

Email - Cheat Sheet

Email Home Page

Subject
Your email heading.

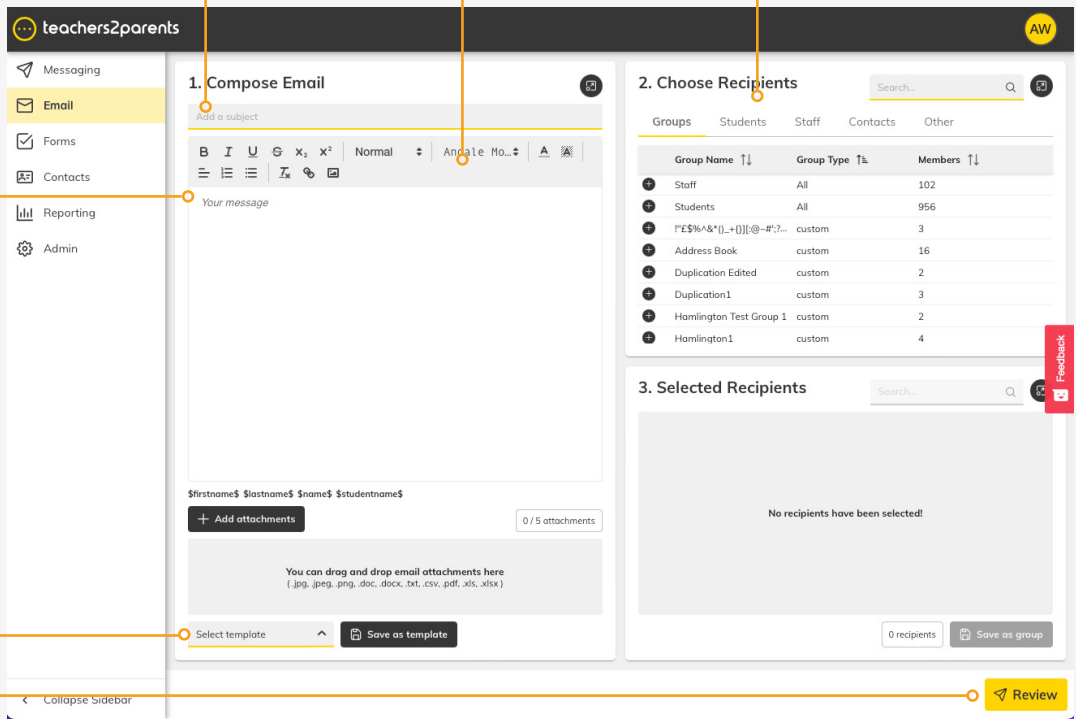
Formatting
Change text formatting

Recipients
Filter by group, students, staff & more. Press the plus to select.

Content Area
Begin typing your email here.

Drop Down to Use A Template
Choose a previously saved template.

Review
Once you're finished, head to review.



Sending to
Select priority 1 or all contacts.

Scheduling
Select the date & time you want to schedule for, or switch off & send.

Send/View
Preview message or send.

