How-to Guide: Email

In Admin View:

>Click the **Email** option on the left-hand Admin menu.
>Select **Emails**.
>Click **Compose email**.

1. Choose a template and double-click on it.

2. Click and drag Layouts and/or Gadgets onto the template.
>The most straight-forward approach is to simply drag a Text gadget onto the page and start typing.
>Format as desired. Save.

3. Click PREVIEW and review the email.
>Toggle between DESKTOP and MOBILE to see both views.
>Click DESIGN to return to editing.

4. When satisfied, click RECIPIENTS.
>Choose the Recipients using the Contact or Contact list button.

5. Click REVIEW AND SEND.
>Click the green SEND button in the upper right.
>Return to DESIGN, PREVIEW, etc. as needed.

To continue a partially completed email:

>Click the **Email** option on the left-hand Admin menu.
>Select **Emails**.
>Click on the desired email in the displayed list.
>Continue as above.