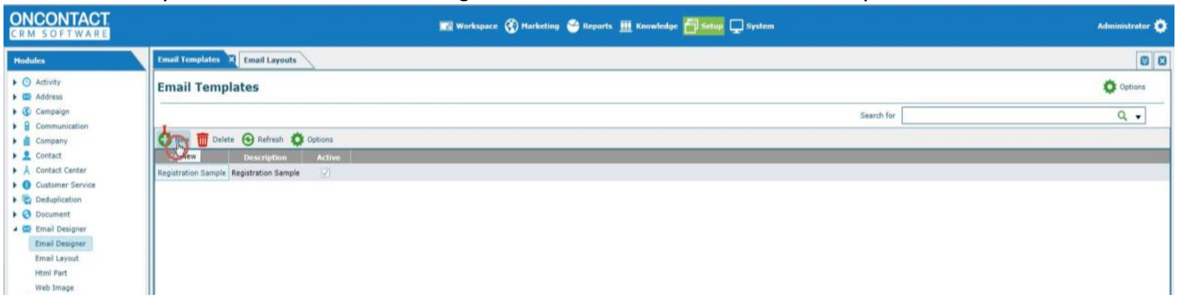
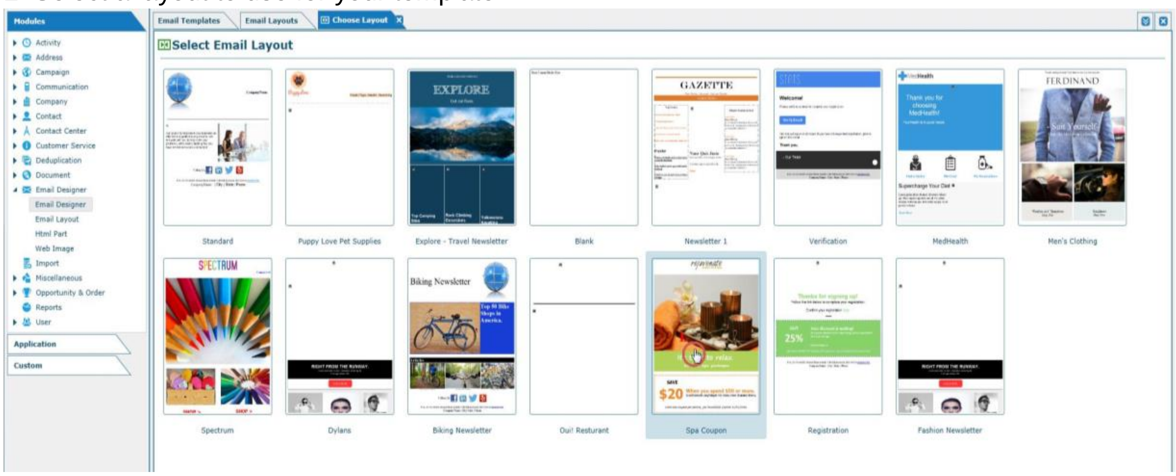
# Create Email Template and Send Email

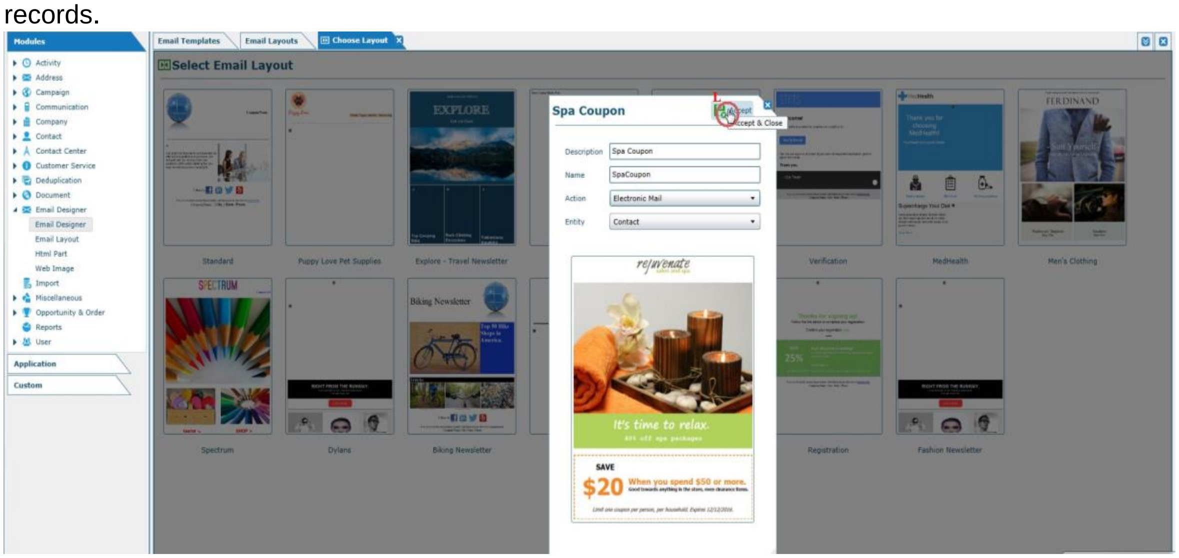
1. In the Setup area, select Email Designer and click new to create a template.




