

## Quick Start Guide To:

## Sage E-marketing for ACT! Social Sharing

This Quick Start Guide will guide you through how to set up and use the Sage E-marketing for ACT! Social Sharing feature.

- 1. Click on the Sage E-marketing for ACT! icon to open the e-marketing window.
- 2. Click Send Now.

Sage E-marketing for ACT!	×
E-mail Survey Results Drip Marketing List Import	
Current Contact: awebb@swiftpage.com	
Send to current contact	Salling Salling
Send to current look up	0
Send to All Contacts	
Selected group	Sage E-marketing for ACT!
<b>_</b>	E-marketing success is
Selected Company	just a click away
<b>_</b>	
E-mail Template: zzz_aStart	Select Template
Preview Template Edit Template	Import Template
E-mail Subject: Business Page Post	
Personal Message	
	*
	-
Send Now Schedule Send	Send As
	Help Account Close

3. Click Manage to open the Connection Setup page.

Sage E-marketing fo	or ACT!					23
E-mail Survey R	esults Drip Marketir	ng List Import				
Current Contact:	awebb@swiftp	age.com			Purchase	
Send to curre	ent contact					
Send to curre	nt look up			3		
Send to All Control	Sage E-marketing	for ACT!			X	
Selected group	Your E-mail subj automatically po	ect and a link to you sted to your profile o	ur E-mail template on popular social n	can be nedia sites.	ting	for ACT!
Selected Con	Select which me	dia outlets to share	with (all are option	al):	cces	is is G0 >
E-mail Template	Facebook	<b>f</b>			ct Te	emplate
Preview	LinkedIn	in			emp	late
E-mail Subject:						
Personal Messa	Want to see more available integra access them.	e social media integ tions and authorize	rations? Click Ma Sage E-marketing	nage to viev for ACT! to	N	*
	Continue	Skip	Manage	Cano	el	Ŧ
Send	l Now	Schedu	ile Send		Send As	
				Help	Account	Close

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.

Home	Share Email B	Footer Sharing		
		Setup Social Media Conn	ections	?
	Share email blas	sts on your social media sites by o	connecting your accounts below.	
	🖪 Facebook	Not Connected	Connect	
	🕒 Twitter	Not Connected	Connect	
	🛅 LinkedIn	Not Connected	Connect	

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 Connection status.

lome	Share Email B	Iast Footer Sharing			
		Setup Social	Media Connections		?
	Share email bla	sts on your social med	a 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.

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	

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

Sent	Sent By:	powered by Swiftpage 🗐
to:rsullivan@swiftpage.com If you prefer not to receive future e-mails of this type, <u>click here</u>	<b>Swiftpage</b> 383 Inverness Pkwy Englewood Colorado 80012 United States	Share this email
	To view as a web page <u>click here</u> . Forward to a Friend	

- 8. When sending out the email blast, you'll go through the normal Send Email Blast steps.
- 9. The following step will ask you what Social Media connections you want to use with this Email Blast. Select the one(s) you want > Continue.

Sage E-marketing for	r ACT!			X
Current Contact:	awebb@swiftp	ig   List import   age.com	Purch	lase
Send to curren	t look up			
<ul> <li>Send to All C</li> <li>Selected grou</li> </ul>	Sage E-marketing Your E-mail subj automatically pos	for ACT! ect and a link to your E-mail template o sted to your profile on popular social m	an be edia sites.	ting for ACT!
⊘ Selected Con	Select which me	dia outlets to share with (all are optiona	al):	ccess is GO >
E-mail Template	<ul> <li>Facebook</li> <li>Twitter</li> </ul>			ct Template
Preview E-mail Subject:	🔽 LinkedIn	6		emplate
Personal Messa	Want to see more available integrat access them.	e social media integrations? Click Mar tions and authorize Sage E-marketing t	nage to view for ACT! to	<u>^</u>
	Continue	Skip Manage	Cancel	Ŧ
Send	Now	Schedule Send	Ser	nd As
			Help Account	t Close

10. 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.

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

Sage E- Home	marketing for ACT!	Social Sharing Share Email Blast Footer Sharing					
View Email	? Share Email Blast View Email Blasts from Today						
<u>Sent</u>	Email Subject	Template Name	Facebook Post	<u>Twitter Post</u> 🛐	LinkedIn Post 🛅		
04/13/12	Sample	Read Only zzz_Blank_One Column					
		Preview	Next				

12. 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:04/13/12Email Subject:SamplePreview of Email:Click here					
Your email subject line and a link to your email social media sites. Select which s	template will be posted to your connected ocial media sites to share on:				
🛐 🗵 Facebook	Ryan Sullivan				
📴 🗵 Twitter	@RsullivanSP				
🧓 🗵 LinkedIn	QA Swiftpage				
Share	Cancel				

13. 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: 4/13/2012 3:27 PM

Template: Read Only zzz\_Blank\_One Column Subject: Sample

The following social media sites will be posted to:

