



Quick Start Guide To:

Sending an Email in Outlook

- Click on the orange E icon in the toolbar of Outlook
- To make last minute changes to your template content, click Edit in the upper right corner

To...

- Click To... to select who you want the emails to go to
- To choose from your Contacts, Distribution Lists, or Categories within Outlook, click the appropriate circle, select the desired emails, and then click the Add -> button in the middle
- For a new email address, simply type the address in the box in the upper right and click Add
- After selecting all of the people you want to receive your email, click OK

Content

- From the drop down box next to the Email Template: , select the email template that you would like to send out
- Next enter a subject line for your email
- If your template contains a mail merge of [[SPE Personal Message]], you can enter a message next to the Message: text. If you don't have this, don't know what it means, and want to learn more, please see the Quick Start Guide To: Mail Merging
- To preview exactly what the email will look like, click the Preview button on the right

Sending

- After completing all of the steps above, click the Next button in the lower left
- The SwiftNotify box will enable sending emails to you, the first time your email is opened by a recipient in a campaign that is to 15 people or less
- The Copy To Yourself box will send you a copy of the email that you are about to send to your list
- Click the Send button and you are done