How to Send a Test Email

Sending a test email is optional and enables you to see how the email will appear when it's received in recipients' inboxes and how images and text will appear when recipients open the email.

To send a test for an unsaved email:

- From the editing screen within the "Create an Email" wizard, click the **Send Test** button at the far right of the screen, above the toolbar. (You may also click **Preview** to view your email as it will appear to recipients or you can view and edit the text-only version of your email by clicking on **Edit Text Version**.)

- In the middle of the page, you'll see a list of Sender Email Addresses. Select one or enter a new one in the Enter email address box and then click **Send Test**.

  - You also have the opportunity to add an optional message that will be sent along with the Test Email (For example: "Please review this email and let me know of any changes by noon tomorrow")

- A confirmation box will appear once the test email has been successfully sent.
  To add or delete a block of text:

To send a test for a saved email:

- Click on the "Manage Emails" tab near the top of the EasyContact application screen. You will also find the option of managing or testing any autoresponder emails you have previously created in this section, following the same steps that are detailed below.

- Select the email that you'd like to test and click **Edit Email**. This will take you to a screen that displays the editing toolbar.

➡️ Click the **Send Test** button at the far right of the screen, above the toolbar. You may also click **Preview** to view your email as it will appear to recipients.

➡️ In the middle of the page, you'll see a list of Sender Email Addresses. Select one or enter a new one in the Enter email address box and then click **Send Test**.

➡️ You also have the opportunity to add an optional message that will be sent along with the Test Email (For example: "Please review this email and let me know of any changes by noon tomorrow")

➡️ A confirmation box will appear once the test email has been successfully sent.

Note: Test emails that do not appear in the email inbox can sometimes be found in "Spam" or "Junk" folders.