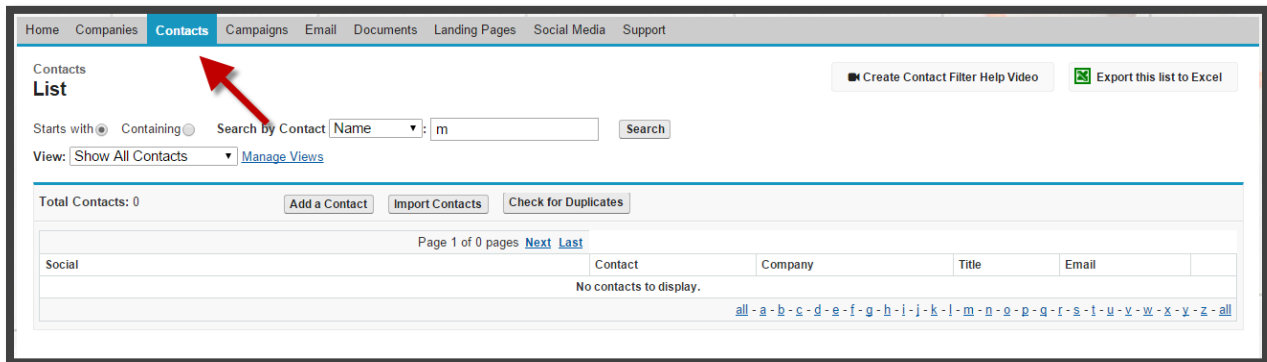
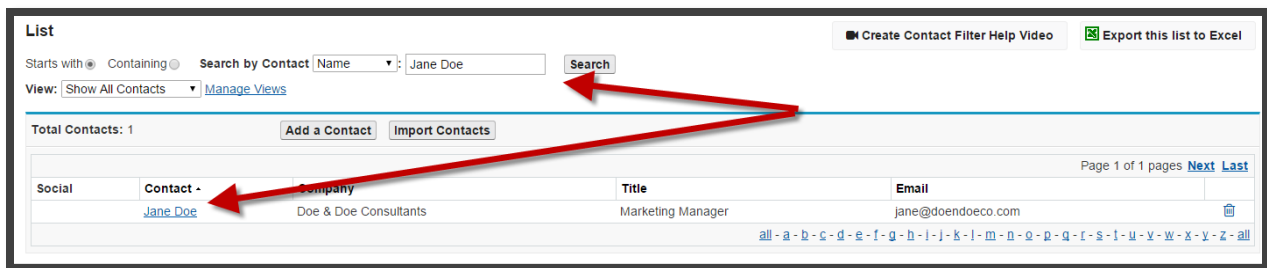


How To Send A Personal Email

1) Click Contacts on the menu bar.



2) Search for the contact you'd like to send a personal email to. Then click their name.





3) Click Send an Email located at the top or bottom of the screen.

Update

Save Contact Save and New Cancel Send an Email

Contact Information

Company: Doe & Doe Consultants (San Diego) Email: jane@doendoeco.com

4) Enter the email Subject Line, and select the delivery schedule. Then select the template of the email you wish to send to this contact.

Send a Personal Email. Cancel

Send To and Preview Design and Edit

Mailing Information * = Required Field

* Subject: Type your email subject here * Contact First Name: Jane

Email From Name: Sharla Petros * Contact Last Name: Doe

* Email From: sharla@cmr.bz * Contact Email: jane@doendoeco.com

Schedule Date: Now Future

* Template: Select a Template

Send

* Template: Personal Message

[View this email in your browser](#)