2. Select a layout to use for your template.




3. Name your template, and select whether you will be using this with Contact records or Company records.



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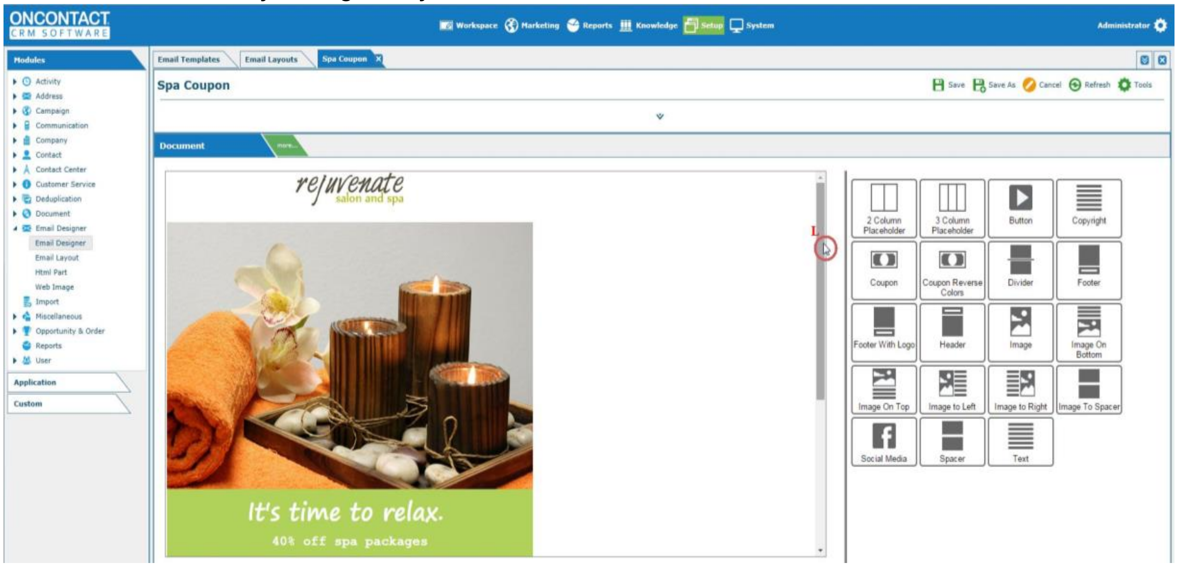
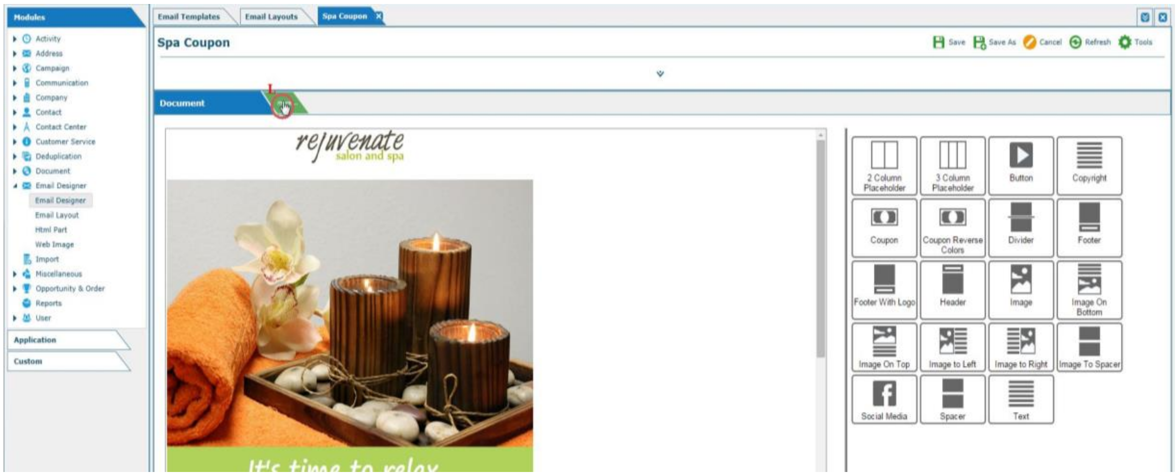
4. If desired, make any changes to your document.



