



Quick Start Guide to:

Creating a Reply Email Address within the Email in the Basic Editor

The benefit of creating a hyperlinked reply email address within your email template is that you can have pre-populated subject lines and even a prompted question in the content of the response email if you'd like.

Basic Editor

- Click on Content Editor in the Basic Swiftpage Online Editor
- Click on Text Options
- Click on the window that you want to add an email address to and then click the Edit Text button
- Type whatever content you wish into the box and be sure that the email address is included
- Now highlight the email address you want linked with your mouse and then click the chain-link icon in the toolbar:



- A pop-up Link window will appear. You will see a drop-down menu for Link Type. It defaults to E-Mail. The other option is URL. You would use URL if you wanted to hyperlink a web address rather than an email address.
- Next you will see the E-Mail Address field is already populated and you can enter in a Message Subject and Message Body if you choose. Click Ok and then Submit. You can test out the link to ensure it works!