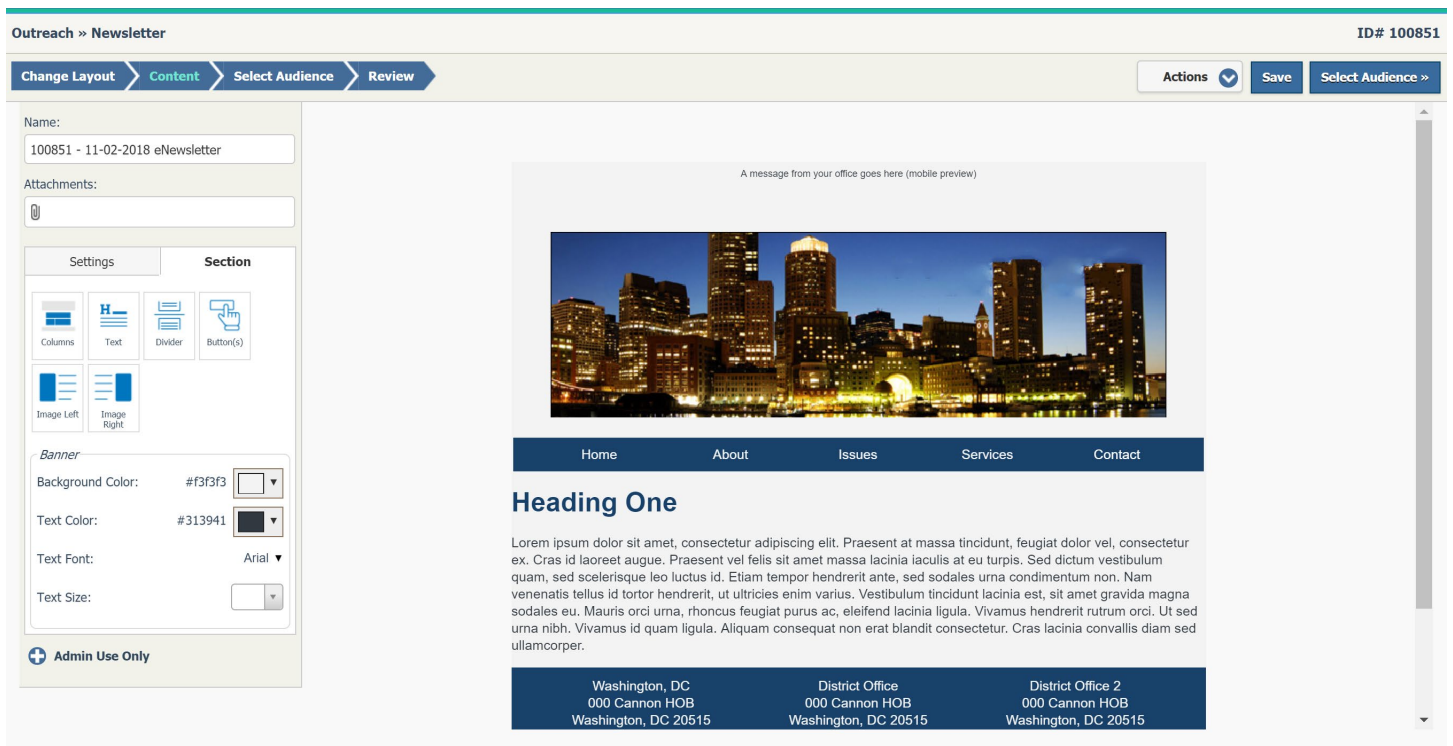


How to Send an eNewsletter

Create an eNewsletter:

1. In the **Outreach** Big Menu, select **eNewsletter** in the **New** column.
2. Select the e-newsletter template.
3. Change the name the Newsletter (**Note:** IQ will automatically name your newsletter (e.g. 100471 - 11-02-2018 eNewsletter)).
4. Click in the section or the **Pencil** icon to edit your content