5. You can also preview the document or edit the HTML code. Click More and select the Preview or HTML tab.



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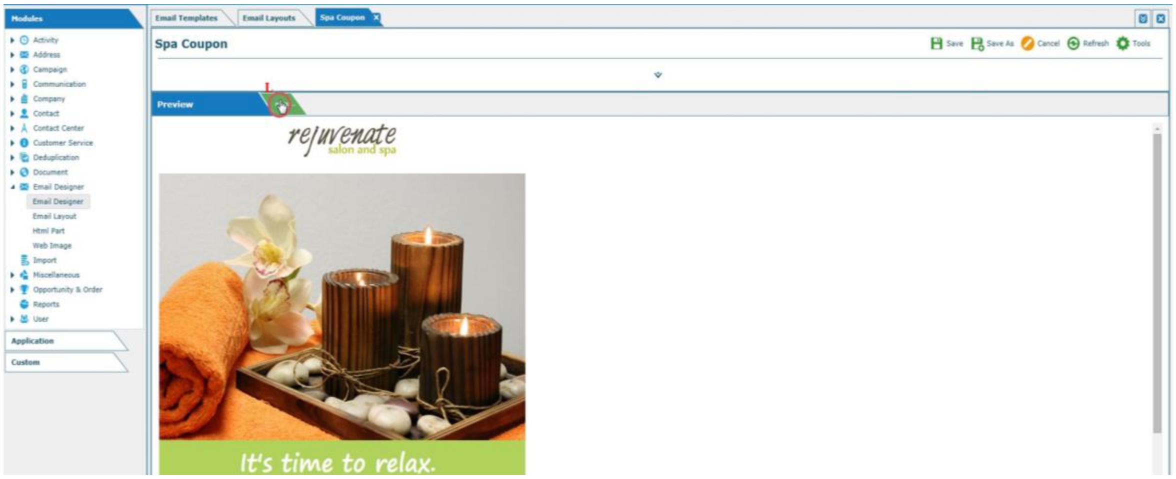
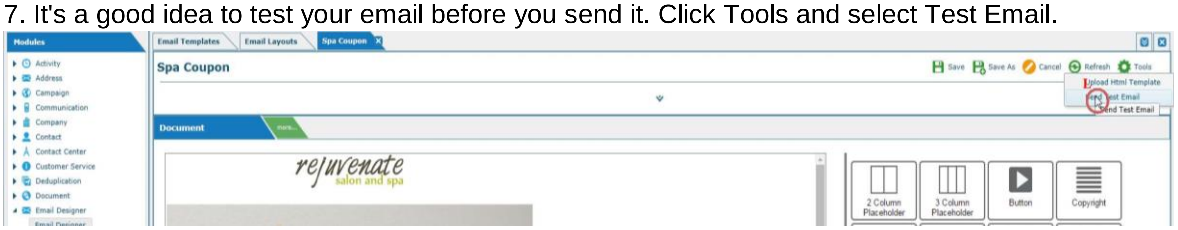
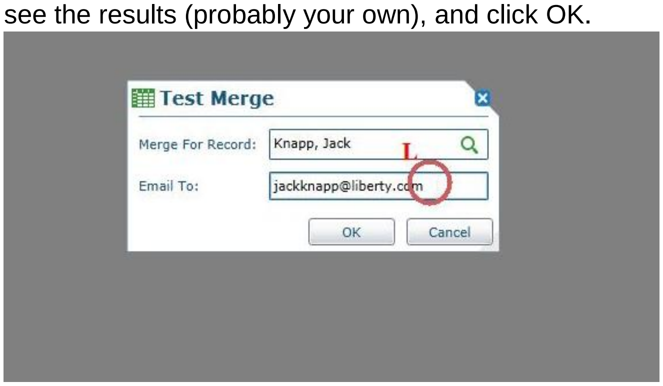
6. Here's the Preview tab.



