

Create a new email

12 Steps [View most recent version](#) 

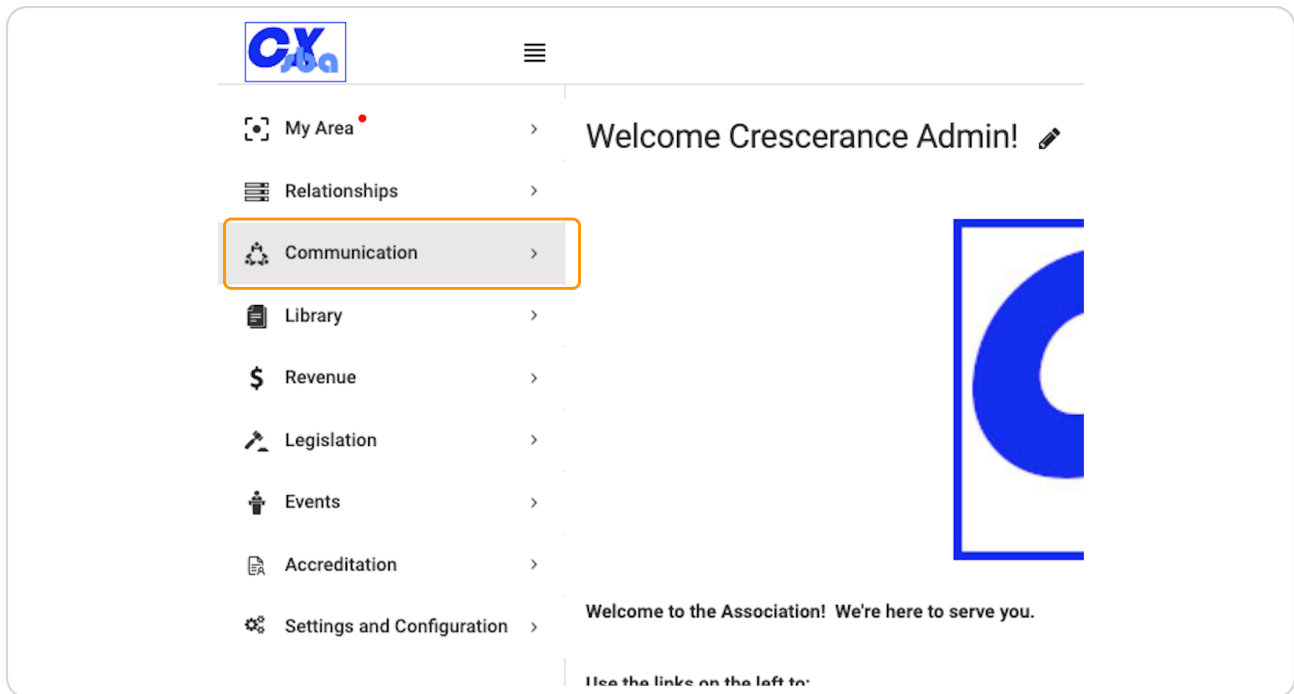
Created by
Engagifii Inc.

