# How to Create an Email

## There are two ways to create an email in EasyContact. You can either start an email from scratch by using the "Create an Email" wizard from the Main Menu, or you can copy an existing email and use it as a starting point for a new email.

**To create an email using the "Create an Email" wizard:**

- Click "Create an Email" from the Main Menu Screen.
- The "Create an Email" wizard will lead you through the steps of creating an email, including:
  - Entering "Email Details" including Company Information, Email Information, Time Zone, Webpage Version, Sender Email Address, and Social Networking information.
  - Choosing Contacts you wish to send your email to. In the "Choose Contacts" step, you can also create new contact lists and import contacts to these lists by selecting the **Add New Contact List** button.
  - Choosing a template in the "Choose a Template" screen.
  - Customizing the template by adding your own personalized information, such as text, pictures, logo and more using the editing toolbar.
  - Personalizing your email according to information already stored in your mailing list, such as the recipient's first or last name or other information.
  - Receiving real-time feedback on your email content, checking to see the likelihood of your email being blocked in a Spam filter.

- Sending your email immediately, choosing a time and date for delivery, saving as a draft to finalize and send later, or designating it as an Auto Responder for specific incoming email inquiries.

**To start creating an email by copying an existing email:**

- Click the “Manage Emails” tab near the top of the EasyContact application screen.
- Find the email you want to copy in the “Existing Emails” list. Then, click the icon in the far-right column to make a copy of the email.
- After the email has been created, EasyContact will lead you through the same steps as creating an email, including:
  - Entering “Email Details” including Company Information, Email Information, Time Zone, Webpage Version, Sender Email Address, and Social Networking information.
  - Choosing Contacts you wish to send your email to. In the “Choose Contacts” step, you can also create new contact lists and import contacts to these lists by selecting the **Add New Contact List** button.
  - Choosing a template in the “Choose a Template” screen.
  - Customizing the template by adding your own personalized information, such as text, pictures, logo and more, using the editing toolbar.
  - Personalizing your email according to information already stored in your mailing list, such as the recipient’s first or last name or other information.
  - Receiving real-time feedback on your email content, checking to see the likelihood of your email being blocked in a Spam filter.
  - Sending your email immediately, choosing a time and date for delivery, saving as a draft to finalize and send later, or designating it as an Auto Responder for specific incoming email inquiries.

**Note:** For more information on how to edit an email, choose contacts and other steps in the process, click the “Free Online Help” link at the very top of your EasyContact application screen or go to the “Online Help Center.” There, you’ll find Help documents on these topics and more, including “How to Copy an Email”, “How to Edit an Email”, “How to Choose Contacts”, “How to Make Changes to an Existing Email” and more.