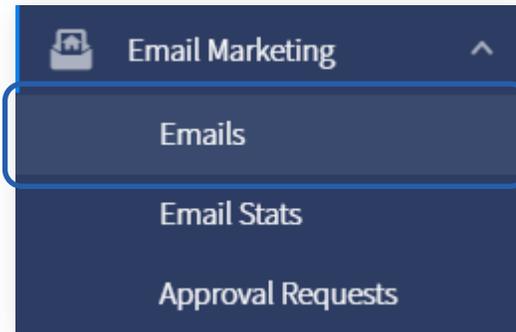


Actions Menu



1. Log in to Total Expert Now.
2. Navigate to **Email Marketing** → **Emails**.
3. For an existing email, click the **Actions** menu. The options are:

Send

The email sender opens, allowing you to select recipients and when to send this email to those recipients.

Preview

A preview of the email is displayed in a pop-up window. Click the X to close the preview.

Edit Tags

The Edit Tags box opens, allowing you to add or remove tags from this email so users can locate it more easily.

View Stats

Opens a page of statistics specific to the selected email, including aggregate statistics for that email and statistics relating to each recipient.

User Settings

Opens the User Settings page for the selected email, where you can provide or revoke access to any individual users in your organization.

Team Settings

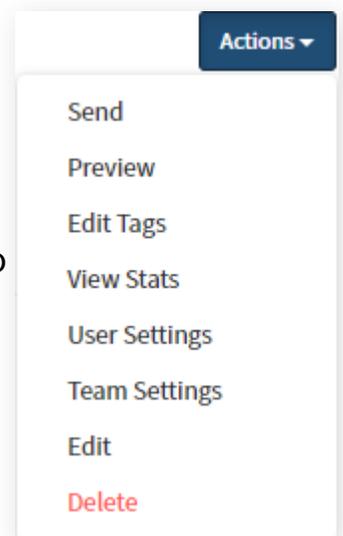
Opens the Team Settings page for the selected email, where you can provide or revoke access to any teams of users in your organization. Any selected user settings override team settings.

Edit

The email editor opens to where you last saved the email, allowing you to make changes to its content or settings.

Delete

Permanently removes the email from the list. You are prompted to confirm this.



Template Options

1. Navigate to **Email Marketing → Emails**.
2. Click the **Create Email** button.
3. Click the **Organization Content** tab.
4. Hover over the template to see the options.
 - a. The Select button corresponds to the Send button on the Actions menu, opening the email sender.
 - b. The Preview button opens a preview window.
 - c. In the ellipsis menu, the options are User Settings, Team Settings, Edit, and Delete. The Delete option here does *not* ask for confirmation.

