SAVVY FUNNELS / EMAIL MARKETING

Create Your First Newsletter

Create a one-off email to send to a selected group of contacts.

Before you begin

- Have an authenticated sending domain and confirmed sender address ready. You will also need contacts with an appropriate tag to select your recipients.

Step by step

1. Open **Emails > Newsletters** and select **Create**.
2. Enter the subject line, sender name and sender email address. Choose **Classic** for a straightforward text-based message or **Visual** for a designed layout.
3. Select **Save** to open the editor. Write your email, add links and check your message carefully.
4. If using the visual editor, select **Save Changes** and then **Exit** to return to the email settings.
5. Select the relevant contact tags in the recipient settings before choosing whether to save, test, schedule or send.

Before sending

- Check the subject, sender details, links and recipient tags. Send a test first. A newsletter is a one-off send, not an automated sequence.