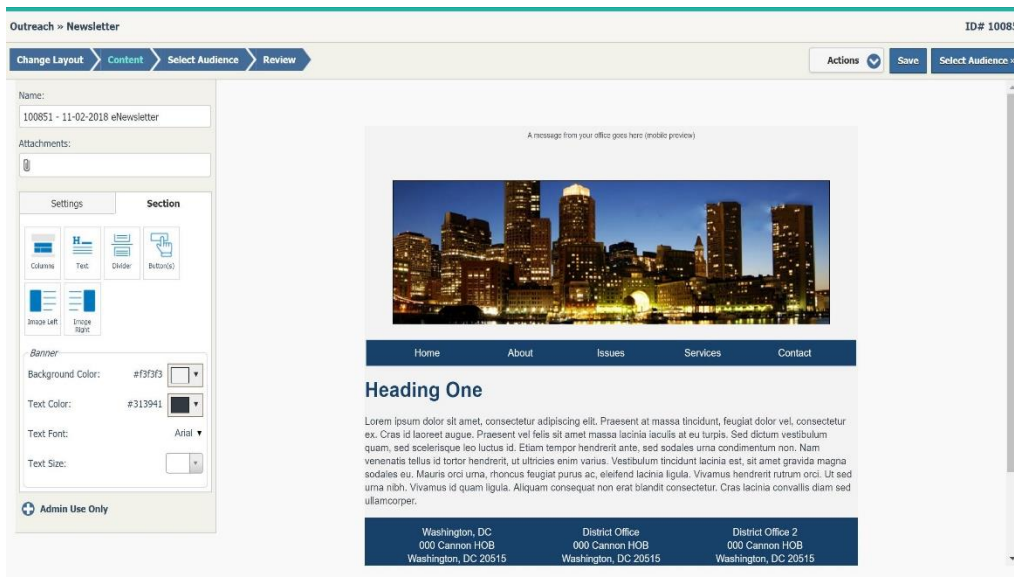


## How to Send an eNewsletter

Sending out a newsletter in IQ is a very simple process. We have created a multi-step “Wizard” that will walk you through the content of the newsletter, the audience, and configuring it to be sent.

### Create an eNewsletter:

1. In the Outreach Big Menu, select eNewsletter under the New column.
2. Select the Newsletter template you wish to use.
3. Change the name the Newsletter (Note: IQ will automatically name your newsletter with today’s date).
4. Click into the section that you want to edit. You will then see the Editor Toolbar appear and you are ready to start adding content.



Outreach » Newsletter ID# 100851

Change Layout Content Select Audience Review Actions Save Select Audience »

Name: 100851 - 11-02-2018 eNewsletter

Attachments:

Settings Section

Columns Text Divider Buttons

Image Left Image Right

Banner

Background Color: #f3f3f3

Text Color: #313941

Text Font: Arial

Text Size:

Admin Use Only

A message from your office goes here (mobile preview)

Home About Issues Services Contact

Heading One

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent at massa tincidunt, feugiat dolor vel, consectetur ex. Cras id laoreet augue. Praesent vel felis sit amet massa lacinia iaculis at eu turpis. Sed dictum vestibulum quam, sed scelerisque leo luctus id. Etiam tempor hendrerit ante, sed sodales urna condimentum non. Nam venenatis tellus id tortor hendrerit, ut ultricies enim varius. Vestibulum tincidunt lacinia est, sit amet gravida magna sodales eu. Mauns orci urna, rhoncus feugiat purus ac, eleifend lacinia ligula. Vivamus hendrerit rutrum orci. Ut sed urna nibh. Vivamus id quam ligula. Aliquam consequat non erat blandit consectetur. Cras lacinia convallis diam sed ullamcorper.

Washington, DC  
000 Cannon HOB  
Washington, DC 20515

District Office  
000 Cannon HOB  
Washington, DC 20515

District Office 2  
000 Cannon HOB  
Washington, DC 20515

5. To preview the eNewsletter, open the Actions drop-down menu on the top-right and select Preview. Enter your email address (Use the semi-colon to enter multiple email addresses).
6. Click the Select Audience button to go to the next step of the wizard and choose Newsletter recipients.

### Select an Audience for eNewsletter:

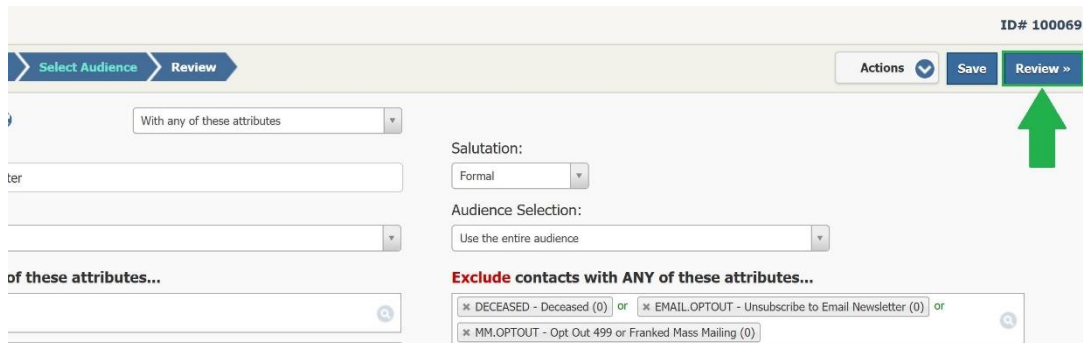
7. If needed, change the Select Your Audience Drop down to “With ALL of these attributes” (the default is With ANY of these attributes).
8. In the Add contacts with ANY of these attributes... select the appropriate Affiliations (e.g. Email Optin, Email Subscriber, etc.). (Note: The number of contact records with a

code is in parentheses beside the code and that does not include duplicative primary email addresses or bad email addresses.)

