



Quick Start Guide To:

Sending an Email in ACT!

- Click on the orange E icon in the toolbar within ACT!
- To make last minute changes to your template content, click the Edit button in the middle of the page

To...

- There are five options of people to send to within ACT! at the top of the window
- You can select from the current Contact open in your ACT! database, the current Lookup open in your ACT! database, ALL contacts in your database, a selected Group, or a selected Company

Content

- From the drop down box next to the Email Template: , select the email template that you would like to send out
- Next enter a subject line for your email
- If your template contains a mail merge of [[SPE Personal Message]], you can enter a message next to the Message: text. If you don't have this, don't know what it means, and want to learn more, please see the Quick Start Guide To: Mail Merging
- To preview exactly what the email will look like, click the Preview Template button on the right

Sending

- After completing all of the steps above, you have three options
- You can choose Send Now and the email will go out immediately, you can choose Schedule Send for the email to go out at a specific date and time up to two months out, or you can choose to Send As another Swiftpage User in your account, that is also an ACT! user
(Tip – When sending as another user, the Send Limit will be deducted from your User ID, not the person that you sent as.)
- The SwiftNotify box will enable sending emails to you, the first time your email is opened by a recipient, in a campaign that is to 15 people or less
- The Copy To Yourself box will send you a copy of the email that you are sending out for email sends of 15 people or less
- After selecting one of the first three choices you are finished