

Newsletter Feature: How do I create a Newsletter Archive on my website?

Archiving your Newsletters to your Website is a great way to add new content and allow your website visitors to read past newsletters easily.

To create a Newsletter Archive-follow these steps:

1. Select Newsletter from the Web Builder Dashboard and click the Archive Tab
- *If you have not activated your Archive yet follow these steps. If you have, Skip to step 4.
2. Name your Archive (*Note-this name will appear in your Website Navigation. Best to use short names like "Newsletters" Archive" etc).
3. Click your Archive "ON" and Save your updates
4. Send out your newsletter. (You must email out a newsletter in order to be able to put it on your Website Archive.
4. Click on your Newsletter Archive page in your website navigation bar
6. Click Add/Manage Newsletters on your Website
7. Click Add New Newsletter to (Archive).
8. Select the one you want to archive in the Archived Newsletters Link list
9. The HTML of the Newsletter will propagate into the selected area.
10. Title your Newsletter and date your Newsletter by the date sent
11. Save your Newsletter to the Archive
12. Publish your ENTIRE website including blog entries (this function will publish your newsletter archive)

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