



Quick Start Guide To:

Sending an Email with Sage E-marketing

- Go to www.swiftpage.com and log in at top of the page
- To make last minute changes to your templates, click your Template editor

TO.....

- Click on the List Manager button ... To select who you want the emails to go to



- To upload your contacts into the list manager from your .CSV File go to List > Import List > (Browse files) > Follow steps for import
- Options: Create Group, Create current look up, All Contacts

Sage E-marketing List Manager

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[Manage Contacts](#)
[New Contact](#)
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Current Filter:
 Group Name: "Spades"
 Rule: Last Name Equal to "spades"
 Contacts: 13
[Advanced Filter Actions >>](#)

Select a Filter

Filter by Group: Spades (Last Name Equal to "spades")

Use All Contacts with a Field Value:
 Email Address
Contains

[Submit](#)

[Keep Selected](#)
[Omit Selected](#)
[Save Group](#)
[Add to Group](#)
 Goto Page: [Go](#)
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	First Name	Last Name	Email Address	Title	Company	Date Added
<input type="checkbox"/>	Edit 2	two	spades	two.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 5	three	spades	three.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 9	four	spades	four.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 16	five	spades	five.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 18	six	spades	six.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 24	seven	spades	seven.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 25	eight	spades	eight.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 31	nine	spades	nine.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 35	ten	spades	ten.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 37	jack	spades	jack.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 41	queen	spades	queen.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 48	king	spades	king.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 51	ace	spades	ace.spades@swiftpage.com		05/05/2010

Show: Main Fields All Fields
 (Page 1 of 1)
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SENDING

- Go to Home > Send Email
- Select **Contacts** (Current Contact, Current Look Up, Group, All)
- **Content:** From the drop down box next to the Email Template; select the email template that you would like to send out
- To preview exactly what the email will look like, click the Preview button on the right
- Next enter a subject line for your email
- Enter Name – *Name is optional. It is used for identifying Email Blasts in Results.
- Send Email

Send an Email Blast

Select Contacts

Current Contact - two spades

Current Lookup - "Spades", Last Name Equal to "spades" (Contains: 13 Contacts)

Group: 5/5/2010 (Date Added Equal to "05/05/2010 13:12")

All Contacts

Email Template: e_Test Advanced

Email Subject: Test *required

*Blast Name: *optional

- Email Blast Confirmation – If the information (To, Time, Template, Subject, Name) is correct > Send Email

And you're done! You'll receive a confirmation email stating the email was sent out successfully.