Sending Mass Emails Via Campaign

1. Select and open the Campaign you wish to work with

2. Click the Targets tab

3. Select all the Campaign Targets

4. Click Options
Sending Mass Emails Via Campaign

5. Click Email Merge

6. Select the email template

7. Click the Activity field and choose the type of Activity you want to log with this email
Sending Mass Emails Via Campaign

8. Enter the name you want displayed as your contacts receive the email in their inbox

9. Type a Subject line for your email

10. Click the Review and Send tab
Sending Mass Emails Via Campaign

11. Review your email to make sure it looks correct

12. When you are ready, click to send the email. They will be sent to the Communication queue, and by default, will be processed at a rate of 200 per hour.