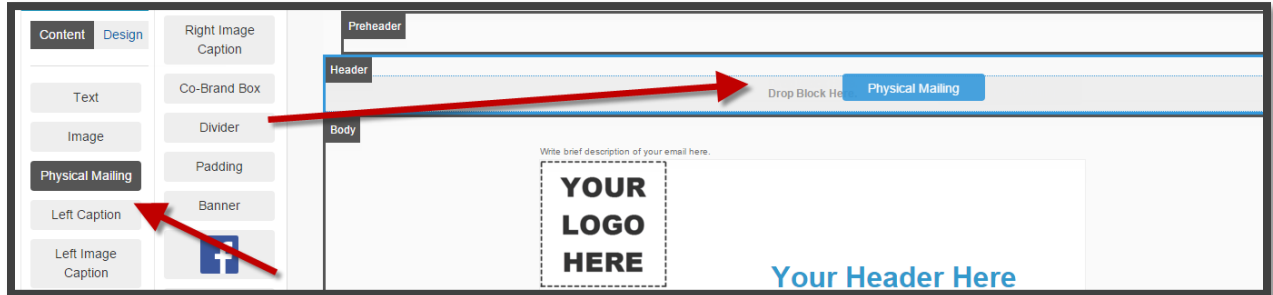
3) Click on the template you want to edit.



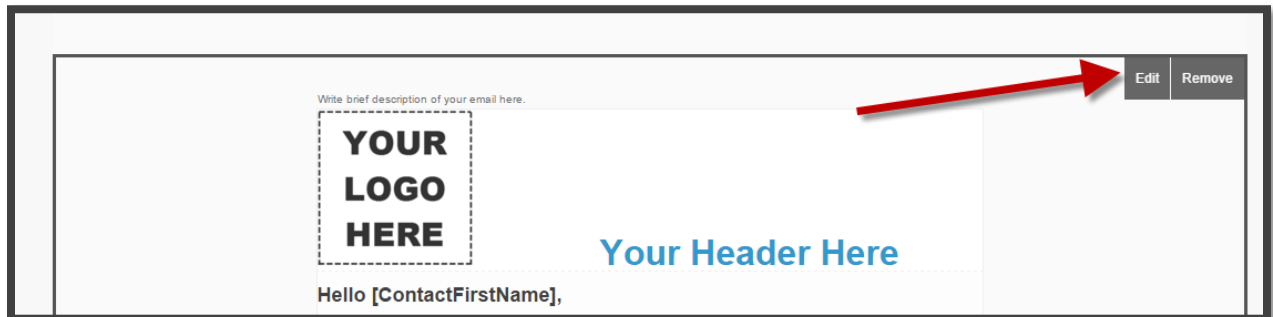
4) You will now be brought to the email designer.



