



Quick Start Guide To:

The First Step of your First Email: Accessing the Template Editor

To edit or create a Sage E-marketing email from scratch, you will want to access the Sage E-marketing Template Editor.

Depending on how you access Sage E-marketing, you will want to click on the orange E icon in the toolbar (ACT!, SalesLogix, Excel, etc.) and then find the button that says Edit. Click on the Edit button and you will be taken to the Sage E-marketing Template Editor.

If you don't have an orange E icon, you will want to log your Sage E-marketing account by clicking the following link below: <http://www.swiftpage.com/logineditor.htm>

Once you have logged in at that site, you will be at the My Sage E-marketing portal. Click on the Template Editor button and you will be taken into the Sage E-marketing Template Editor.

