

Quick Start Guide to:

The Sending Screen in Swiftpage for Outlook

After installing Swiftpage for Outlook, the Swiftpage icon is located on the main toolbar in Outlook:



When you click on the Swiftpage icon, you will see the screen below. This Quick Start Guide explains the functions of this main Swiftpage for Outlook screen.

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Swit	tpage 🗐 🚽	Reports Edit
Just learning the video on your ov	interface and donič ½t have time to attend a webinar? No pr n time from Swiftpage University ïč ½ www.swiftpage.com/ur	roblem, simply download and watch a training niversity.
То	Create a Send List	
Email Template:	Sample	✓ Preview ⁴
Subject:	Test	
Message:	Try this!	Clear •
Next with Prev	ew	Account Cancel

1. To...: this button takes you to a screen where you can select the Outlook contacts to whom you wish to send your email blast. When you click on To..., you will be given the option to select from your Outlook contacts, distribution groups or categories.

Folder: Contacts		New Address:		<u></u>
C Contacts		Send List:	Add	
All Contacts (list) Test list (list)	Add ->	Test list (list in C	ontacts)	
Select All Preview		Remove	OK	Cancel

- 2. Email Template, Subject and Message: respectively, these fields allow you to choose the email template you wish to send, enter a subject line and enter a personal message (for templates that contain a Personal Message mail merge field).
- 3. Next with Preview: the Next with Preview button takes you to an online confirmation screen where you can see your template, and verify your subject line and the number of contacts to whom you are sending. If you have a Pro or Team level account, you can also perform a **scheduled send** by using the Next with Preview option.

Send Email To: support@swiftp Subject: test "SwiftNotify"	Scheduled Send age.com(1 of 3) View List Copy To Yourself From Addres	Hel
Template Ch	ange Personal Message	Show Tags: MailMerge 🗌 Message 🗌
Dear Swiftpage,		
Try this!		
ient to:	Sent By:	
[ReplaceSendEmailTo]] f you prefer not to receive uture e-mails of this type, .eave this List.	Swiftpage 383 Inverness Parkway Englewood CO 80112 USA	powered by Swiftpage 🗐
	To view as a web page Forward to a Friend	

4. Conversely, the Next button takes you to a shorter confirmation screen that does not allow you to see your template or perform a scheduled send. The Next button is generally used for smaller sends, while the Next with Preview button is used for large email blasts.

E Swiftpage	
Are you sure you want to send the en Total number of recipients - 3 Ian Doescher (idoescher@swiftpage, Kassi Johnson (kjohnson@swiftpage, Swiftpage Support (support@swiftpa	nail to the following recipients: .com) .com) .ge.com)
Subject: test	
Template: Sample	
SwiftNotify"	Copy To Yourself

- 5. Reports and Edit buttons: the Reports button takes you to your online reports, where you can view the results of your Swiftpage email blasts. The Edit button launches the Swiftpage online editor, where you can edit your Swiftpage templates.
- 6. Preview: click this button to Preview the template selected in the Template dropdown menu.
- 7. Clear: this button clears any text in the Message box.
- 8. Account: click this button to see your account details, or log into another Swiftpage account or user ID.