Quick Start Guide To:

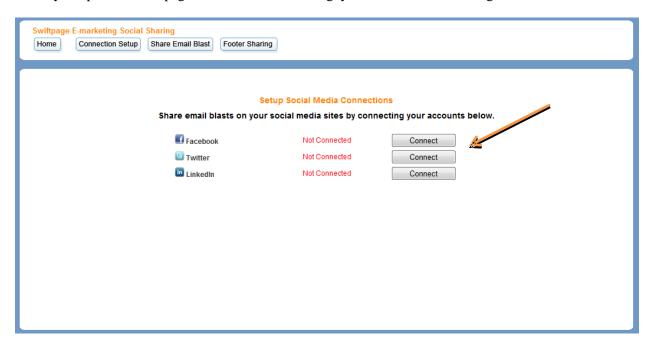## Swiftpage Social Sharing

This Quick Start Guide will guide you through how to set up and use the Swiftpage Social Sharing feature.

1. Go to www.swiftpageconnect.com.
2. Input your account details at the top of the screen and click on Submit.
3. Once you are at the Home screen, click on Social Sharing.

When you open the Swiftpage Connect Social Sharing, you will see the following screen:

4. This is where you connect your Social Media Accounts (Facebook, Twitter, LinkedIn). Click the "Connect" button next to the Social Media Product you want to connect. You can choose one, two or all of them.

5. This will route you to a Log In and ask for you to allow permission to connect the services.

6. You'll follow the log in steps and see the below screen for your Connections status.

Setup Social Media Connections

Share email blasts on your social media sites by connecting your accounts below.

Facebook	Connected	Ryan Sullivan	Disconnect
Twitter	Not Connected		Connect
LinkedIn	Not Connected		Connect

7. Now, if you want to have the Social Sharing icons located in your Email Footer so that your contacts can click and have them share to their Social Media site, you will want to click "Footer Sharing" at the top of the page.
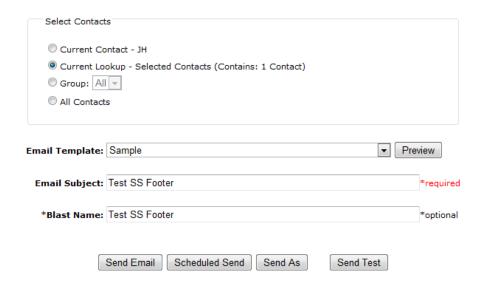
Swiftpage E-marketing Social Sharing

Home | Connection Setup | Share Email Blast | Footer Sharing

Footer Sharing

Allow your email recipients to share your email on the recipients Facebook, Twitter, and/or LinkedIn social sites by including social share icons in the footer of your emails.

Note this affects all emails sent and scheduled to be sent after preference is submitted

☐ Add Facebook, Twitter, and LinkedIn links to the footer of my emails   f Share in Share Tweet

Submit

This will appear in your Email Footer (shown below).

Sent to: rsullivan@swiftpage.com
If you prefer not to receive future e-mails of this type, click here

Sent By:
Swiftpage
383 Inverness Pkwy
Englewood Colorado 80012
United States

To view as a web page click here.

Forward to a Friend

powered by Swiftpage E

Share this email
f Share in Share Tweet
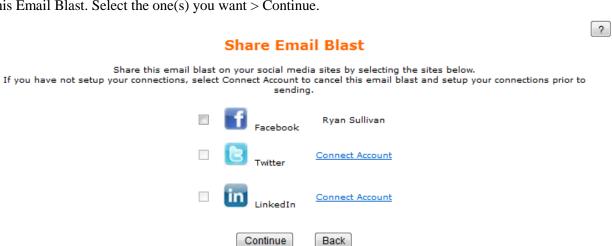
8. When sending out the email blast, you'll go through the normal Send Email Blast steps.

