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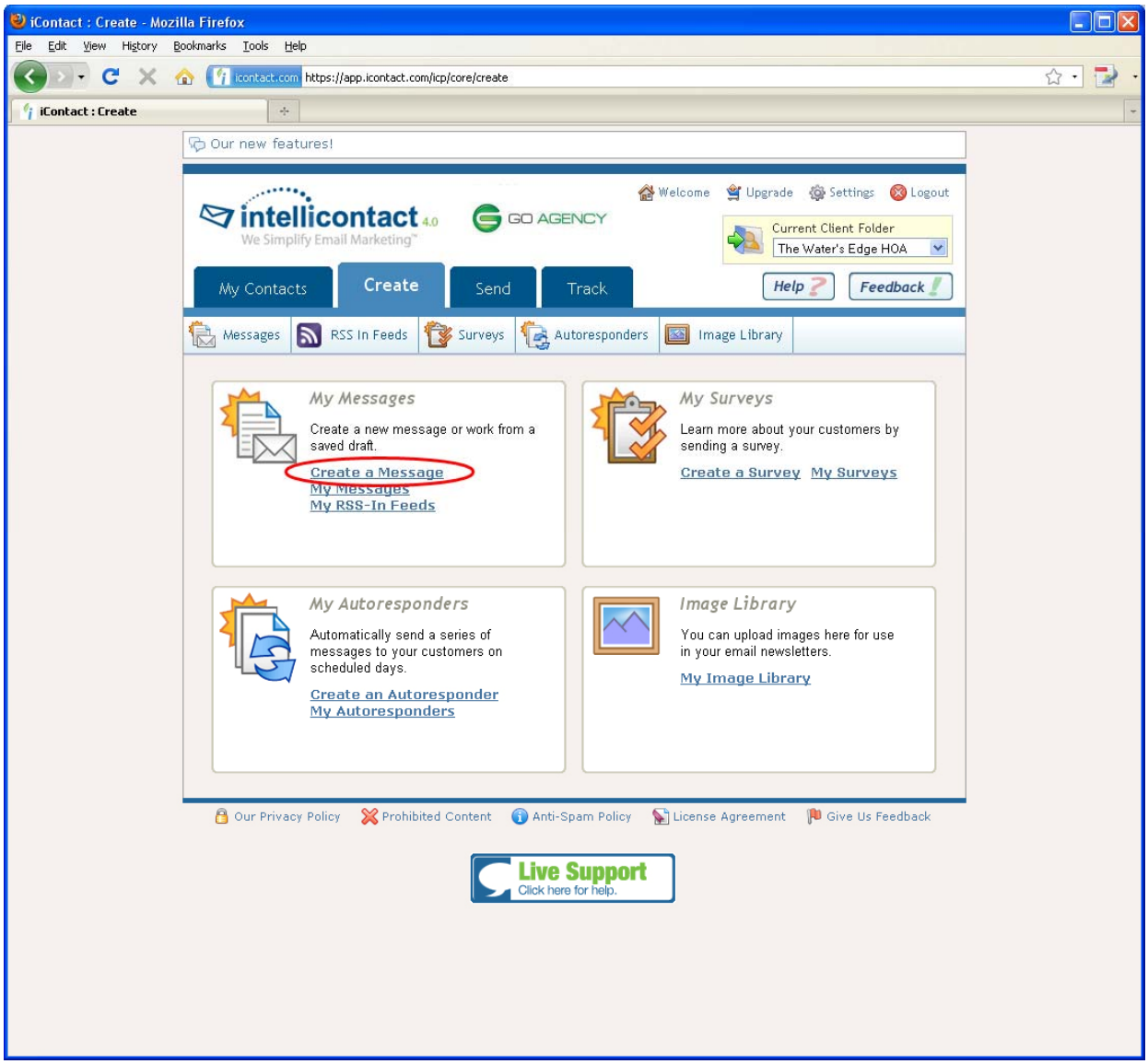
iContact Email Instructions

STEP 1 - Sign in with your username and password.