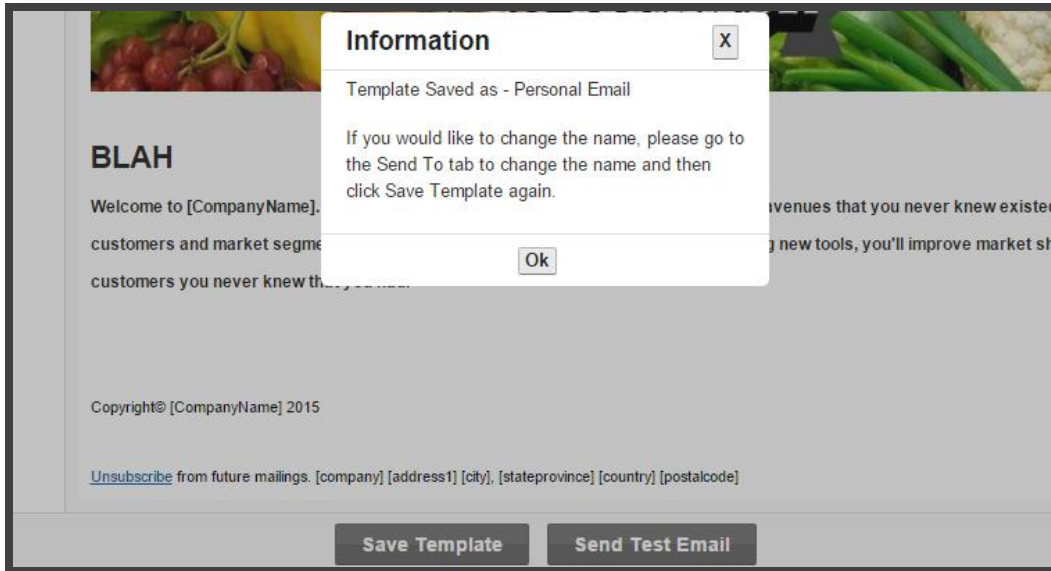
MioDatos
Your Title Here

Welcome to Computer Market Research. Our powerful new systems open up new communication avenues that you never knew existed and allow you to reach customers and market segments that were previously inaccessible. Using our exciting new tools, you'll improve market share by reaching customers you never knew that you had.

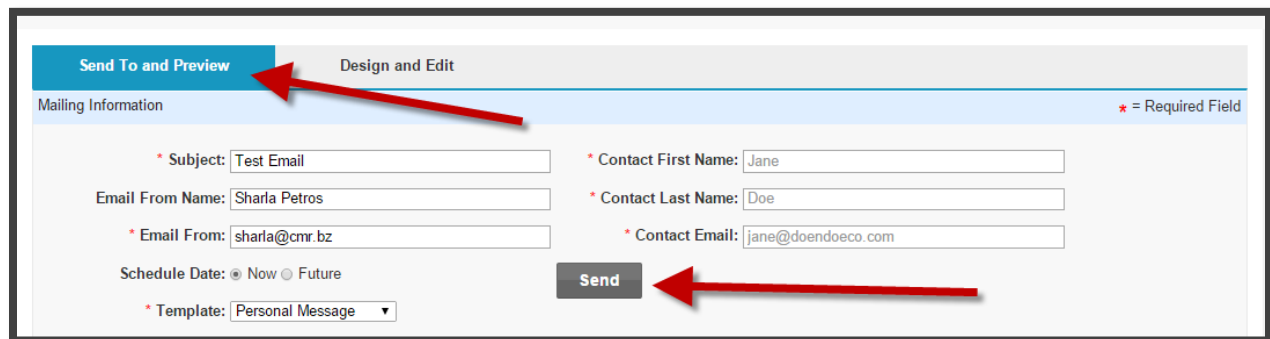
Copyright© Computer Market Research 2015

[Unsubscribe](#) from future mailings. Computer Market Research 9909 Huennekens St San Diego, California USA 92121

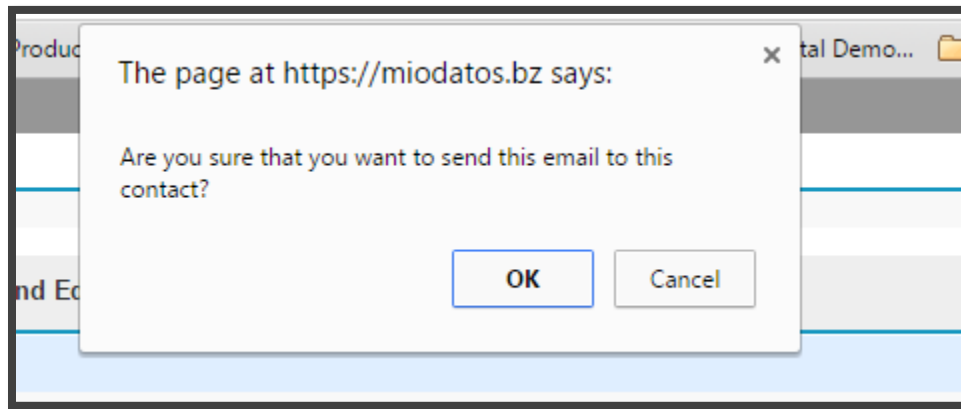
- 5) If you would like to customize the email for this particular contact, you can do so by clicking the Design and Edit tab. Make changes in the email designer and then click Save Template. After saving the template,



