

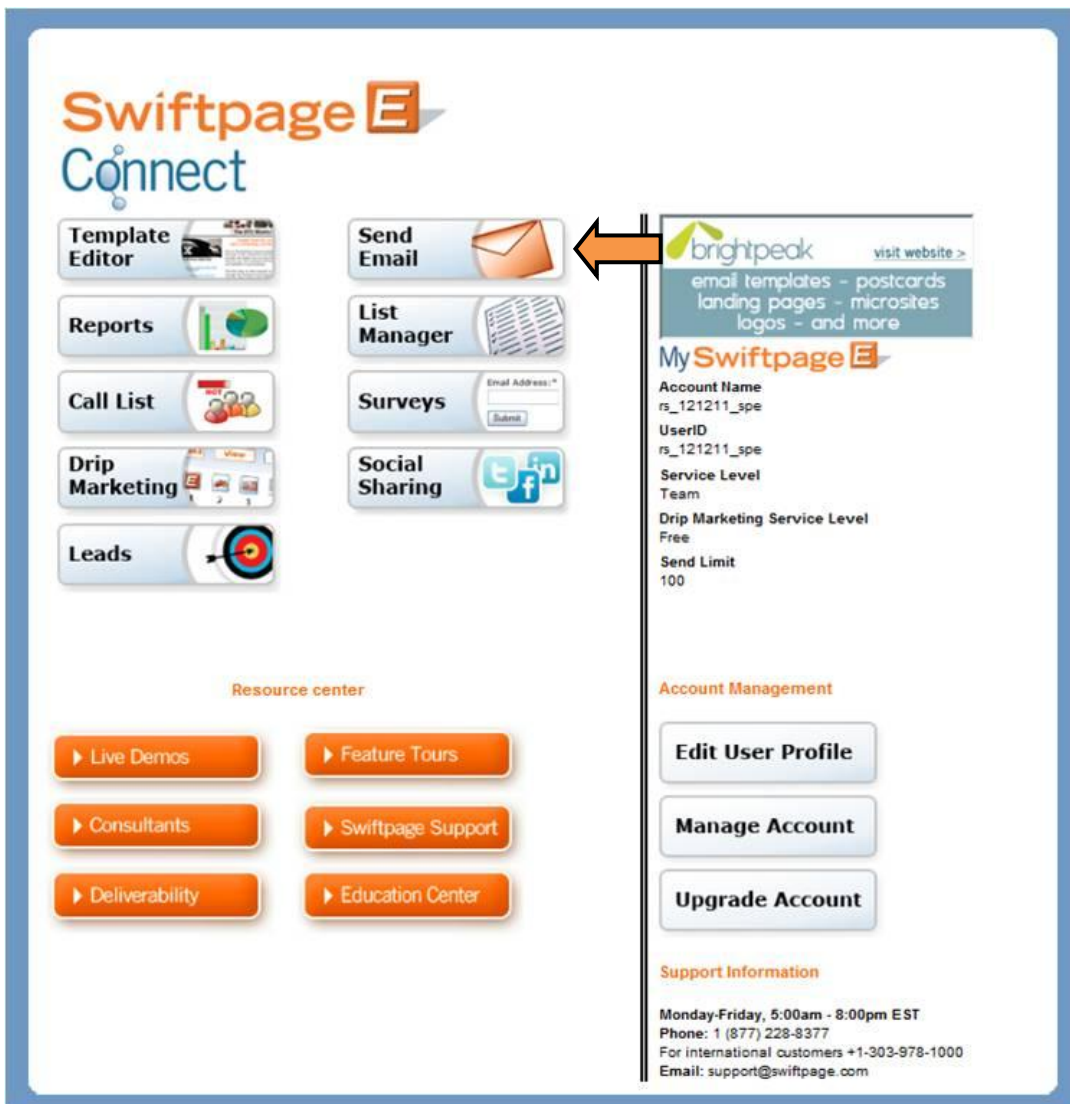
Swiftpage

Quick Start Guide To:

Sending an Email with Swiftpage Connect

This Quick Start Guide outlines the steps of sending an email blast with Swiftpage Connect.

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 Send Email.



The screenshot displays the Swiftpage Connect dashboard. On the left, there is a vertical menu with icons for Template Editor, Reports, Call List, Drip Marketing, and Leads. The central area contains several tool buttons: Send Email (highlighted with an orange arrow), List Manager, Surveys, and Social Sharing. Below these is a Resource center with buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right, there is a user profile section for 'brightpeak' with account details and buttons for Edit User Profile, Manage Account, and Upgrade Account. At the bottom right, there is a Support Information section with contact details.

Account Management

- Edit User Profile
- Manage Account
- Upgrade Account

Support Information

Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

4. Specify who you would like to send to by selecting Current Contact, Current Lookup, Group, or All Contacts.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

Send an Email Blast

Select Contacts

Current Contact - Ryan Sullivan
 Current Lookup - "All Contacts" (Contains: 37 Contacts)
 Group: All
 All Contacts

Email Template: Sample [Preview](#)

Email Subject: Sample *required

*Blast Name: Sample Group One *optional

Send Email Scheduled Send Send As Send Test

5. Select the desired template from the Email Template drop down box.
6. Enter a subject line.
7. If you would like, you may also enter a blast name to help you differentiate between separate email blast reports that had the same subject line.
8. Click Send Email.
9. Select any social media sites you would like to post to and then click Continue.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

Share Email Blast

Share this email blast on your social media sites by selecting the sites below.
If you have not setup your connections, select Connect Account to cancel this email blast and setup your connections prior to sending.

Facebook [Connect Account](#)
 Twitter @RsullivanSP
 LinkedIn [Connect Account](#)

Continue Back

10. Look over the details of your email blast. If all of the data is correct, click Send Email.

The screenshot shows the 'Email Blast Confirmation' screen in the Swiftpage List Manager. At the top, there is a navigation bar with the title 'Swiftpage List Manager' and several buttons: 'Home', 'Contacts', 'Groups', 'List', 'Send Email Blast', 'Update Drip Marketing', and 'Lead Builder'. The main content area is titled 'Email Blast Confirmation' and displays the following details:

| | |
|---|--|
| Sending To: | 36 Contacts (Group: Group One, Date Added Equal to "201201240922") |
| Send Time: | Now |
| Template: | Sample |
| Subject: | Sample |
| Name: | Sample Group One |
| Share Email on these Social Media sites: | Twitter |
| Allow recipients to share: | true (social site icons will appear in email footer) |

At the bottom of the confirmation screen, there are three buttons: 'Preview Email', 'Send Email', and 'Cancel'.

11. Your email blast has been submitted. You will receive an email notification once the blast has been sent. Click OK to return to the List Manager.

The screenshot shows the 'Email Blast Sent' confirmation screen in the Swiftpage List Manager. At the top, there is a navigation bar with the title 'Swiftpage List Manager' and several buttons: 'Home', 'Contacts', 'Groups', 'List', 'Send Email Blast', 'Update Drip Marketing', and 'Lead Builder'. The main content area is titled 'Email Blast Sent' and displays the following status message:

Status: Your Email Blast data has been received.

At the bottom of the confirmation screen, there is a single button: 'OK'.