

Sending Email Messages

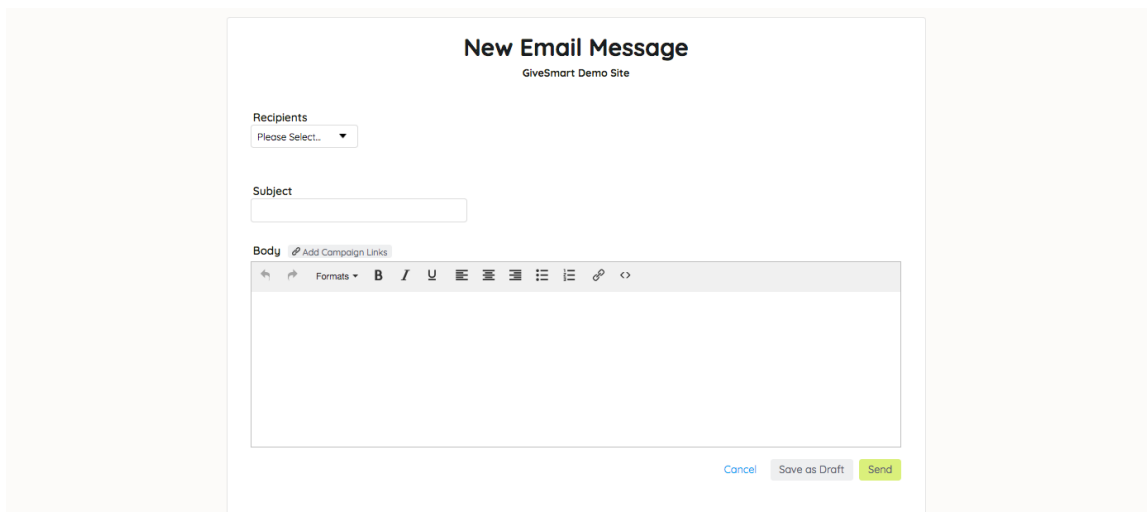
Last Modified on 05/09/2024 3:14 pm EDT

Stay connected with supporters via email.

Watch a video

Create an email

1. From the **Admin Navigation**, select **Communications > Email**.
2. Click **+New Email**

The screenshot shows a web interface for creating a new email message. The title is "New Email Message" with the subtitle "GiveSmart Demo Site". Below the title, there are three main sections: "Recipients" with a dropdown menu showing "Please Select...", "Subject" with a text input field, and "Body" with a rich text editor. The rich text editor has a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and source code. At the bottom right of the form, there are three buttons: "Cancel", "Save as Draft", and "Send".

3. Choose **Recipient(s)**.
4. Customize the **Subject** and **Body**.
5. Once your message is set, choose **Save as Draft** or **Send**.

NOTE: Embedded coding added to the Source Code will appear on the message preview, but will not be received in the sent email. As a best practice, we recommend you send a test email to yourself to ensure how a message will be received when adding additional coding or images.

Send a draft email

1. Visit the main email message page.
2. From the **Drafts** tab, select the desired draft message.
3. Make any needed edits.
4. Select **Send**.

SUBJECT

Tickets Are Now on Sale

Missing Contact Info

MESSAGE DETAIL

To
Everyone

Subject
Tickets Are Now on Sale

Body [Add Link](#)
We want to invite you to our annual gala celebrating our Demo Auction Event! Tickets to the event are now on sale, please visit demo@givesmart.com to purchase your tickets. You won't want to miss out on this exciting evening! We have many surprises in store for you, including a bonus gift for the 1st 200 guests to purchase tickets...you won't want to miss out on this evening of fun and adventure!
Please contact help@givesmart.com if you have any questions about the evening's activities.
Thank you for your continued support, and we hope to see you all there!

Cancel Save Send