



Quick Start Guide To:

Sending an Email with the Swiftpage Hosted Option

- Go to www.swiftpage.com.
- Log in at the top of the Swiftpage home page and click Submit.
- You are now at the My Swiftpage portal.



Sending an Email Blast (Multiple Email Addresses)

- From the My Swiftpage portal, click on the Send Email button.
- Click on List Edit at the top of the screen.
- Go to the window on the right side of the screen titled "Upload data in CSV format."
(**Note:** There are numerous ways to customize how the data is seen on your end, but for getting started, simply stick to these directions and ignore the other fields for the time being.)

Swiftpage Hosted

My Swiftpage Set Include List Layout List Edit Send Email Blast Send Single

Edit List Entries

Add New Customer Include in Mailing: <input type="checkbox"/> Opt-Out: <input type="checkbox"/> Company: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/>	Email Data In Excel Format Email Data To: <input type="text" value="idoescher@swiftpage.com"/> <input type="button" value="Submit"/> Warning: all data in your list will be deleted by this operation <input type="button" value="Delete All Data"/> <input type="button" value="Delete All Data and Fields"/> Upload data in CSV format CSV File: <input type="text"/> <input type="button" value="Browse..."/> <input type="radio"/> Replace all data with the new list <input checked="" type="radio"/> Replace all data and fields with the new list <input type="radio"/> Append new entries, no new fields <input type="radio"/> Append The New List To The Existing List <input type="radio"/> Undo Last Upload <input type="button" value="Submit"/>
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- Click Browse and locate your email address file already saved in a CSV format and then click Submit. (**Note:** You will only be able to store one list at a time, so if you want a new list, be sure to save the old CSV list in a safe location in case it needs to be uploaded again at a later date.)

- Next, click on the Send Email Blast button at the top of the screen. On the screen that opens, you will see eight steps remaining:

Swiftpage Hosted

My Swiftpage
Set Include
List Layout
List Edit
Send Email Blast
Send Single

Send an Email Blast

Steps to send your Email Blast:

- 1. Verify your postal address, the "From" email address, and Forwarding**
Swiftpage
383 Inverness Parkway
Englewood CO 80112
USA **"Swiftpage Support" <support@swiftpage.com>** Enabled
- 2. Specify which customers in your list should get this email.** Go to View List to Select Contacts Include Every Contact in the List
- 3. Select a template for this Email Blast:** Template y_Sample ▼
Preview
- 4. Enter a subject for this Email Blast:** Subject test!
- 5. Enter a personal message** Edit Personal Message Current Personal Message:
- 6. Send a test email to yourself at:** Email Address iandoescher@gmail.com Send Test Email
- 7. Enter a Reporting Name for this Email Blast:** Name Reporting Name
(This name will not be included in the Email sent) (Leave name blank to use the subject as the name.)
- 8. Send your Email Blast.** Send Email Scheduled Send Send As

1. Verify that the postal address shown is correct.
2. In Step 2, you can either "Go to View List to Select Contacts" to pick your contacts one by one or click on "Include Every Contact in the List" to send the email to everyone in your list. **(Note:** The easiest way to manage lists is to have a CSV file for each full group of people that you wish to send to.)
3. Select the template you wish to send in Step 3. **(Note:** Click on the Preview button to check your template before you send it.)
4. Enter a subject line in Step 4.
5. Enter a Personal Message in Step 5, if applicable to your template (i.e. if your template includes a [[SpePersonalMessage]] mail merge field).
6. If desired, send a test email to yourself in Step 6.
7. If you leave the "Reporting Name" window blank, your subject line will be the name that appears for the email in your online reports. If you enter a "Reporting Name," that is what the email blast will be referred to in your online reports. Your recipients will never see this Reporting Name.
8. After checking each of the previous steps, click Send Email and you are done! (Or, click on Scheduled Send to schedule the email blast up to sixty days in advance, or click on Send As to send on behalf of one of your other Swiftpage

users. **Note:** Scheduled Send requires a Pro or Team level account, and Send As requires a Team level account.)

Sending to a Single Email Address

- From the My Swiftpage portal, click on the Send Email button.
- Click on Send Single at the top of the screen.

Search a Customer Database Field	First Name Last Name Email <input type="button" value="Search For"/> <input type="text"/> ***=all <input checked="" type="radio"/> Search Entire List <input type="radio"/> Search in Previous results
Email Address(s) from your Customer Database Use Shift or Ctrl to select more than one	aiverson@swiftpageemail.com -- Allen apachino@swiftpageemail.com -- Al asandler@swiftpageemail.com -- Adam Asweet@swiftpageemail.com -- Allison bjohnson@swiftpageemail.com -- Brian bpitt@swiftpageemail.com -- Brad canthony@swiftpageemail.com -- Carmelo cfarley@swiftpageemail.com -- Chris csmith@swiftpageemail.com -- Chris ctucker@swiftpageemail.com -- Chris <input type="button" value="Add in Send To"/>
Send To Email Address(s):	<input type="text"/>
Template:	y_Sample <input type="button" value="Preview"/>
Personal Message:	<input type="button" value="Edit Personal Message"/>
Subject:	<input type="text"/>
"SwiftNotify" <input checked="" type="checkbox"/> Copy To Yourself <input checked="" type="checkbox"/> <input type="button" value="Send Email"/> From Address: "Swiftpage Support" <iandoescher@gmail.com>	

- Enter the desired email address next to the Send to Email Address(s) box. (**Note:** for a single send, disregard all other fields than the ones described in this section.)
- The SwiftNotify box will enable sending emails to you, the first time your email is opened by a recipient in an email blast to 15 recipients or fewer.
- The Copy To Yourself box will send you a copy of the email that you are about to send to your list.
- Click Send Email and you are done!