



## How to Preview an Email

**The Preview step enables you to view your email as it will appear to recipients.**

- ➔ To preview your email during the editing process, click the **Preview** button on the far right side of the edit toolbar. An image will appear displaying the full email as it will appear to recipients.
- ➔ In the Preview screen you can also change which email list you're sending this email to, your Sender Email Address or your Subject Line.
- ➔ When done reviewing, select **Close** to exit from the preview feature or **Apply Changes** to save your changes and return to editing your email. Be sure to click **Save** to save any changes you make to your email.
- ➔ In the editing screen, you can continue to work on your email or click **Send Test** to send a test email.
- ➔ To edit the text-only version of your email, click **Edit Text Version**. This will give you the option of viewing the text-only version of your email as it will appear to recipients, as well as a window that allows you to edit your text-only version. Be sure to click "Save Text Version" when you have completed any changes. To revert back to the default text-only version click the Use Default Text button at the bottom left of the screen.

**Note:** To see how your email will look in your customer's inbox see the "How to Send a Test Email" Help document in the "Online Help Center."