


Website	Catalogue	E-commerce	Reports	Users & Groups	Newsletters	Logout
Current Page	Help Files	Public URL	http://www.supportsbydesign.com.au/Home/HelpFiles-395/			Administration Control Panel
Add Content	Add Subpage	Delete Page	Logout			kook
Page Name	Page Display	Manage Left Blocks	Manage Right Blocks		Advanced Opti	Save Changes
Help Files	Permissions					



(07) 5438 3000   

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Send a test newsletter first to make sure you're happy with it.

To do this:

Email System

Please Note: Always remember to send test emails to yourself or other staff first so that you can check links and images work as expected.

Step 1: Filter Recipients

Group	Country	State	Suburb
Newsletter Test Public	(Unspecified) Australia	(Unspecified) Outside US	(Unspecified) Mooloolaba
Select All Clear All	Select All Clear All	Select All Clear All	Select All Clear All

Postcode

(Unspecified)
4556

Select All Clear All

* To select or deselect individual items per category, hold down the CTRL key on the keyboard

Step 2: Send to 2 recipients?

Database Recipients

Step 3: Additional Recipients

* Please enter each additional email address, separated by a ';' (semicolon), ',' (comma) or ' ' (space).

Step 4: Email Subject

Step 5: Email Message

Short title

Introduction (text only)

5

* To insert the firstname and surname of the sender, use the following code: {first} {last}. These will be replaced during the mail-out.

6. Select the news item and click the arrow to include it

7. It should display here

EXCLUDED NEWS ITEMS

- July 2016
- August 2016
- November & December 2016
- September 2016
- October 2016

INCLUDED NEWS ITEMS / PRODUCTS

PRODUCT DATABASE

Search

Conclusion / Farewell (text only)

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Step 6: Specify the sender's name and address

Sender Name:

Sender Address: pushproductions.kook@gmail.com

Send Email

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Once you're happy with the test, send to all users by going back to Create Email, but select the group Public instead of Test:

5

Group

- Newsletter Test
- Public

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Select All Clear All S

Receiv