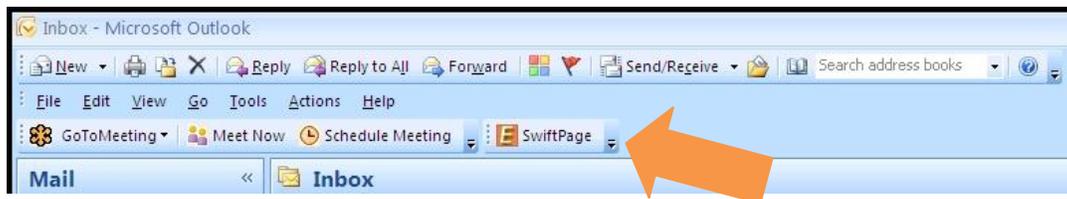




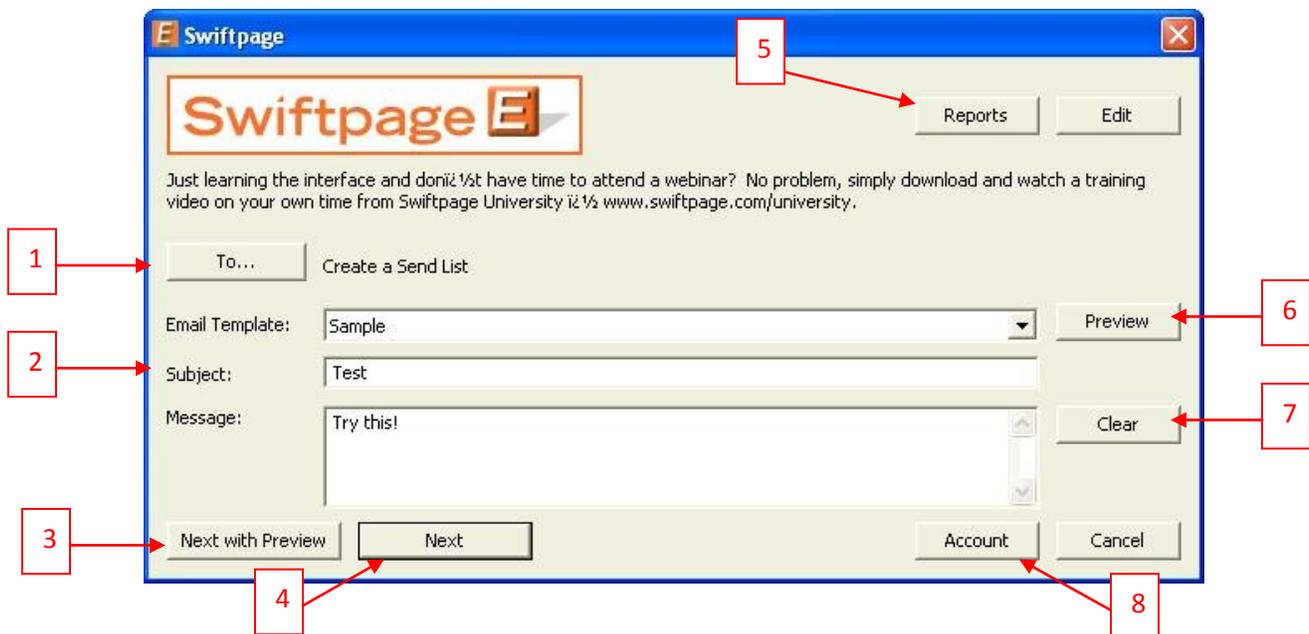
Quick Start Guide to:

## The Sending Screen in Swiftpage for Outlook

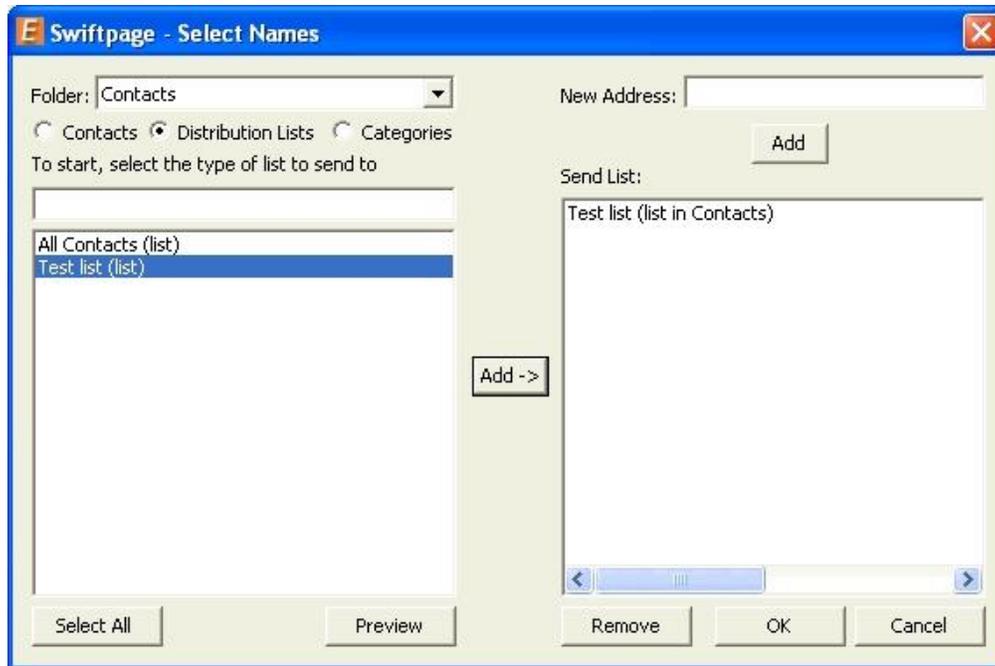
After installing Swiftpage for Outlook, the Swiftpage icon is located on the main toolbar in Outlook:



