Schedule or Send a Newsletter

Save a draft, test your message and choose when it goes out.

Before you begin

• Complete the email and recipient settings. Verify the sender address and your test email address.

Step by step

1. Open your newsletter and review its subject, content and recipients.
2. Choose **Save draft** if it is not ready to send.
3. Choose **Save and test** to send a preview to the verified test address configured in your email settings.
4. When ready, choose **Save and send** for immediate sending, or **Save and schedule** to choose a future date and time.
5. For a scheduled newsletter, check the date and time carefully before confirming.

Final checks

• Open your test email on desktop and mobile if possible, check every link and review the recipient tags.

• Avoid switching between Classic and Visual editors mid-draft: changing editors can remove work already entered.