Quick Start Guide To:  

Sending an Email with Swiftpage Connect

This Quick Start Guide outlines the steps of sending an email blast with Swiftpage Connect.

2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Send Email.

4. Specify who you would like to send to by selecting Current Contact, Current Lookup, Group, or All Contacts.
5. Select the desired template from the Email Template drop down box.
6. Enter a subject line.
7. If you would like, you may also enter a blast name to help you differentiate between separate email blast reports that had the same subject line.
8. Click Send Email.
9. Select any social media sites you would like to post to and then click Continue.
10. Look over the details of your email blast. If all of the data is correct, click Send Email.

11. Your email blast has been submitted. You will receive an email notification once the blast has been sent. Click OK to return to the List Manager.