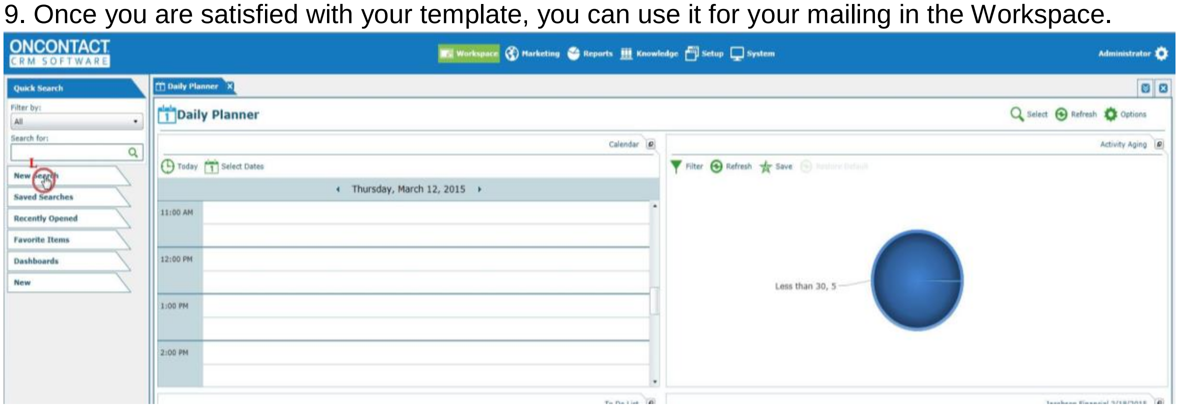

7. It's a good idea to test your email before you send it. Click Tools and select Test Email.




8. Choose an example record for the merge, and enter the email address where you would like to see the results (probably your own), and click OK.