Creation Date
October 6, 2023

Last Updated
October 16, 2023

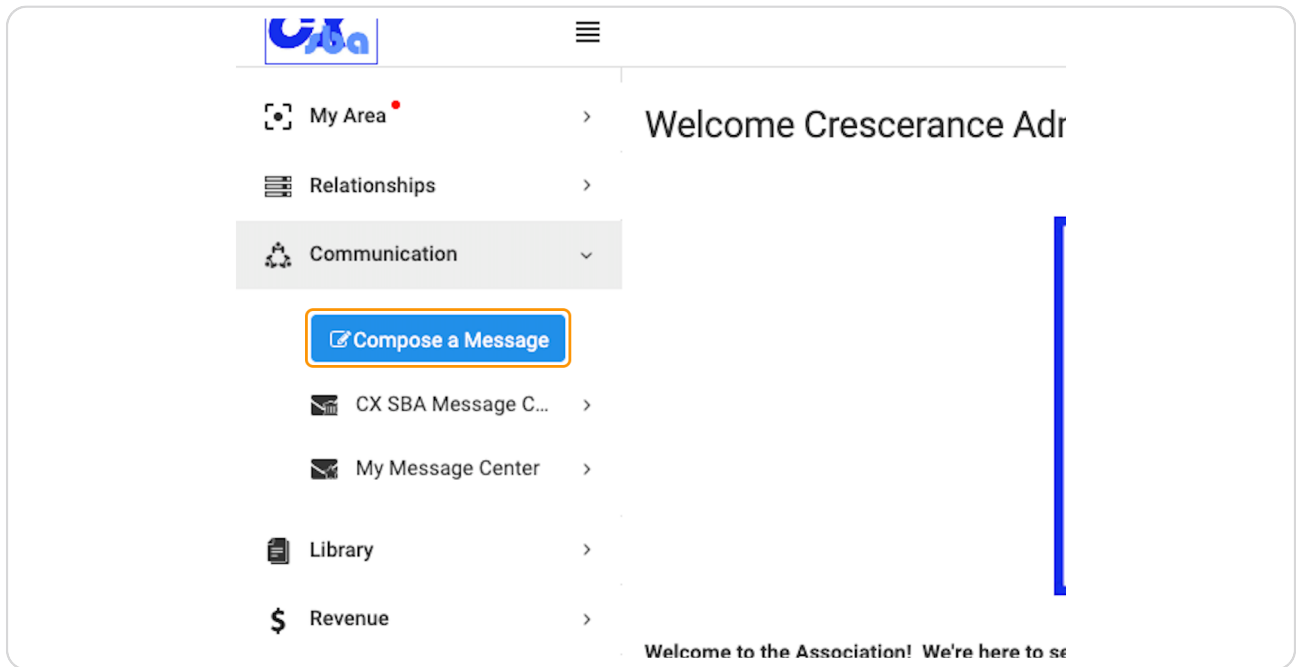
STEP 1

Click on Communication



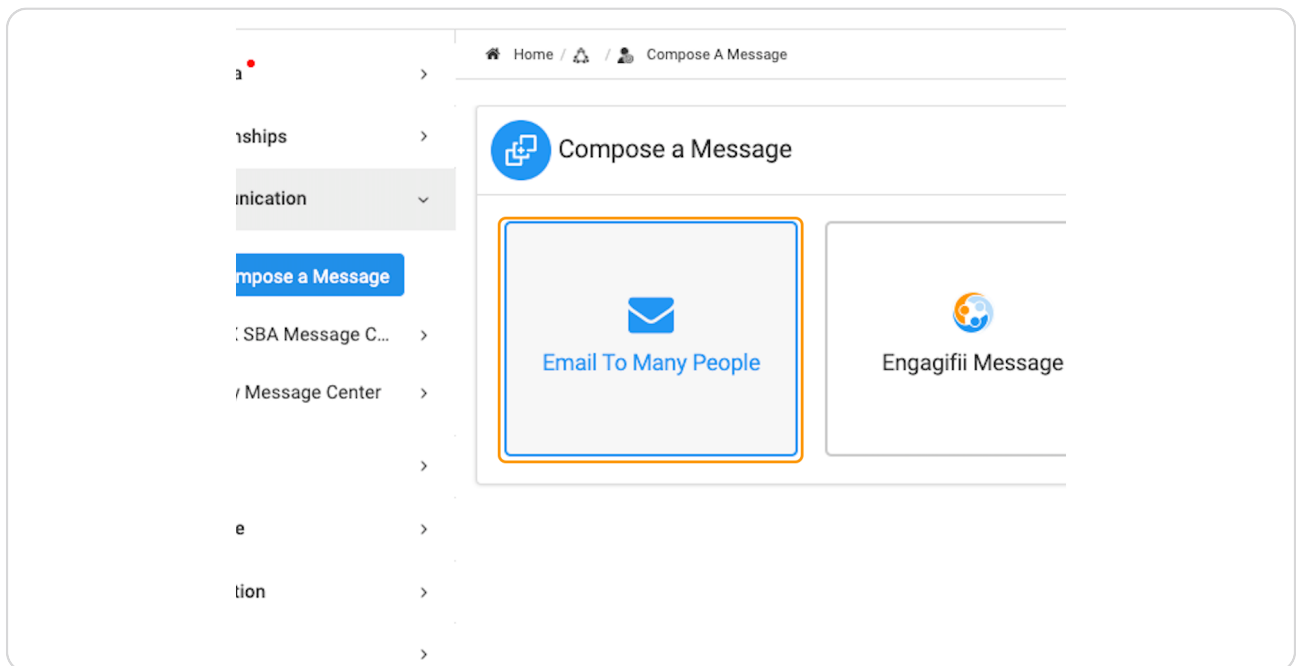
STEP 2