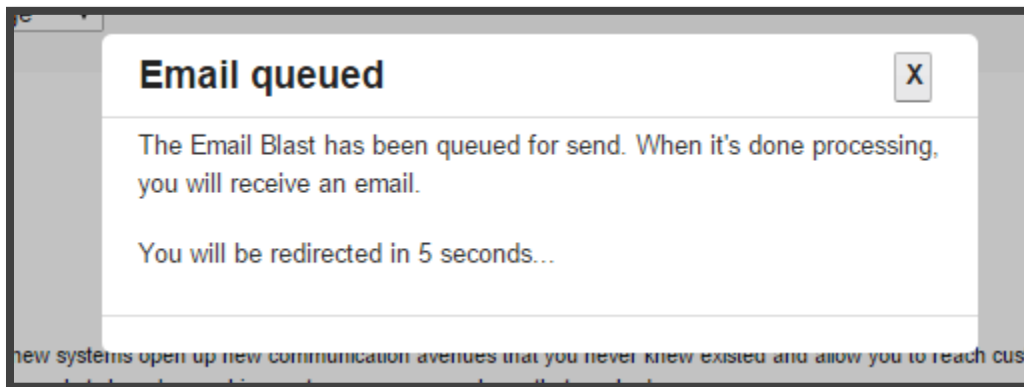
- 6) Once all changes are made and you're ready to send your personal email, click the Send To and Preview tab, and click Send.



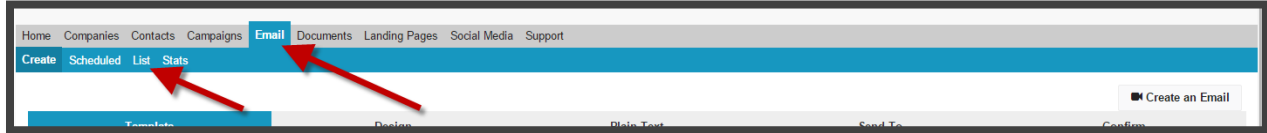
- 7) Once all changes are made and you're ready to send your personal email, click the **Send To** and **Preview** tab, and click **Send**. A popup will appear asking you to confirm sending this email. Click **OK**.



- 8) You will now receive notification that this email has been queued for sending.



9) To check and see if your contact has opened the email, click Email on the menu bar. Then click list.



10) Scroll through the list and find the email you sent. Then click View.

Subject	Stats	Template Name	Campaign	Email From	From Account	Date Sent	Send Type
How Do You Store Your Data?	View	How Do You Store Your Data?	Email Campaign	sharla@cmr.bz	sharlap	12/21/2015	Cancelled
Data Storage around the World	View	Data Storage around the World	Email Campaign	sharla@cmr.bz	sharlap	12/14/2015	Cancelled
Video Surveillance Storage	View	Video Surveillance Storage	Email Campaign	sharla@cmr.bz	sharlap	12/7/2015	Cancelled
Uncomfortable Office? Try this...	View	Uncomfortable Office? Try this...	Email Campaign	sharla@cmr.bz	sharlap	11/30/2015	Cancelled
Why Choose Buffalo?	View	Why Choose Buffalo?	Email Campaign	sharla@cmr.bz	sharlap	11/24/2015	Cancelled
Test Personal Email	View	- Personal Email (Generic Email Blast)		sharla@cmr.bz	sharlap	11/23/2015	Instant
Video Surveillance Storage	View	Video Surveillance Storage	Email Campaign	sharla@cmr.bz	sharlap	11/19/2015	Instant
Software Best Practices	View	Software Best Practices	Email Campaign	sharla@cmr.bz	sharlap	11/17/2015	Cancelled
Uncomfortable Office? Try this...	View	Uncomfortable Office? Try this...	Email Campaign	sharla@cmr.bz	sharlap	11/12/2015	Instant

11) You can now see the analytics for this particular email, and find out whether or not your recipient received the email.