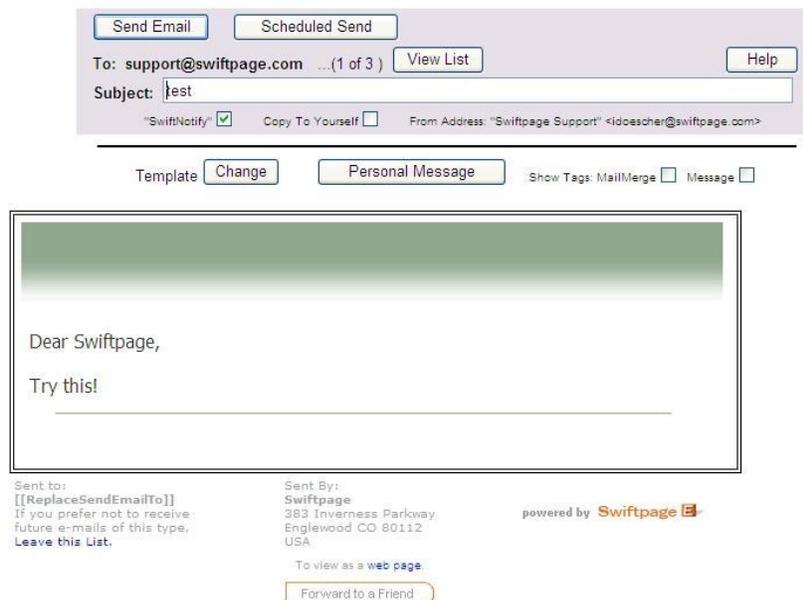
When you click on the Swiftpage icon, you will see the screen below. This Quick Start Guide explains the functions of this main Swiftpage for Outlook screen.



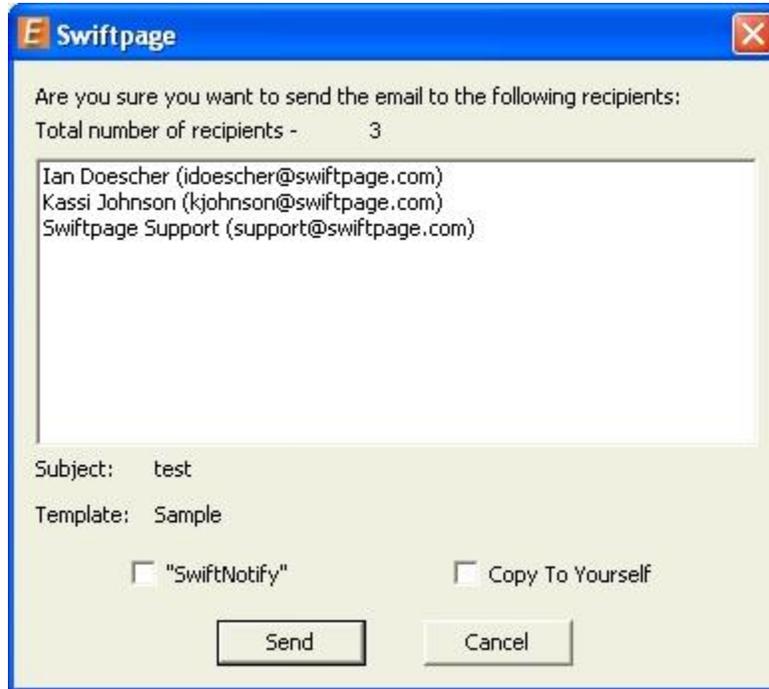
1. To...: this button takes you to a screen where you can select the Outlook contacts to whom you wish to send your email blast. When you click on To..., you will be given the option to select from your Outlook contacts, distribution groups or categories.



2. Email Template, Subject and Message: respectively, these fields allow you to choose the email template you wish to send, enter a subject line and enter a personal message (for templates that contain a Personal Message mail merge field).
3. Next with Preview: the Next with Preview button takes you to an online confirmation screen where you can see your template, and verify your subject line and the number of contacts to whom you are sending. If you have a Pro or Team level account, you can also perform a **scheduled send** by using the Next with Preview option.



4. Conversely, the Next button takes you to a shorter confirmation screen that does not allow you to see your template or perform a scheduled send. The Next button is generally used for smaller sends, while the Next with Preview button is used for large email blasts.



5. Reports and Edit buttons: the Reports button takes you to your online reports, where you can view the results of your Swiftpage email blasts. The Edit button launches the Swiftpage online editor, where you can edit your Swiftpage templates.
6. Preview: click this button to Preview the template selected in the Template dropdown menu.
7. Clear: this button clears any text in the Message box.
8. Account: click this button to see your account details, or log into another Swiftpage account or user ID.