

Newsletter Feature: Now that everything's set up, how do I send my newsletter?

1. From your Newsletter Dashboard select Write/Send Newsletter tab
2. Here you can choose to create a Newsletter to send OR choose from a Template/Draft Newsletter you have already created

***For more information on how to create a template please see the FAQ pertaining to that feature**

3. Once your newsletter is created select Preview
4. Select the Done, Choose Recipients button
5. Select your group or All using the check boxes provided
6. Select Done, Send Newsletter
7. Your newsletter will confirm when it has been sent

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