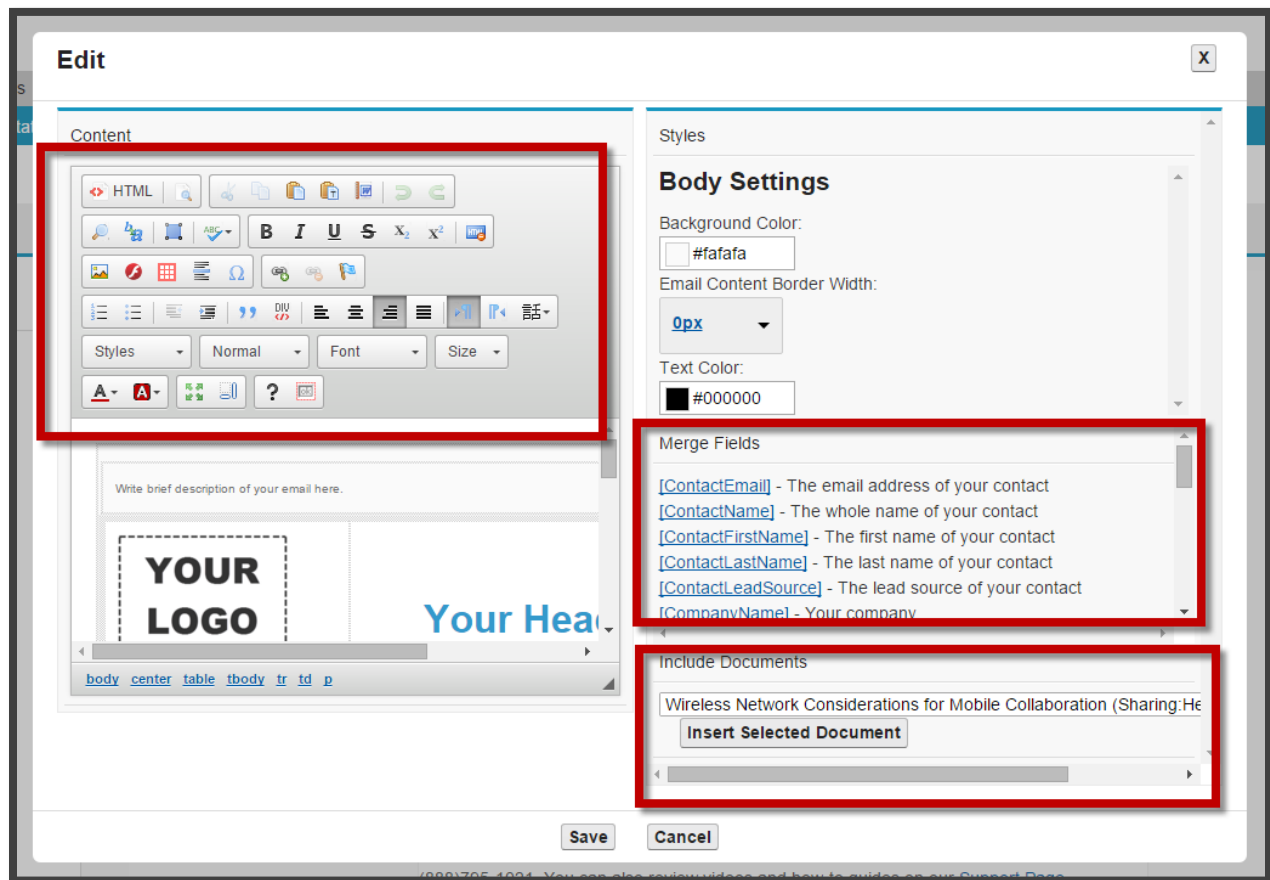
- 5) You can choose to edit the existing content within the designer, or add additional sections to the email. These sections can be found on the left-hand content bar. To use one of these content sections, simply choose the one you would like to use, drag it onto the designer and drop it into an open blue box.



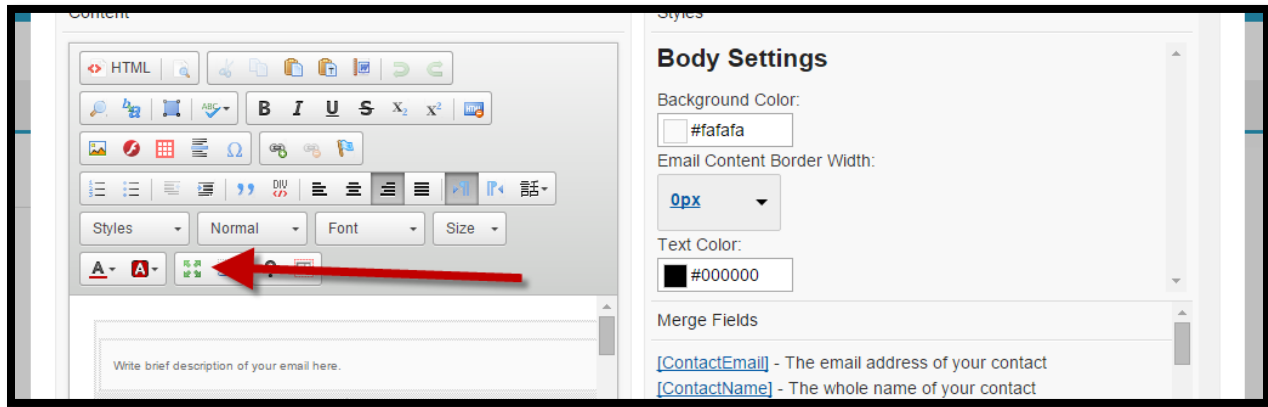
- 6) To edit a section of your email, hover over the email designer and click Edit in the upper right-hand corner.