Click on Compose a Message



STEP 3

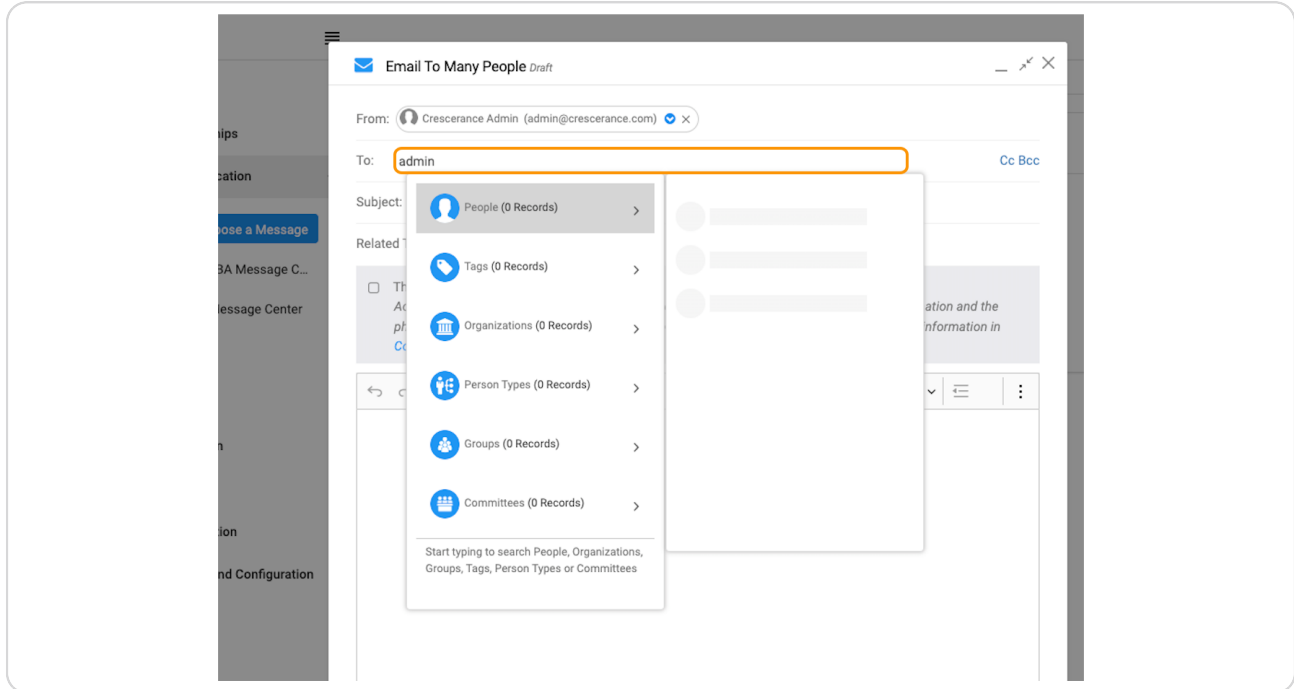
Click on Email To Many People



STEP 4

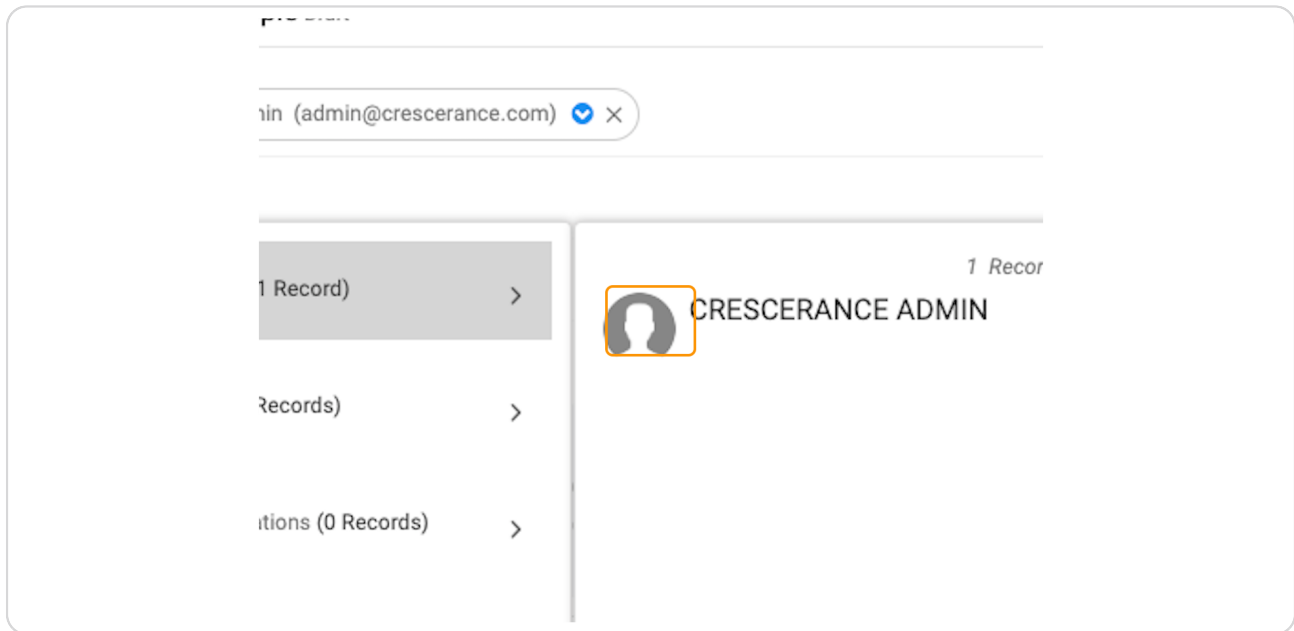
Type in the name of the individuals, groups or organizations you would like to send this email to

You will see the spotlight search pop up with any relevant data below where you typed in your name