Send an Email Blast

Select Contacts

- ○ Current Contact - JH
- ● Current Lookup - Selected Contacts (Contains: 1 Contact)
- ○ Group: [All ▼]
- ○ All Contacts

Email Template: [Sample ▼] [Preview]

Email Subject: [Test SS Footer] *required

*Blast Name: [Test SS Footer] *optional

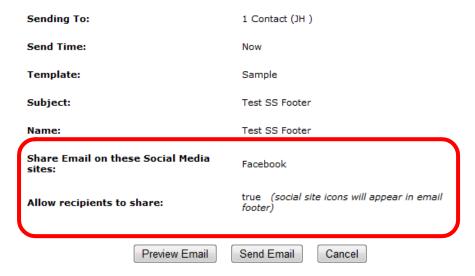[Send Email] [Scheduled Send] [Send As] [Send Test]

9. The following step will ask you if and what Social Media connections you want to attach with this Email Blast. Select the one(s) you want > Continue.

[?]

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.

- ☐ **f** Facebook — Ryan Sullivan
- ☐ **t** Twitter — Connect Account
- ☐ **in** LinkedIn — Connect Account

[Continue] [Back]
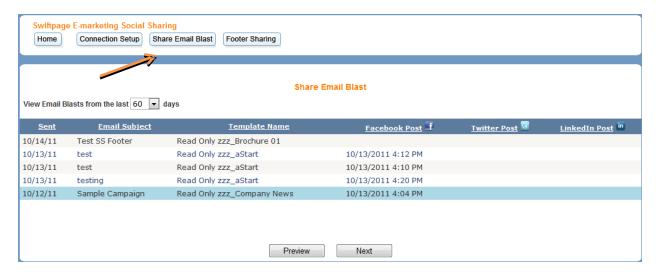
10. This is the Email Blast Confirmation. It will show you the details of the send. Now including the Social Sharing information.

Email Blast Confirmation

Sending To:	1 Contact (JH)
Send Time:	Now
Template:	Sample
Subject:	Test SS Footer
Name:	Test SS Footer
Share Email on these Social Media sites:	Facebook
Allow recipients to share:	true *(social site icons will appear in email footer)*

[Preview Email] [Send Email] [Cancel]

11. If you elected to not share your Email Blast to your Social Media during the send state, you can still go in to share that previously sent template by clicking the Share Email Blast at the top of the Social Sharing page.

12. Here, you will want to select the Email Blast > Next

Swiftpage E-marketing Social Sharing

[Home] [Connection Setup] [Share Email Blast] [Footer Sharing]

Share Email Blast

View Email Blasts from the last [60 ▼] days

Sent	Email Subject	Template Name	Facebook Post	Twitter Post	LinkedIn Post
10/14/11	Test SS Footer	Read Only zzz_Brochure 01			
10/13/11	test	Read Only zzz_aStart	10/13/2011 4:12 PM		
10/13/11	test	Read Only zzz_aStart	10/13/2011 4:10 PM		
10/13/11	testing	Read Only zzz_aStart	10/13/2011 4:20 PM		
10/12/11	Sample Campaign	Read Only zzz_Company News	10/13/2011 4:04 PM		

[Preview] [Next]

13. Confirm Email Blast Sharing and select the correct Social Media site(s) you want to share the blast template to > Click Share.

Confirm Email Blast Sharing

Email Sent Date: 12/13/11
Email Subject: Sample Campaign
Preview of Email: Click here

Your email subject line and a link to your email template will be posted to your connected social media sites. Select which social media sites to share on:

☐ Facebook   Ryan Sullivan
☐ Twitter
☐ LinkedIn

[Share]   [Cancel]

14. This is a confirmation page that will summarize the details of your Social Media Sharing.

Social Media Sharing Confirmation

Your social media sites will be updated shortly. You will receive an email confirmation upon completion.

Share Time: 10/14/2011 8:16 AM
Template: Read Only zzz_aStart
Subject: test

The following social media sites will be posted to:
Facebook

[Share Another Email Blast]