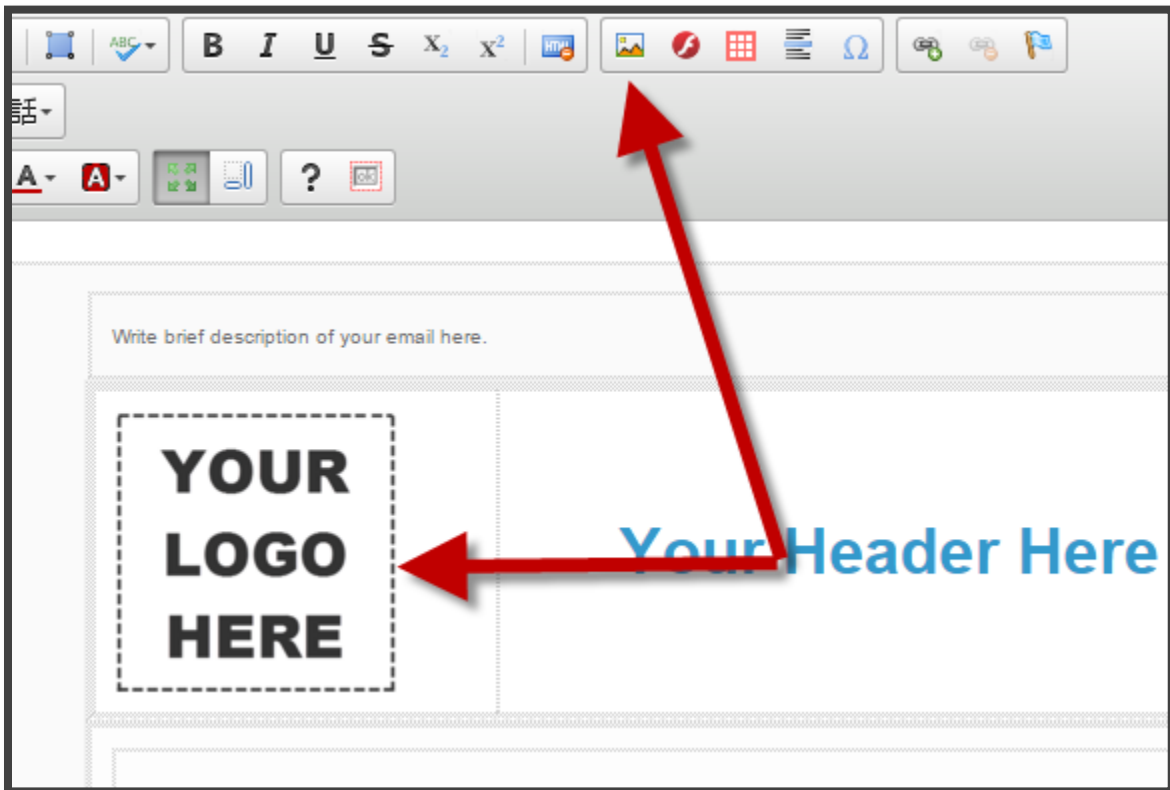
- 7) You will now see the Email Editor. You can edit images and text in this pop-up window. Each of the buttons on the left-hand side has a different use. To figure out which one you need, hover over each button. Merge Fields are pieces of information that auto populate based on your settings in MioDatos. If you would like to include a link to a document you have uploaded, click the dropdown box under Include Documents and select the document you would like to insert.



- 8) To make the entire text editor visible, click the button with four green arrows. This will make editing your text easier.



