How to Change the Recipients of an Existing Email

You can change the contacts that an existing email will be sent to.

➡️ Click on the "Manage Emails" tab near the top of the EasyContact application screen.

➡️ Select an Existing Email from the list by clicking on it.

➡️ Click the **Choose Contacts** button at bottom of the screen.

➡️ Check the box next to the list or lists of contacts you wish to send the email to. Uncheck the box next to any lists you wish to remove from your mailing list.

➡️ You can 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. For specific instructions, see the following pages in this PDF:

   → How to Add Contacts One at a Time, page 15

   → How to Add Contacts from Microsoft Outlook and Email Programs, page 16

   → How to Add Contacts from a Spreadsheet, page 18

➡️ To segment a list by adding rules that will further refine your mailing list, click on the checkbox to the left of **I want to segment my contacts**. You can then set up rules based on parameters such as city/location or other contact information. Once saved, these segmentation rules will be displayed in your "Email Summary" results, and can be edited as you like in the future.

➡️ Click **Apply** to save your changes.

Note: If email has already been sent, it cannot be rescheduled or changed. However, you may copy and edit an existing email as the base for a new email. For more information, from the EasyContact Main Menu, click the "Online Help" link under "Help & Support" in the right-hand gray box to go to the "Online Help Center" and view the Help document on "How to Create a New Email by Copying an Existing One."