

Generating A Campaign

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Sending an Email via Email Database:

1. Within the Management Console, select **Tools** from the top menu, then **Email Databases** and **Generate Campaign**.
2. **Select Database** for sending campaign, click **Next**, select correct template and then click **Next**.
3. From here:
 - a) Add a campaign title. This is for the back end of the system only. Recipients will not see this.
 - b) Ensure unsubscribe option is always at **Yes**.
 - c) Click **Generate**. This will then send the email.

To view the statistics of the campaign, click on **Manage Campaign** on the left hand side, and select the database that you sent the email too. It will bring up statistics.

Note: Please allow some time for the email to be sent. Once the email has been generated, it will be placed in a queue and may be sent in 1 minute or 1 hour - depending on other emails in the queue that are currently being sent

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