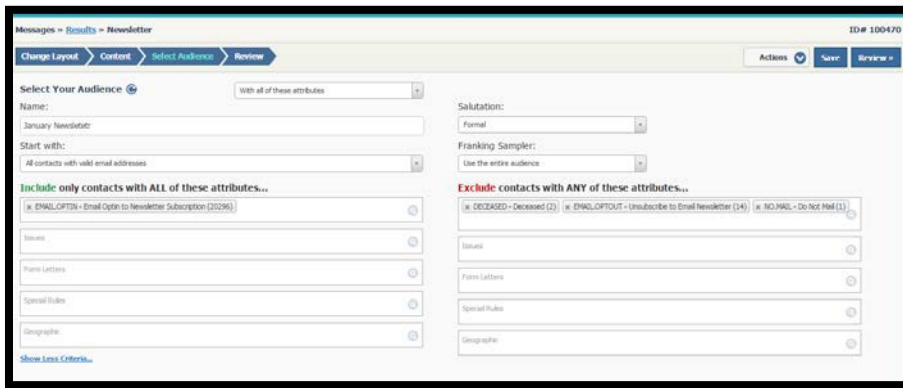


5. To preview the eNewsletter, open the **Actions** drop-down menu and select **Preview**. Enter your email address and use the semi-colon when entering multiple email addresses.
6. Click the **Select Audience** button to choose the Newsletter recipients.

Select an Audience for eNewsletter:

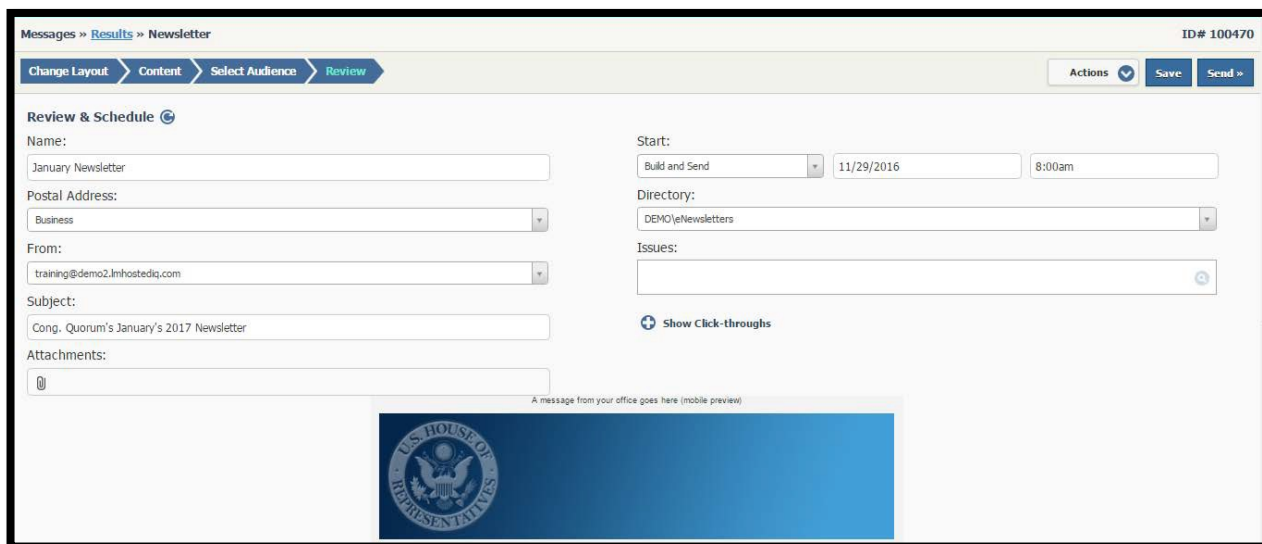
7. Change the **Select Your Audience** to **With all of these attributes** (the default is **With any of these attributes**).
8. In the **Add contacts with ANY of these attributes...** select the appropriate **Affiliations** (e.g. Email Optin, Email Subscriber, etc.). (**Note:** The number of contact 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 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.

