



How to Make Changes to an Existing Email

You can change the contacts receiving an existing email.

- ➔ From the “Manage Emails” tab, find and select the email you want to make changes to. Changes can only be made to emails that have not yet been sent.
- ➔ Once you click on the name of the Existing Email you wish to edit, four buttons will be activated at bottom of the screen: Email Details, Choose Contacts, Edit Email and Schedule Email.
 - ➔ **Email Details:** You can manage and update various details of your email, including: Company Information, Sender Email Address, Email Name, Subject Line, Social Networking options or a link to allow recipients to view a webpage version of your email. Click the **Edit** button to make changes, then click the **Apply** button to save your updates.
 - ➔ **Choose Contacts:** You can choose contacts to send your email to.
 - ➔ Check the box next to the list or lists of contacts you wish to send your email to.
 - ➔ Create a new list by clicking **Add New Contact List**, type in a name for your list and then add contacts from the drop-down menu below.
 - ➔ Choose whether or not to send an Opt-In message to recipients by checking or unchecking the “Check this box to send opt-in messages to subscribers” box in the lower-left corner of the screen. (For more information on the Opt-In feature, click on “Online Help” under “Help & Support” in the right-hand gray box on your EasyContact application screen to go to the “Online Help Center” and search for the “Understanding the Opt-In Feature” Help document.)
 - ➔ **Edit Email:** You can make changes to the layout, content and design (i.e., font size, style and color) of your email. Click on **Spam Check** to get immediate feedback on the likelihood of your email being blocked as Spam, plus tips on what issues you might want to address. You can also double-check and edit the text-only version of your e-mail by clicking on **Edit Text Version**.

- **Schedule Email:** You can choose whether to send your email now, save a draft of the email, and schedule or reschedule a time and date to send the email in the future. You can also change an email into an Auto Responder (i.e., an automated Welcome Email based on specific conditions you select).