9. In the Exclude contacts with ANY of these attributes... select the appropriate Affiliations (e.g. Email Optout, Email Unsubscribe, etc).

10. To review the actual email count, click on the Actions drop-down menu and select Review audience size.

11. Click the Review button to go to the next step in sending the eNewsletter:



### Review the eNewsletter before sending:

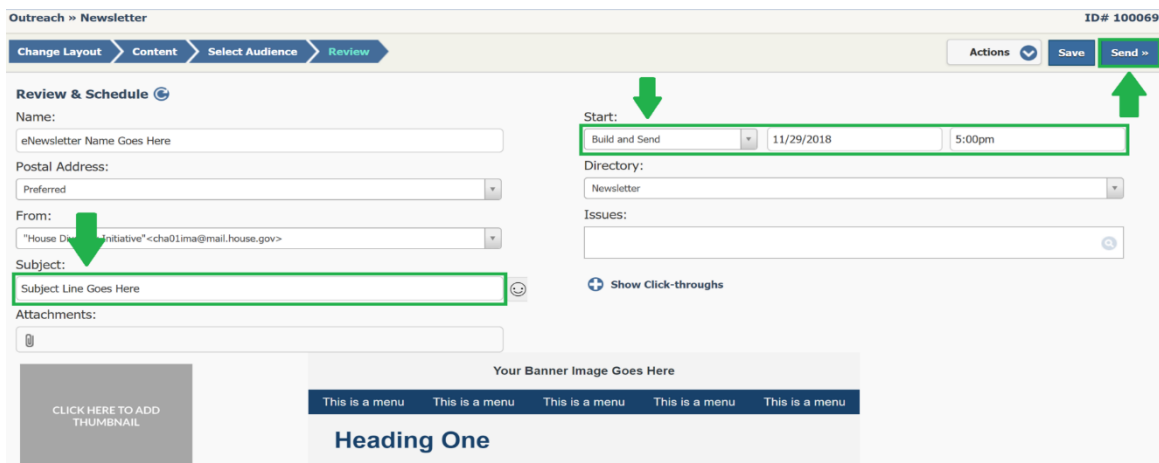
12. Enter the email subject in the Subject field or leave the field empty and IQ will use the Office Defined Subject entered in your IQ System Configuration Setting (e.g. Reply from Congressman John Quorum).

13. In the Start field, select Build and Send (default is set to Build Only), set the date and time of the eNewsletter.

Note: The time used is EST – Eastern Standard Time.

14. It is highly recommended that you preview the eNewsletter before sending. Open the Actions drop-down menu and select Preview. Enter your email address and use the semi-colon when entering multiple email addresses.

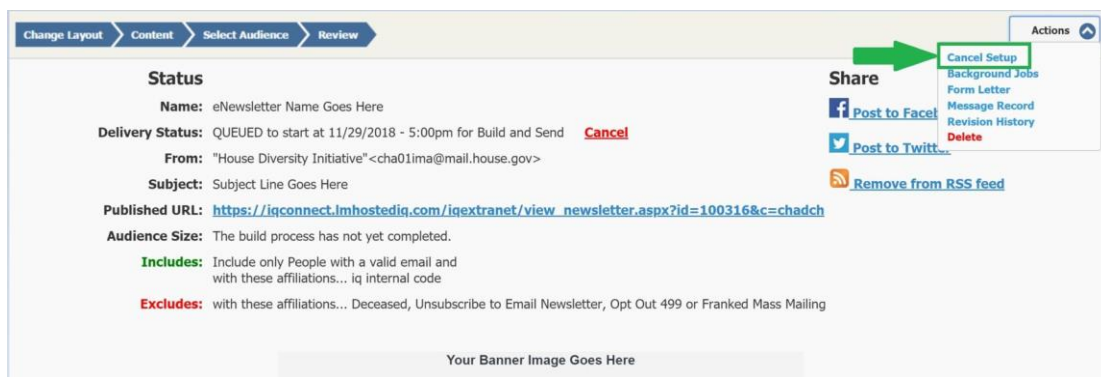
15. Click the Send button.



## Editing or Cancelling the e-newsletter after it has been sent

(Note this may only be an option if you use the “Build and Send” Option and it is before the Start Time)

1. In the Outreach Big Menu, select All Open in the Find Outreaches column.
2. Click on your eNewsletter name link.
3. Open the Actions drop-down menu and select Cancel Setup. Click the Cancel Outreach Build button in the popup message.
4. To make changes to the content, click the Change Layout step. Make your edits and follow steps 7-15 to send the newsletter



**Change Layout** | **Content** | **Select Audience** | **Review**

**Status**

**Name:** eNewsletter Name Goes Here

**Delivery Status:** QUEUED to start at 11/29/2018 - 5:00pm for Build and Send **Cancel**

**From:** "House Diversity Initiative" <cha01ima@mail.house.gov>

**Subject:** Subject Line Goes Here

**Published URL:** [https://iqconnect.lmhostedig.com/iqextranet/view\\_newsletter.aspx?id=100316&c=chadch](https://iqconnect.lmhostedig.com/iqextranet/view_newsletter.aspx?id=100316&c=chadch)

**Audience Size:** The build process has not yet completed.

**Includes:** Include only People with a valid email and with these affiliations... iq internal code

**Excludes:** with these affiliations... Deceased, Unsubscribe to Email Newsletter, Opt Out 499 or Franked Mass Mailing

**Share**

**Post to Facebook**

**Post to Twitter**

**Remove from RSS feed**

**Actions**

- Cancel Setup
- Background Jobs
- Form Letter
- Message Record
- Revision History
- Delete

Your Banner Image Goes Here