Swiftpage E™

Quick Start Guide to:

Edit User Profile

This Quick Start Guide will provide an overview of the Edit User Profile section components. In order to access this section:

1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Edit User Profile.

Your Profile

The data located under Your Profile Information will be used to populate any SpeProfile mail merge fields.

Email Footer

Select Email Footer if you would like to change the information that appears at the bottom of every email. Each field must be filled out to ensure CAN-SPAM compliance.

Email Address

Select Email Address to change the email address associated with the current user. This address will appear as the "From" address and will also be sent any notifications pertaining to Email Blasts, Surveys, and Drip Marketing Campaigns. **Note:** our system sends a verification email every time you change the email address. Click the link within the email to verify your email address. You will not be able to send any blasts through Swiftpage until the email address has been verified.

Logo Settings

Click Logo Settings to upload a new logo or to make any changes to the current logo. The logo will appear in any logo enabled Read-only templates.

Distribution

The Distribution section allows you to specify who can distribute templates to your account and to which accounts can distribute your templates. The Distribution list only applies to users who have a different Swiftpage account than you.

Password

Select Password if you would like to change your user password. Enter your current password, provide the new password, confirm the password, and then click Submit.

Options

Options allows you to control email notifications, the time zone for your reports, and the user interface language. The email notifications will be sent to the email address listed under Email Address.