

Emails and Sending Emails

Where do I find email marketing templates to send to clients?

The email marketing clients are found in the **EMAIL MARKETING** menu. Email Marketing templates are created by Iconic Marketing team and are used for promotional material of related events. Email Marketing Templates are not generic email templates. The **Email Marketing Templates** are brochures or promotional material email campaigns that are created. To view an email marketing template brochure [click here to see the FAQ](#).

IMPORTANT: Do not get this Email Marketing Template confused with Send Email

Send Email

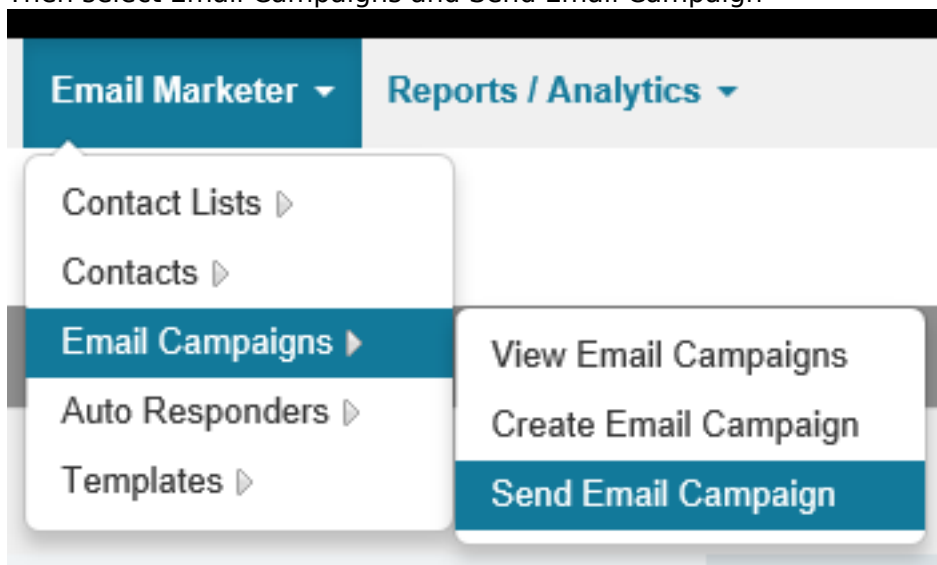
templates. Refer to [How to Send Email](#) FAQ for instructions on how to send an email.