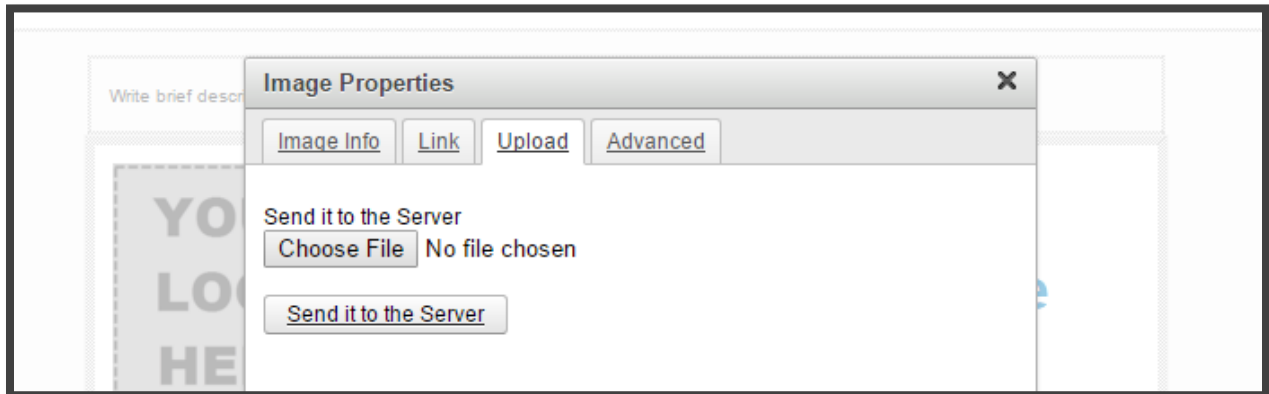
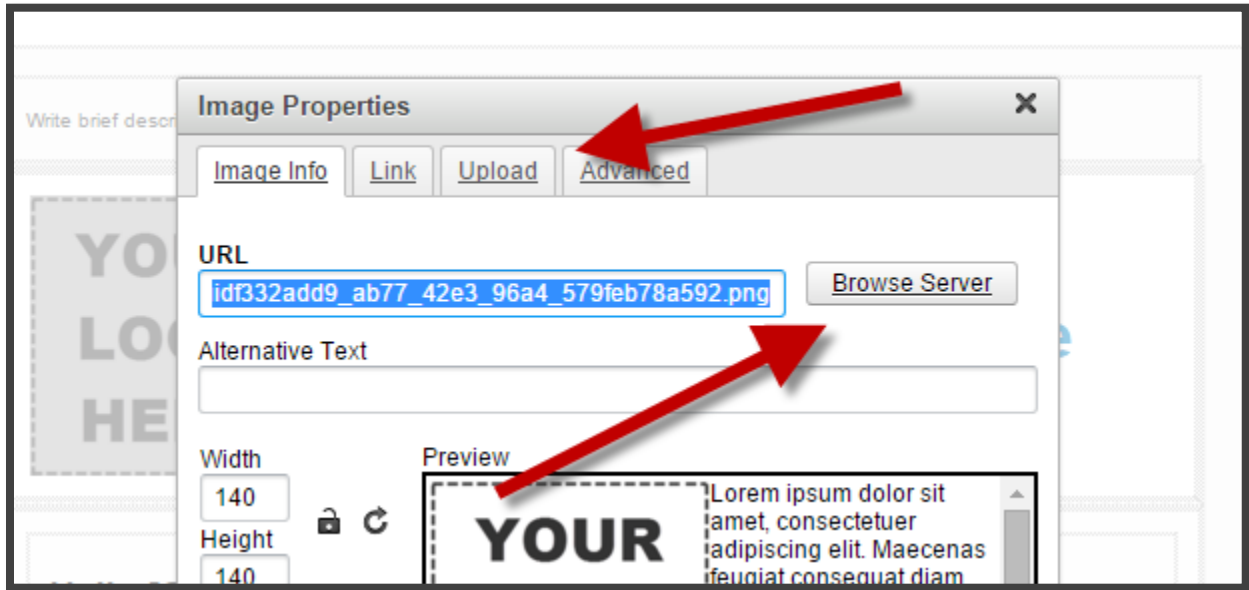
- 9) To insert an image, you have two different options. You can either double-click an existing image within the email designer, or you can click the Insert Image button.



