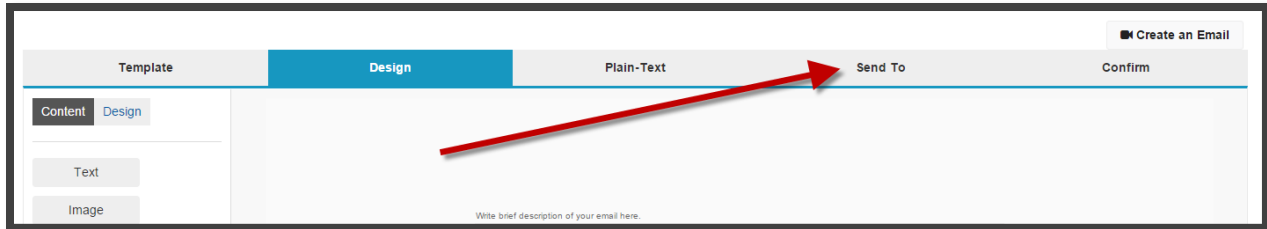
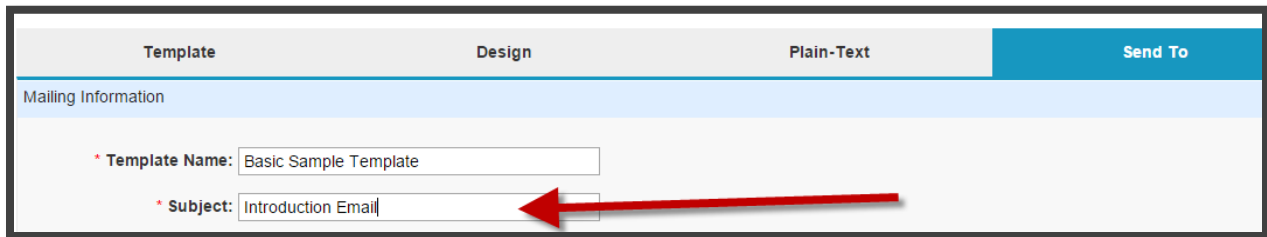


How To Send Single Email to a List

- 1) Choose an Email to send from My Templates, Email Designer, Sample templates, or Vendor Shared. Click Send To at the top of the email designer.



- 2) Enter a subject line for your email.





3) Select the Recipients list for your email to be sent to.

Note: You will need to have your email views set up prior to sending your email. If you need help setting up a new view, please visit our [Support Page](#).

A screenshot of a web interface showing a dropdown menu for "Select Recipients List". The dropdown is open, showing three options: "All Contacts List" (highlighted in blue), "All Contacts List", and "Test Campaign List". A red arrow points to the highlighted option. To the right of the dropdown are two buttons: "Edit Recipients" and "Edit Filters". Below the dropdown, the text "Referral Email Blast" is visible.

Select Recipients List:
Referral Email Blast:

4) Confirm the Email From Name and Email From address.

A screenshot of a web interface showing the "Email From Name" and "Email From" fields. The "Email From Name" field contains "Jane Doe". The "Email From" field contains "jane@doe.com". A red arrow points to the "Email From" field. Below these fields are radio buttons for "Sharing" (Partner, Company, Private) and "Schedule Date" (Now, Future).

Email From Name:
* Email From:
Sharing: Partner Company Private
Schedule Date: Now Future

5) Choose whether you would like to send the email Now, or on a particular date and time.

A screenshot of a web interface showing the "Schedule Date" field with radio buttons for "Now" and "Future". The "Future" option is selected. Below this are two fields: "* Send Date" with the value "11/23/2015" and "* Send Time" with the value "12:00 AM". A red arrow points to the "Future" radio button.

Schedule Date: Now Future
* Send Date:
* Send Time:



MioDatos

6) Click Validate and Send.

de: 92121

Save Template Save Template As... Preview Send Test Email

Validate and Send

7) This will bring you to the Confirm page. Review the checklist to make sure your email is ready. Once you have received 5 green checkmarks, your email is ready to send. Click Send to que your email.

Validation

All Form Fields Filled	✓
Physical Mailing Address Included	✓
Sender Email is Valid	✓
Unsubscribe Link	✓
Within Sending Limits	✓

Save Template Save Template As... Preview Send Test Email

of the contacts that you have selected above. Before sending, please review the details of your email blast to ensure accuracy of t

Send