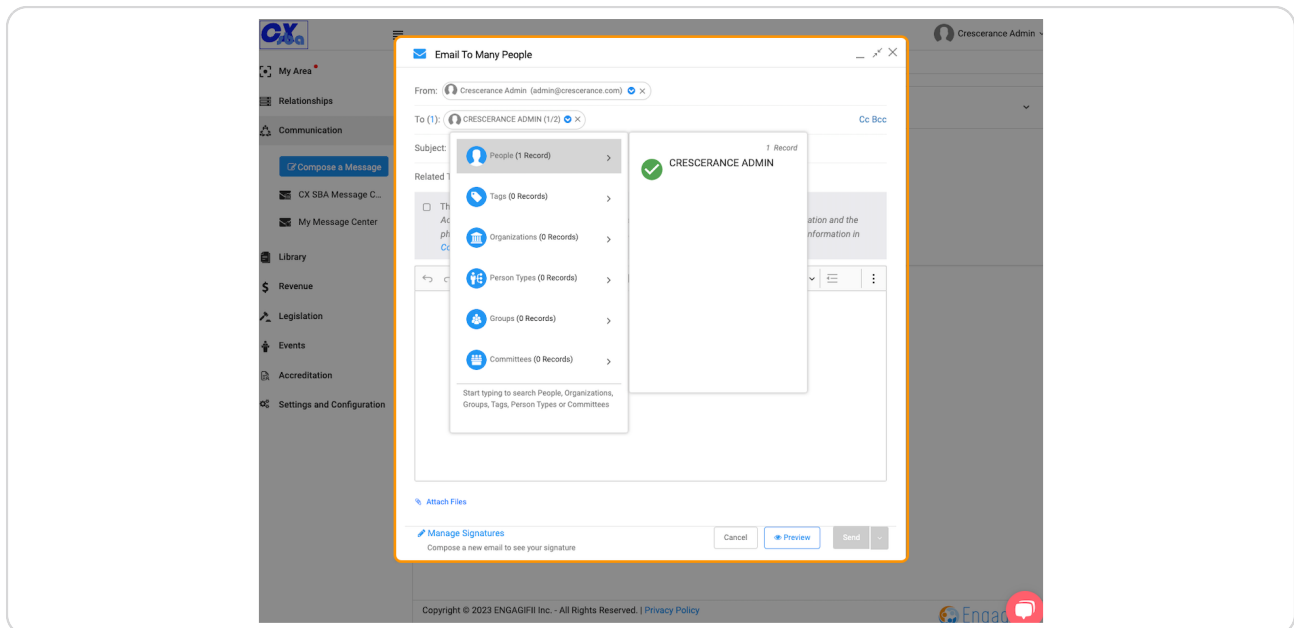
STEP 5

Click on the individual, group or organization you want to send the email to by clicking on the name



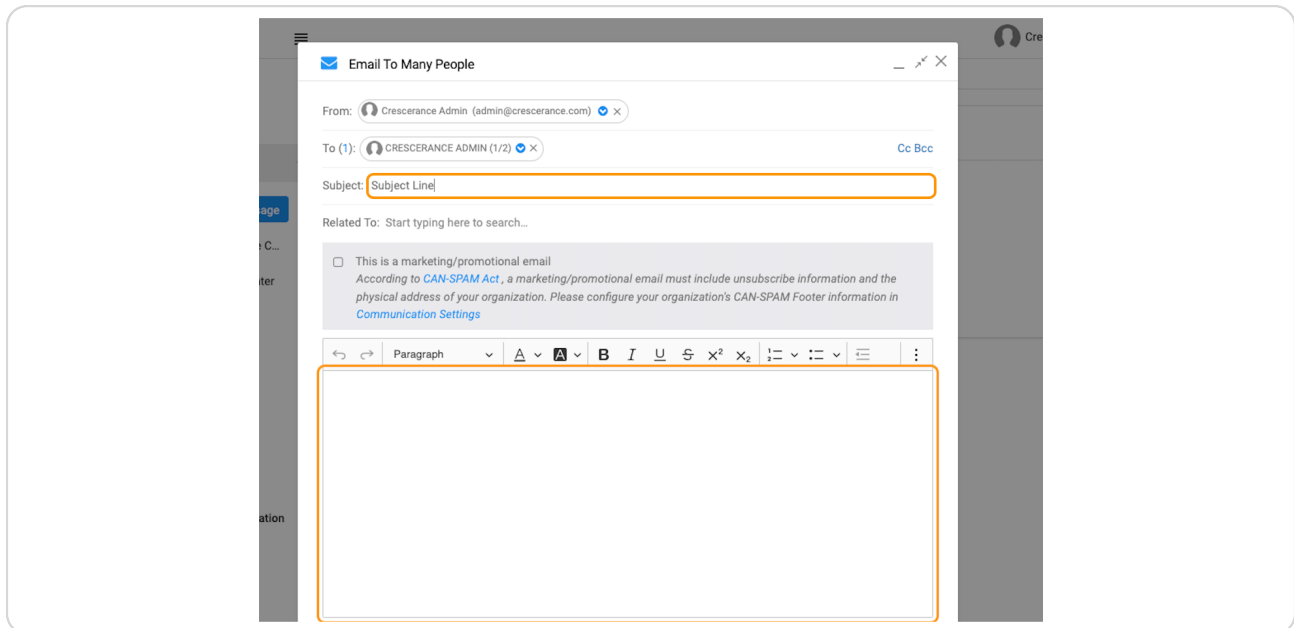
STEP 6

You will then see the green check mark next to their name, as well as their email address in the To: field