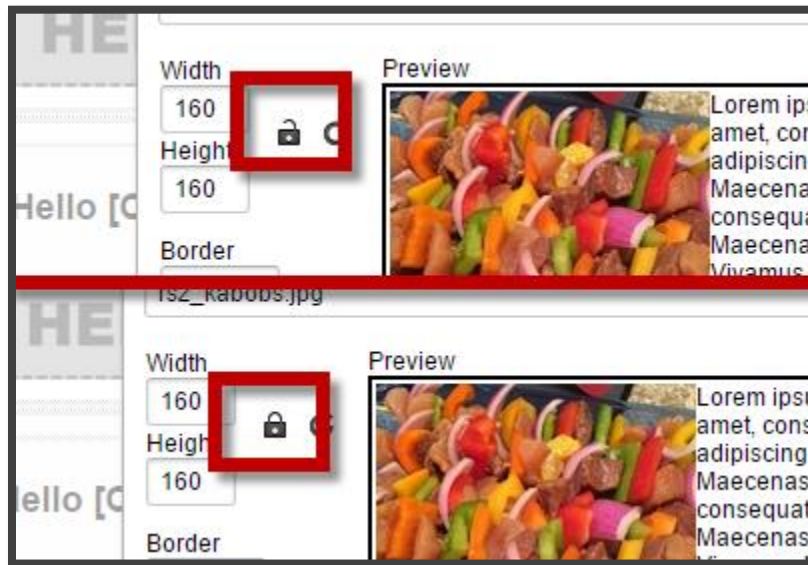


MioDatos

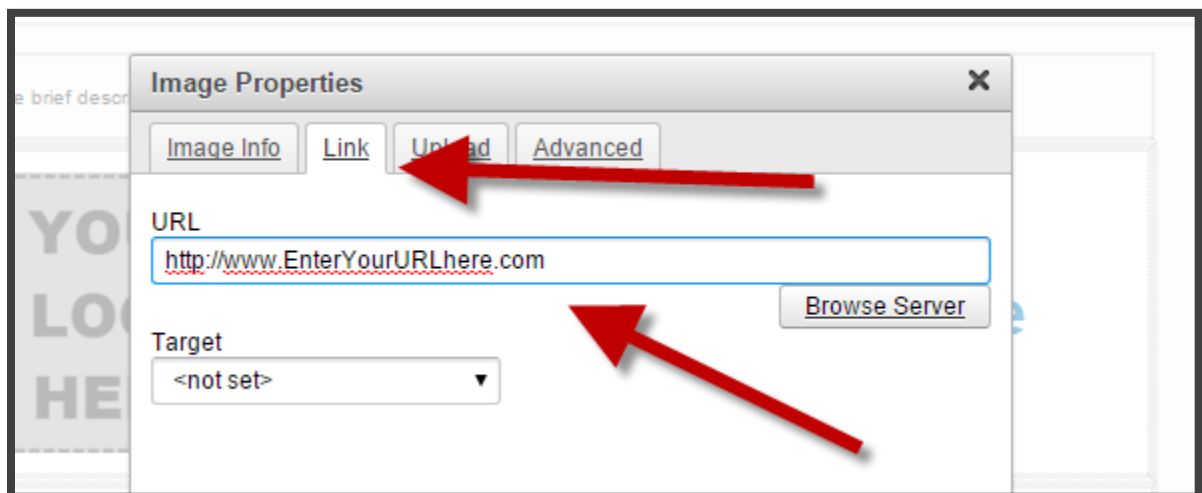
10) You can either insert an image already uploaded to the server, or upload a new image. Decide whether you want to use one already on the server by clicking **Browse Server**, or click the **Upload** tab on the top to upload a new image.



- 11) Once you have chosen an image, you can resize the image directly from the Image Properties window. To ensure the ratio stays the same regardless of what size you choose, make sure the lock icon is clicked.