9. Once you are satisfied with your template, you can use it for your mailing in the Workspace.



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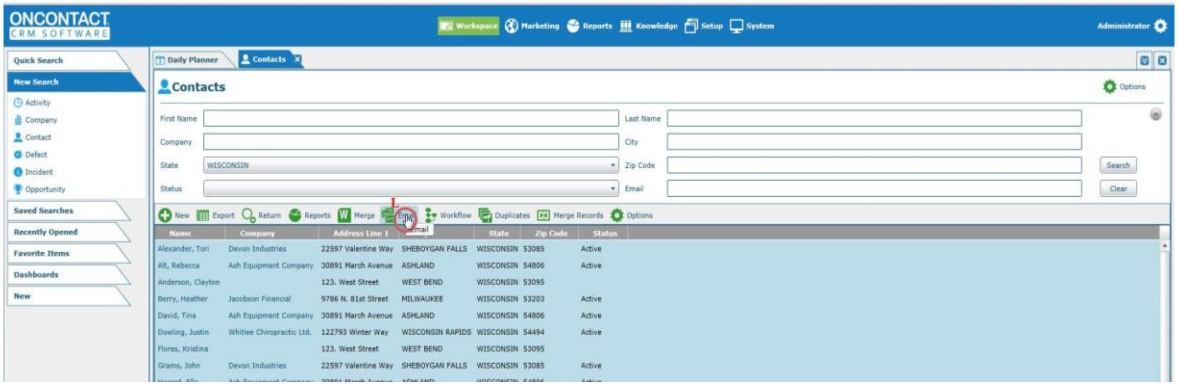
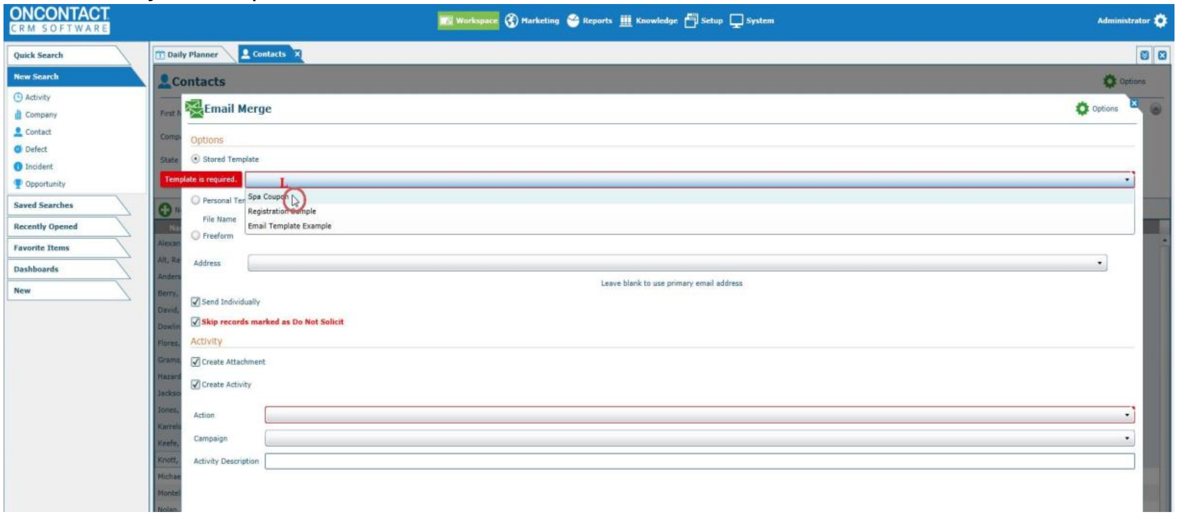
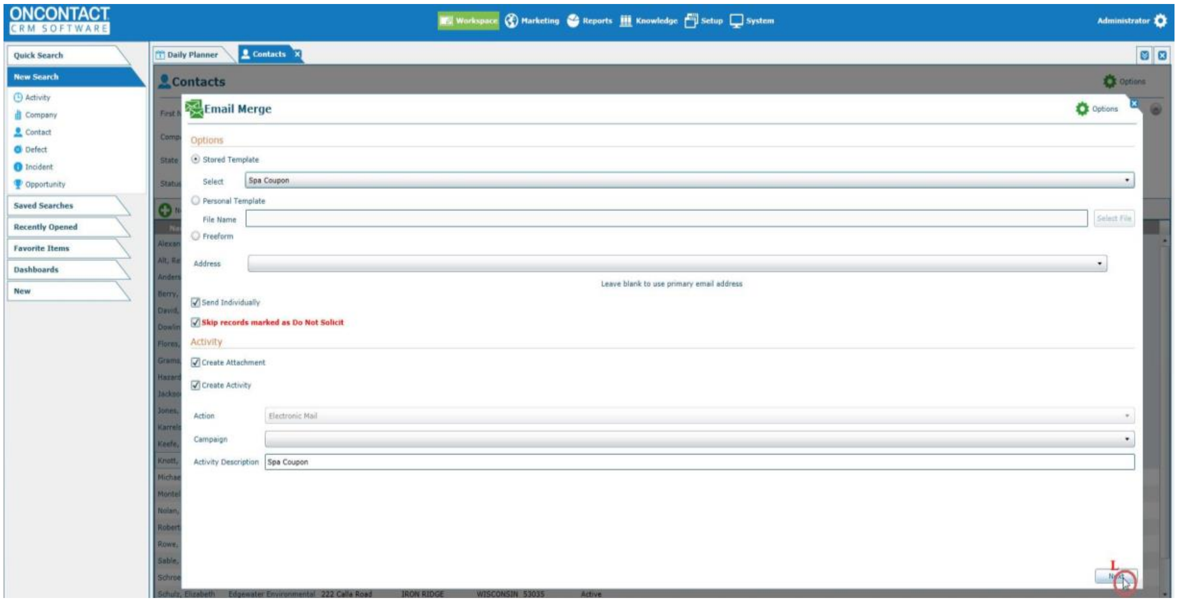
10. Search for the contacts you want to send your mailing to - select them, and click Email.



11. Choose your template.



12. Click Next.



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13. Enter a Subject Line for your email, and the name you want displayed in the 'email from.' Click Next to send your mailing!