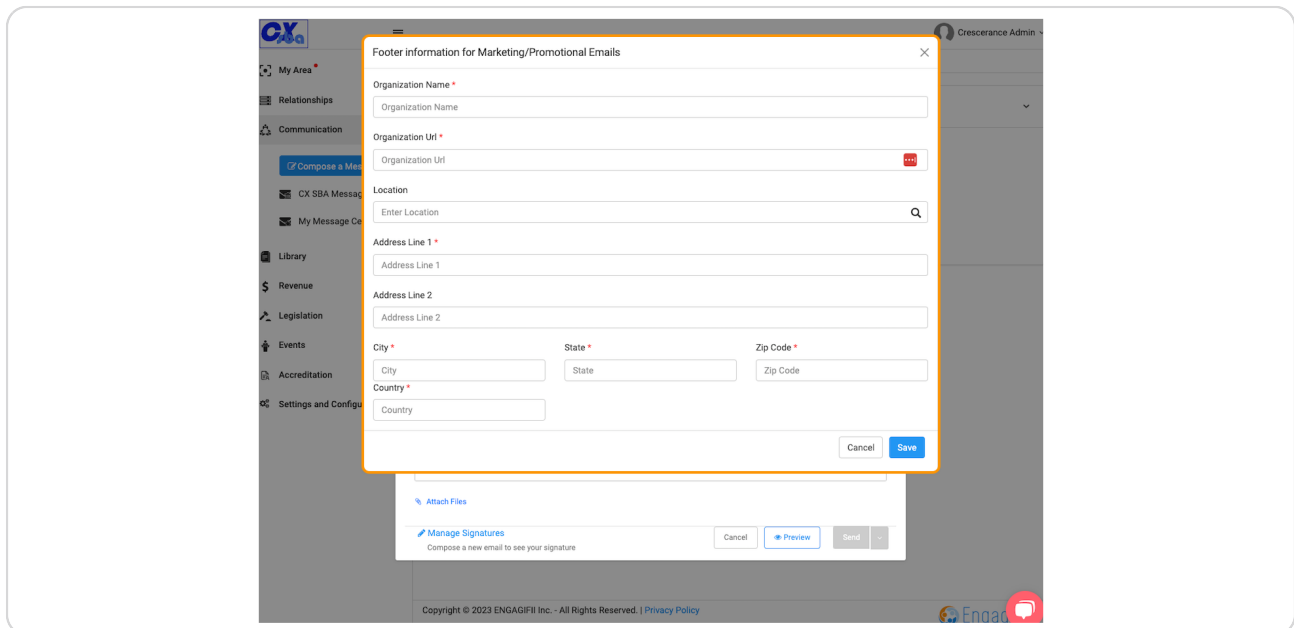
STEP 7

Type out your subject line



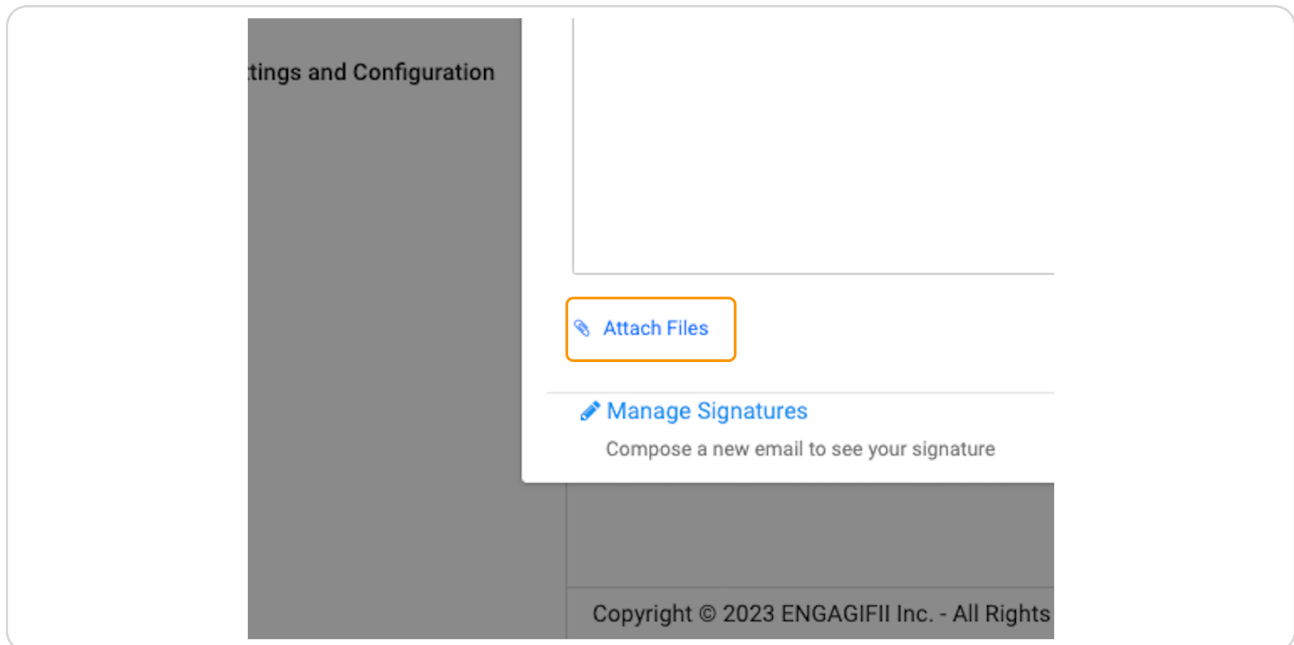
STEP 8

For Marketing/promotional emails, you'll check the box for this (above the text editor) and an additional window will pop up asking for Footer information