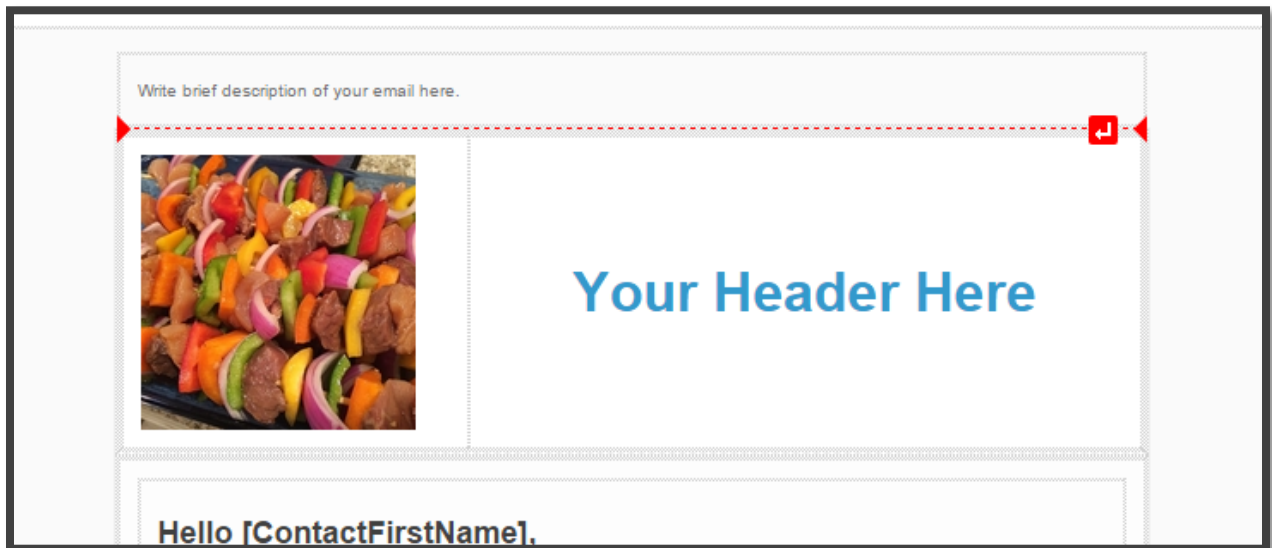
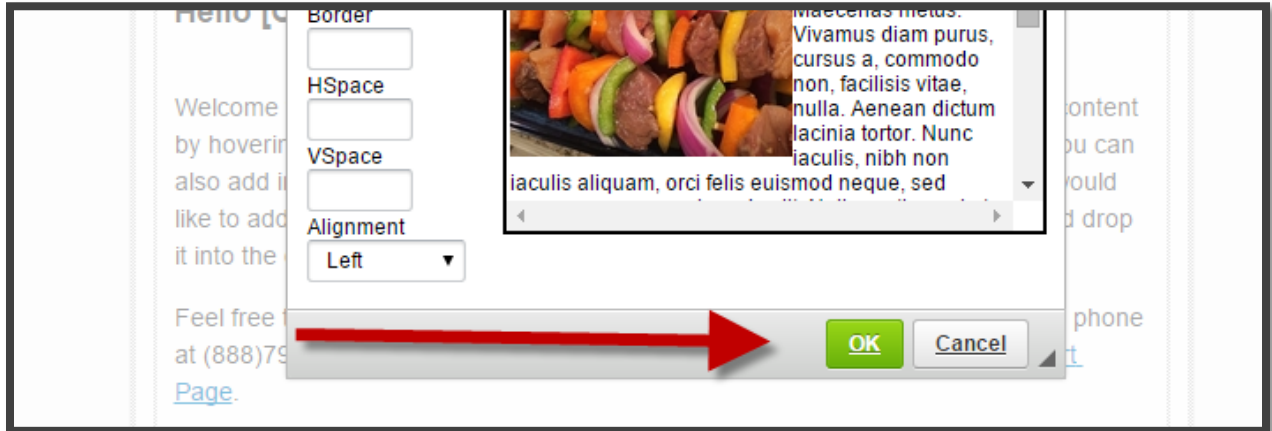
- 12) To add a link to your image and make it clickable, click the Link tab at the top and enter the URL.