To send an email marketing template

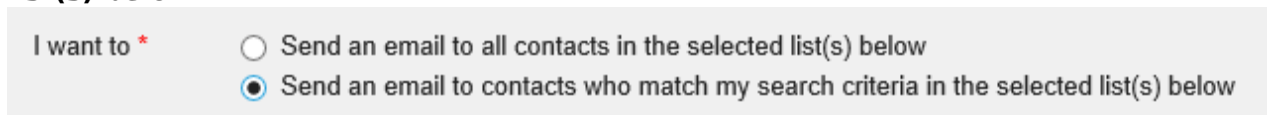
1. Click on the menu



2. Then select Email Campaigns and Send Email Campaign

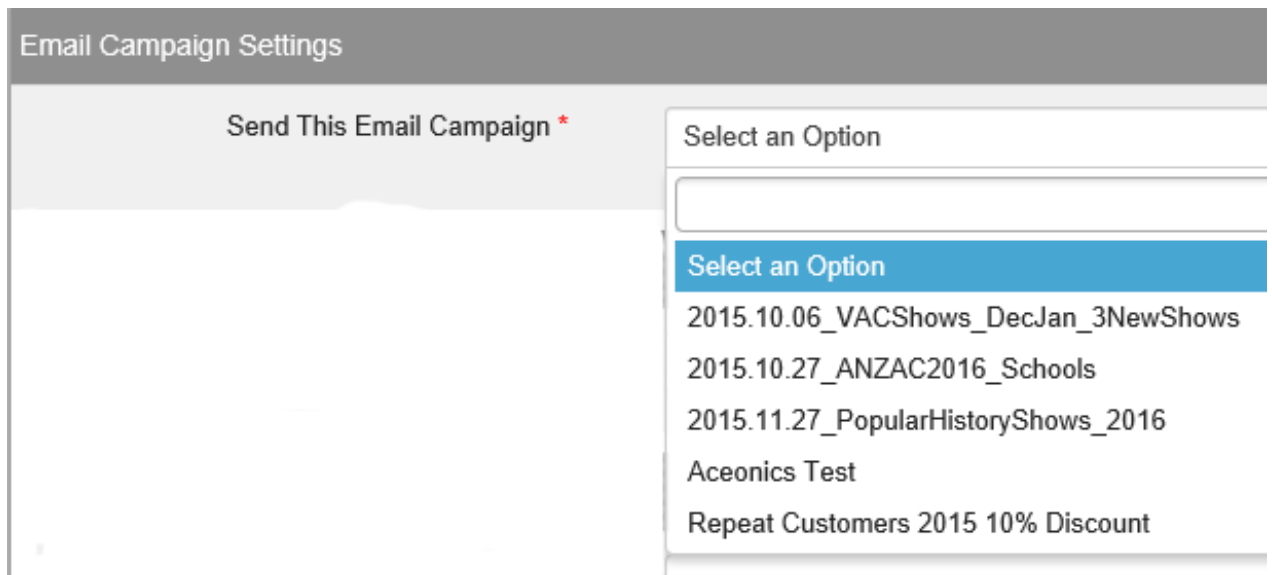


3. Then select "**Send an email to contacts who match my search criteria in the selected list(s) below**"



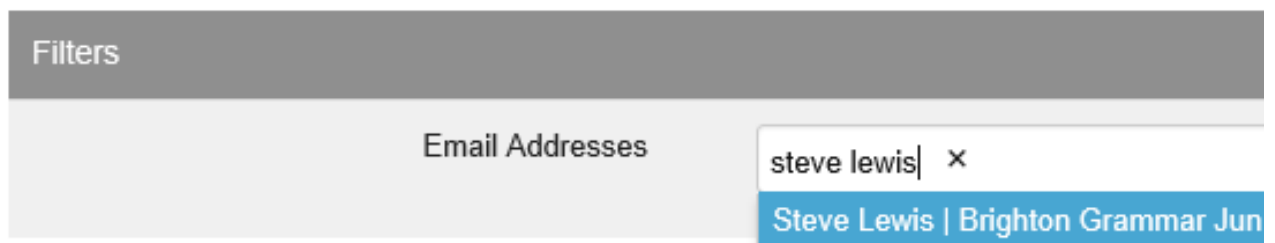
4. Then select the email campaign you wish to send by clicking on the drop box field

Emails and Sending Emails



The screenshot shows the 'Email Campaign Settings' interface. A dropdown menu is open for the 'Send This Email Campaign' field. The menu lists several options: 'Select an Option' (highlighted in blue), '2015.10.06_VACShows_DecJan_3NewShows', '2015.10.27_ANZAC2016_Schools', '2015.11.27_PopularHistoryShows_2016', 'Aceonics Test', and 'Repeat Customers 2015 10% Discount'.

5. Then in the **Email Addresses** type the name of the customer you wish to send the email campaign to.



The screenshot shows the 'Email Addresses' field. A search dropdown is open, showing 'steve lewis' with a close button (x). Below it, a blue highlight shows 'Steve Lewis | Brighton Grammar Jun'.

6. Then in the **Email Fields** enter the correct information ...

1. **Send From This Name *** Â this is where you enter your name so the customer knows who it came from.
2. **Send From This Email Address *** Â this is where you enter the email address you are sending it from.Â **IMPORTANT: you the group email address you are connected to.Â NEVER USE OR SEND YOUR company based email or your personal email address.**
3. **Send Reply Emails to *** Â enter the same address you entered above so that the reply emails are sent back to the group email address you are connected.Â **IMPORTANT: you the group email address you are connected to.Â NEVER USE OR SEND YOUR company based email or your personal email address.**

Attached files:

Emails and Sending Emails

Unique solution ID: #1161

Author: Event Managers

Last update: 03-Feb-2016 01:45