

When writing an email be sure to first find an existing email (in the campaigns section). Then click manage. (You may need to click on “campaigns” twice.)

Afterwards you can view the 8-point process and write an email. To find an old email and edit it, look for the “messages” tab.

Do not click on new campaign. The problem is that will not have a preset audience, you have to assemble the audience all over again.

When the email is approved, you need to “set up delivery.” That would be done in the listing shown below (try clicking “messages” to get back to this screen).

Spotlight Sept 1 2015	Copy Delete Archive Return to Draft Preview Remove from List A/B Test Set Up Delivery	Approved (never sent)	Aug 19, 2015 12:00:32 AM
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