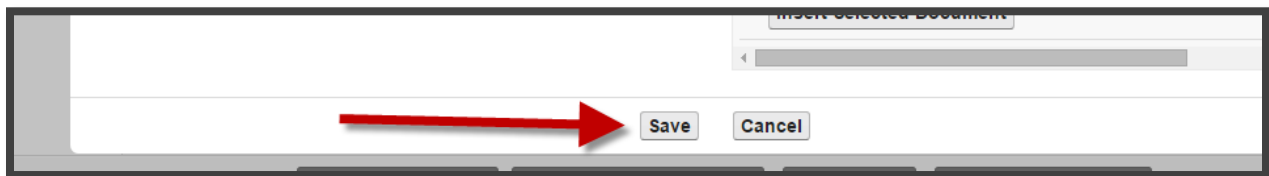
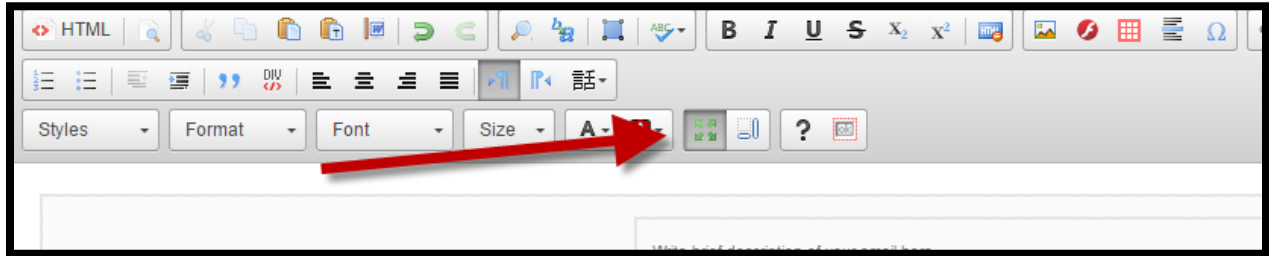


MioDatos

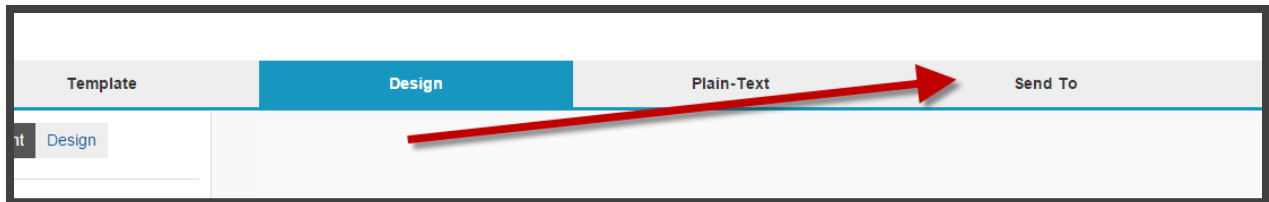
13) Once you have made all adjustments to your image, click OK to insert it into your email.



14) After you have made all changes to your email and you are ready to save it, shrink the text editor by once again clicking the four green arrows, and then click save.



15) To save your template with a specific template name, click the Send To tab at the top. Otherwise, when you click Save Template, it will save your template with a generic template name.





16) To save your template with a new name, click **Send To**, enter the new template name and then click **Save Template**.

*Note: If you would like to save a copy of your template, click **Save Template As..** and enter a new name in the pop-up window that appears.*

A screenshot of the MioDatos web interface, specifically the 'Send To' tab. The interface is divided into two main sections: 'Mailing Information' and 'Physical Mailing Address'.
Mailing Information:
- **Template Name:** A text input field containing 'Basic Sample Template'. A red arrow points to this field from the right.
- **Subject:** A text input field containing 'Welcome to MioDatos!'.
- **Select Recipients List:** A dropdown menu showing 'All Contacts List', with 'Edit Recipients' and 'Edit Filters' buttons to its right.
- **Referral Email Blast:** A dropdown menu showing '(General Email Blast)'.
- **Email From Name:** A text input field containing 'Joan Doe'.
- **Email From:** A text input field containing 'Joan@gmail.com'.
- **Sharing:** Radio buttons for 'Partner', 'Company' (selected), and 'Private'.
- **Schedule Date:** Radio buttons for 'Now' (selected) and 'Future'.
Physical Mailing Address:
- **Street Address:** A text input field containing '9909 Huennekens St'.
- **City:** A text input field containing 'San Diego'.
- **State/Prov:** A text input field containing 'California'.
- **Country:** A text input field containing 'USA'.
- **Postal Code:** A text input field containing '92121'.
Bottom Bar: A row of four buttons: 'Save Template', 'Save Template As...', 'Preview', and 'Send Test Email'. A red arrow points to the 'Save Template' button from the left.



17) To preview what your email will look like on either a regular computer screen or a device, click **Preview**. If you would like to send a test email to make sure your links work, click **Send Test Email**. Once you are happy with your email, you are now ready to either save it for a campaign or send it as a single email.