STEP 2 – Click on the "Create" tab and choose "*Create a Message*"

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STEP 3 – Copy and paste in the URL of the Newsletter template (from your website).

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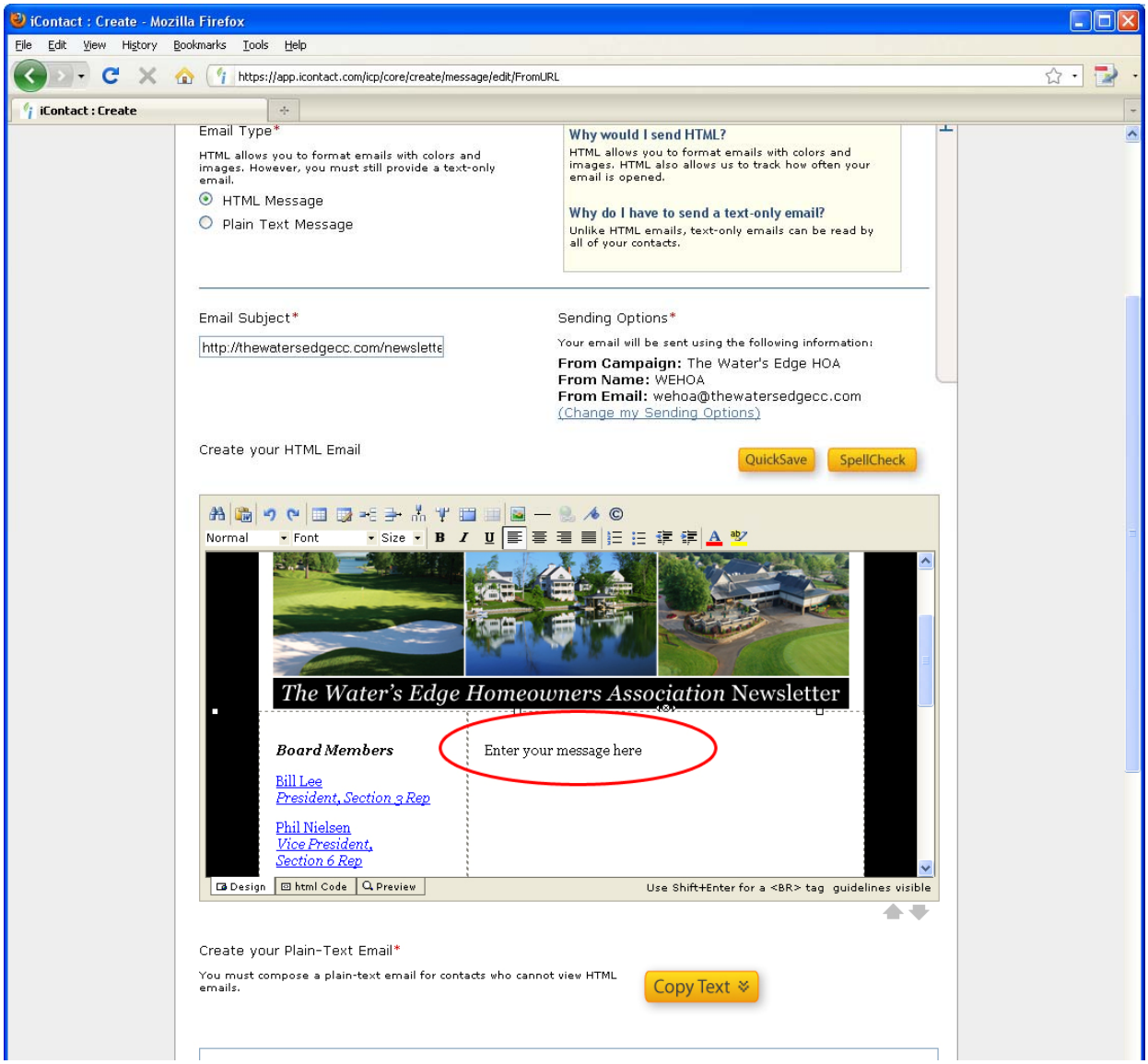
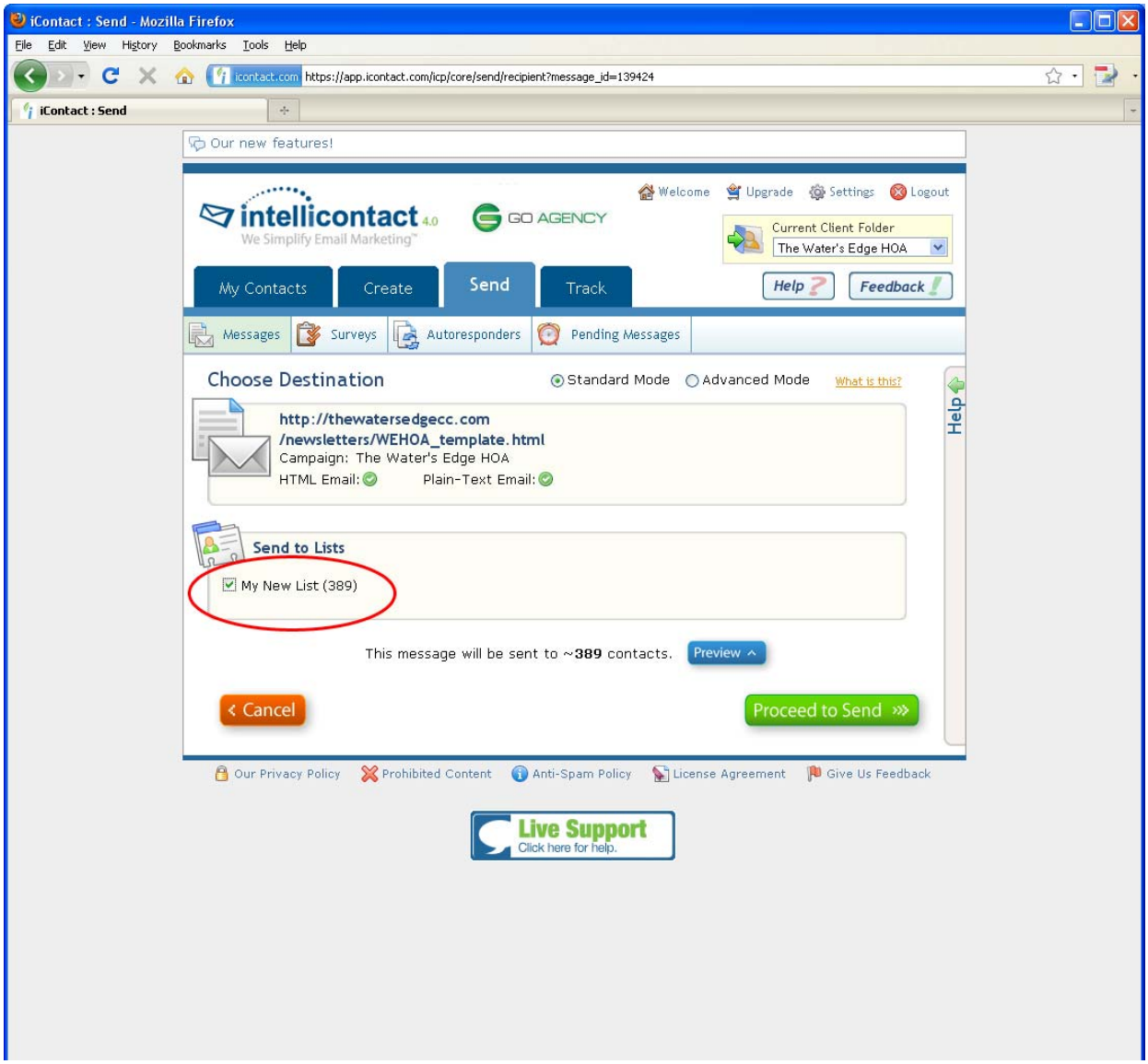


