

# Sending Email Messages

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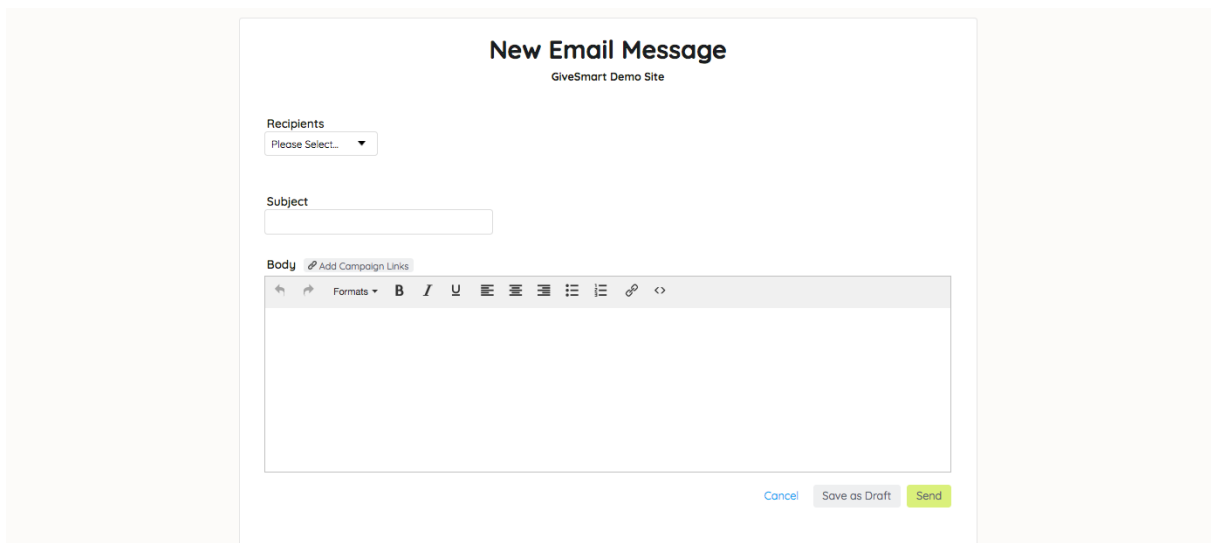
Stay connected with supporters via email.

## Watch a video

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## Create an email

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

A screenshot of the 'New Email Message' form in the GiveSmart Demo Site. The form is titled 'New Email Message' and 'GiveSmart Demo Site'. It features a 'Recipients' dropdown menu with 'Please Select...' as the current selection. Below this is a 'Subject' text input field. The 'Body' section includes a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. 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**.
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## 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**.

Drafts

Sent

+ New Email

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](http://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 first 200 guests to purchase tickets...you won't want to miss out on this evening of fun and adventure!

Please contact [help@givesmart.com](mailto: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