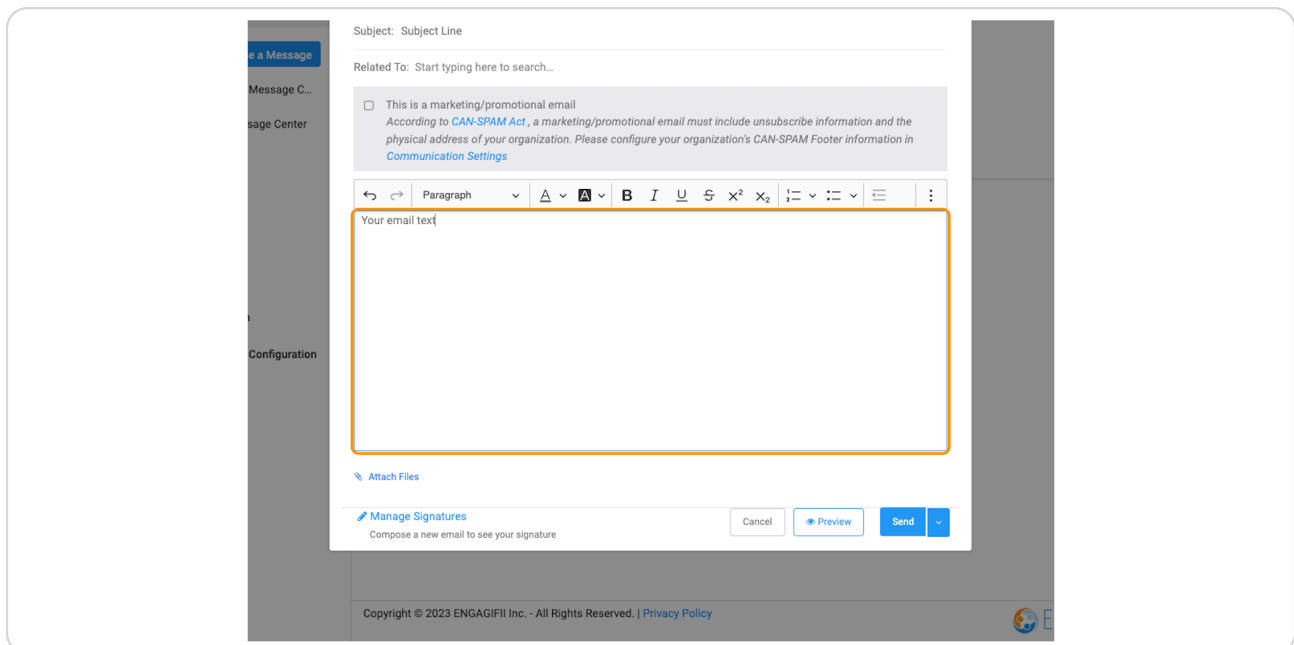
STEP 9

Click on Attach Files



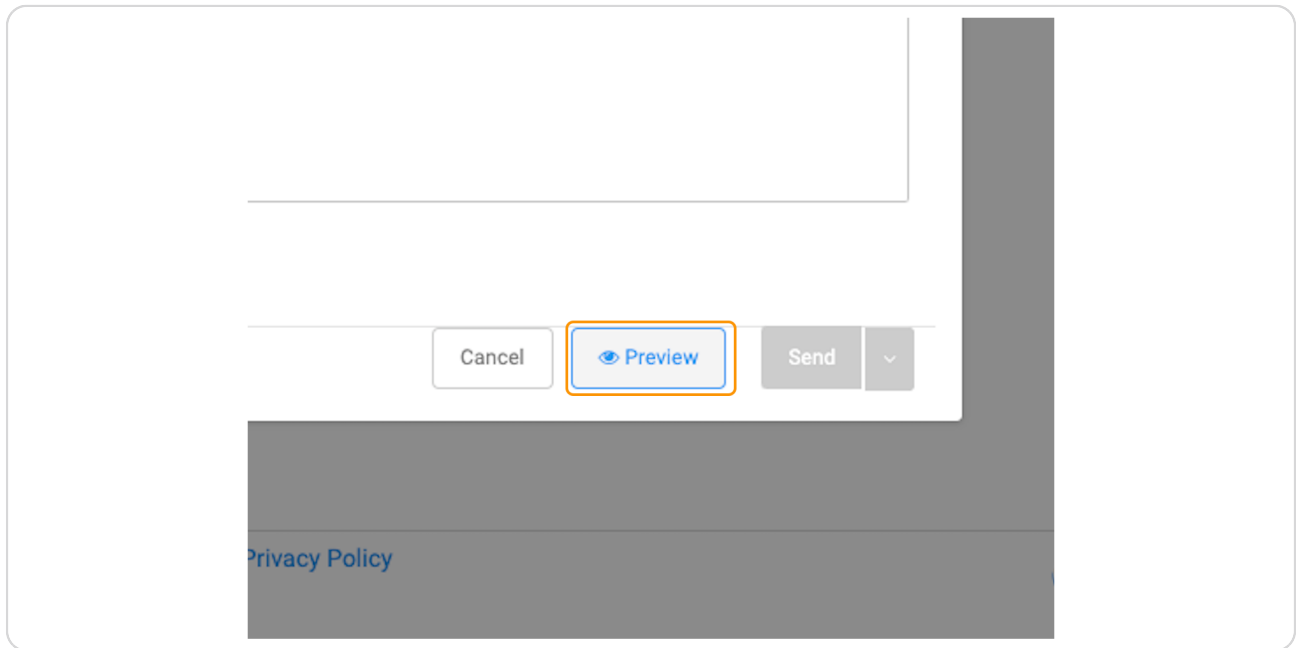
STEP 10

Type in your email body. You can type within this box, or copy and paste from another source.



STEP 11

If you'd like to take a look at what your email will look like prior to sending it out to your recipients, click on the Preview button in the bottom right



STEP 12

Once you're ready, click the Send button