STEP 4 – Enter your message text into the editable template area.
Don't forget to hit the "Copy Text" button.



STEP 5 – After selecting "Choose Destination" you will have to select an address list to send to.

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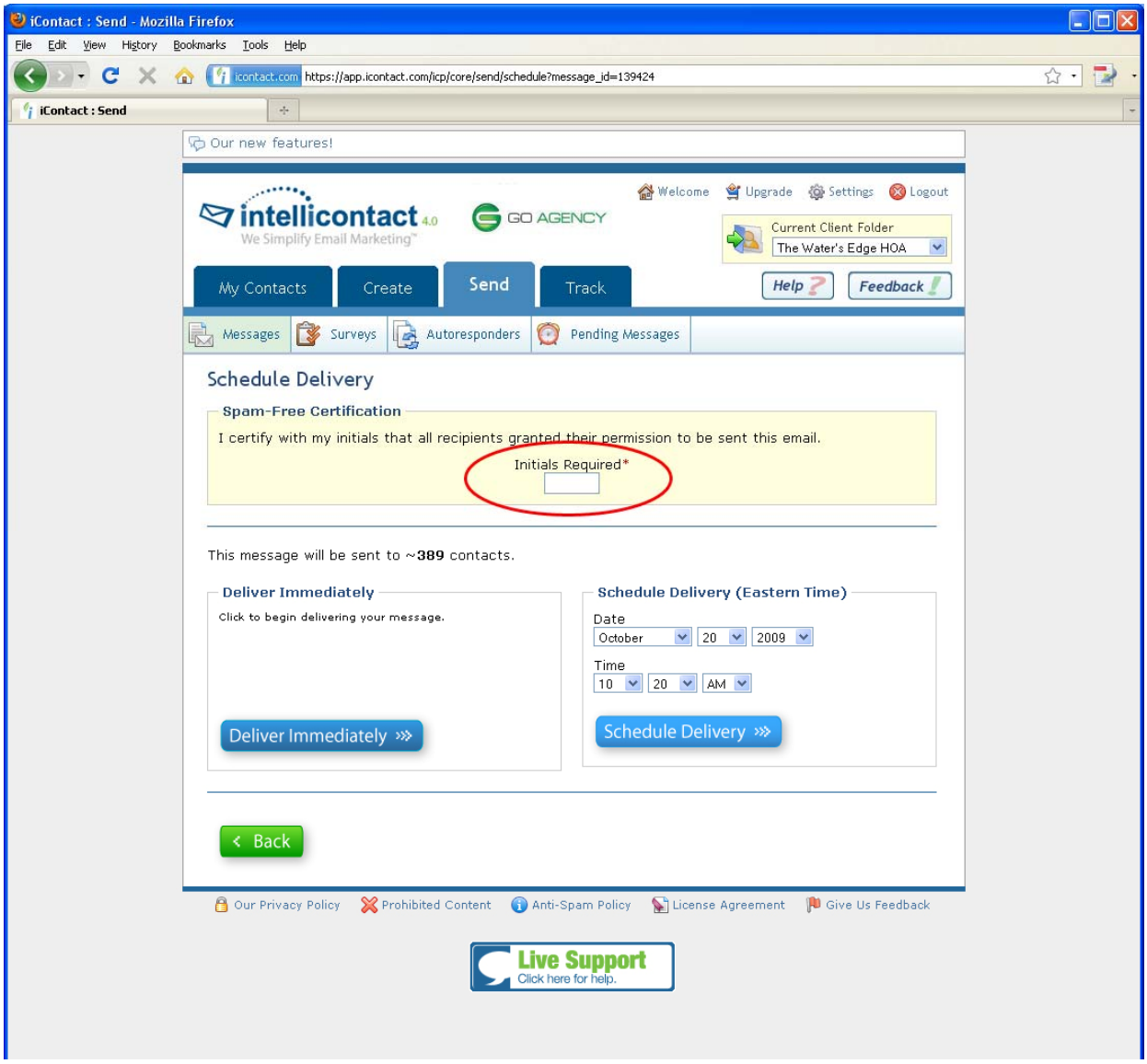
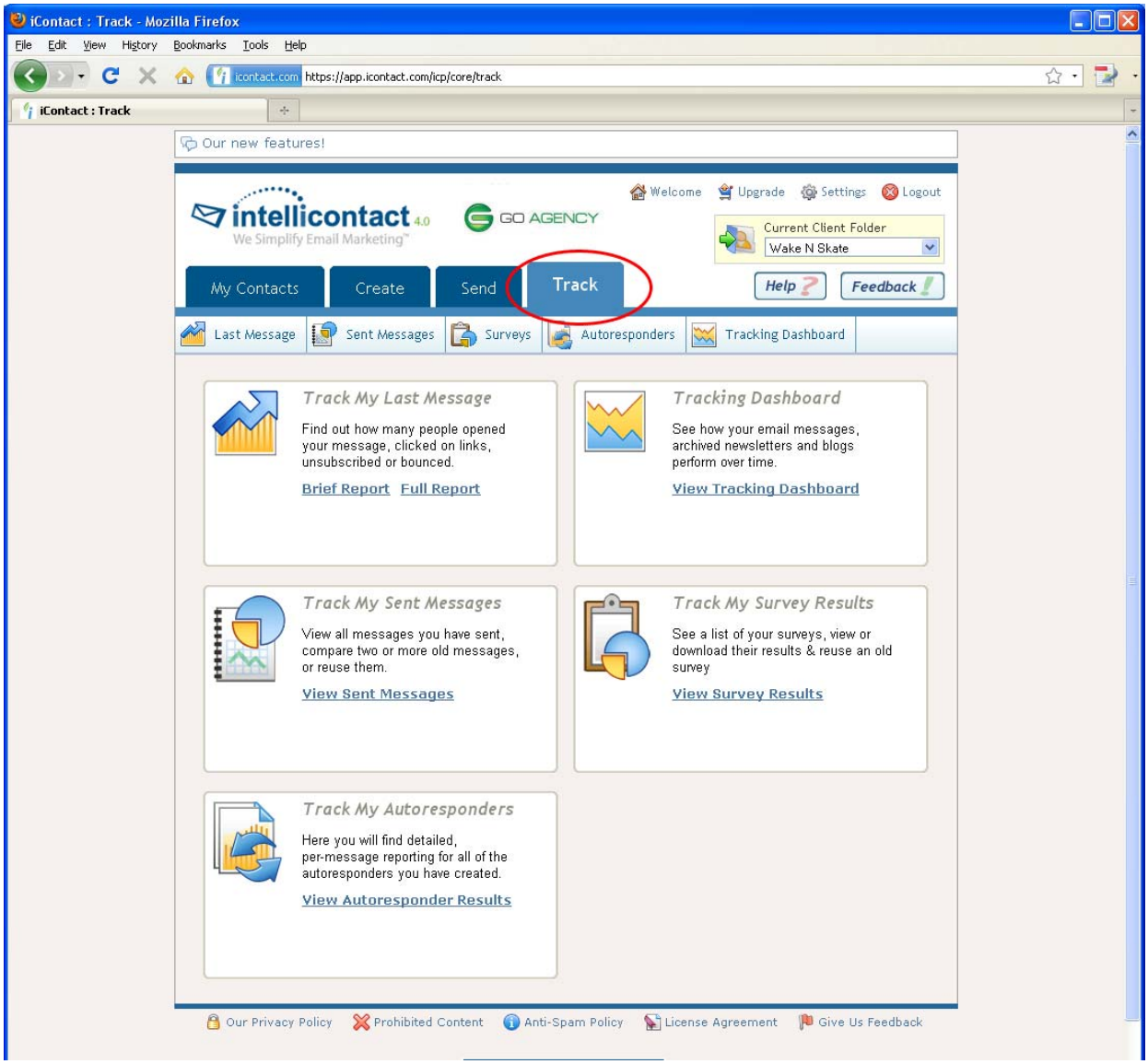


STEP 6 – After selecting an address list, enter your initials and choose to either deliver the message immediately, or schedule the delivery for a later time and date.



STEP 7 – Track the success rate of your messages by clicking on the "Track" tab. You can view results for your latest message, or all previous messages.