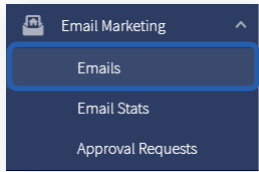
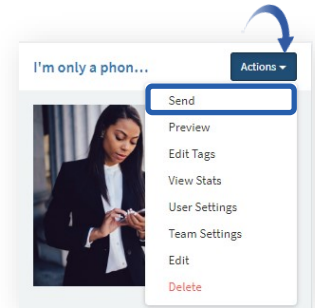


## Sending an Email from Email Marketing



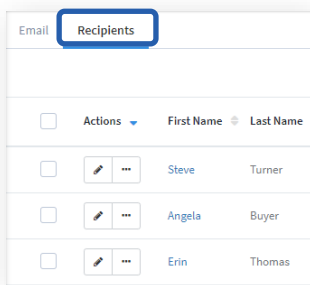
1. Login to Total Expert Now.
2. Access **Email Marketing** in the main menu.
3. Select **Emails**.

4. Select the email that you would like to send by selecting **Send** from the **Actions** dropdown.



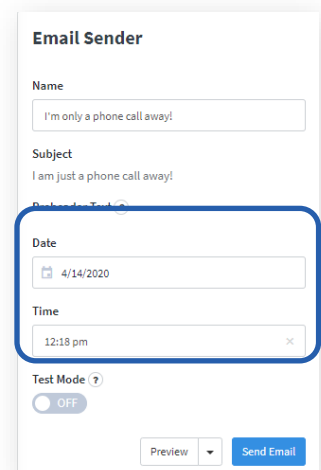
**Note:** You can find an email by:

- Entering keywords in the **Search** field in the upper left corner
- Selecting a tag from the **Tags** dropdown
- Selecting a folder from the **Folders** dropdown
- Scrolling through the list of available emails

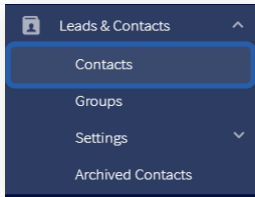


5. Select **Recipients**.
6. Select the contacts to send the selected email to.

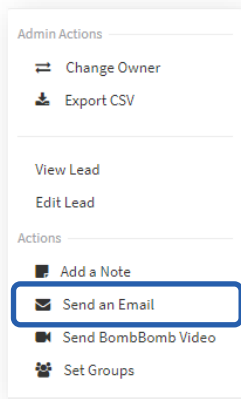
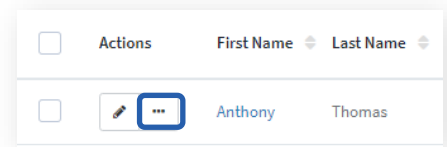
7. To send the email immediately, select **Send Email**. To schedule an email to be sent at a later date and time, enter the **Date** and **Time** and select **Send email**.



## Sending an Email to a Single Contact Record

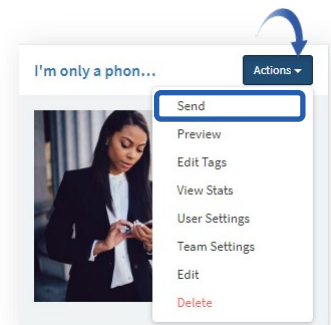


1. Login to Total Expert Now.
2. Access **Leads & Contacts** in the main menu.
3. Select **Contacts**.
4. Select the recipient of the email.
5. Select the **ellipsis (...)**.



6. Select **Send Email**.

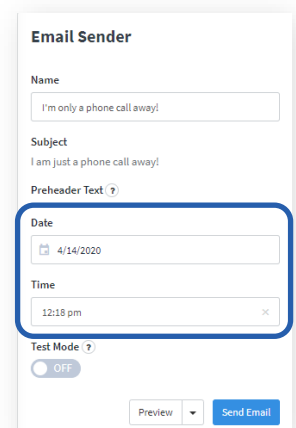
7. Select the email that you would like to send by selecting **Send** from the **Action** dropdown.



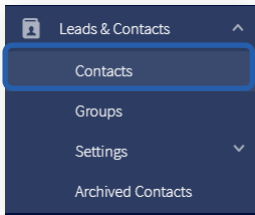
**Note:** You can find an email by:

- Entering keywords in the **Search** field in the upper left corner
- Selecting a tag from the **Tags** dropdown
- Selecting a folder from the **Folders** dropdown
- Scrolling through the list of available emails

8. To send the email immediately, select **Send Email**. To schedule an email to be sent at a later date and time, enter the **Date** and **Time** and select **Send email**.

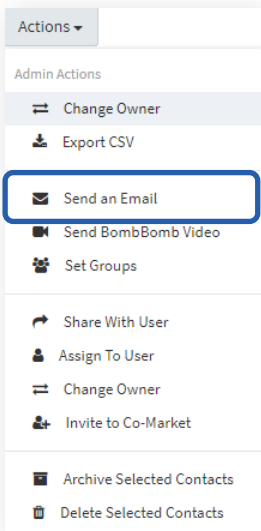
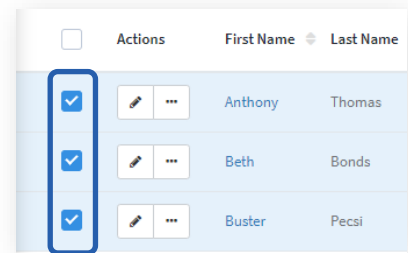


## Sending an Email to Multiple Contact Records



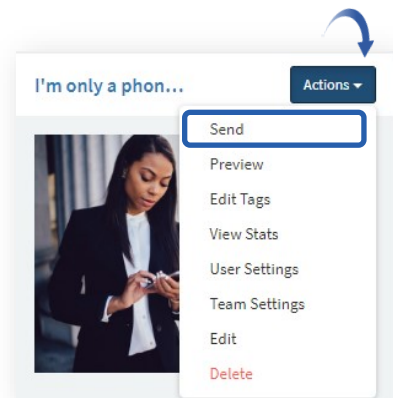
1. Login to Total Expert Now.
2. Access **Leads & Contacts** in the main menu.
3. Select **Contacts**.

4. Select the recipients of the email.

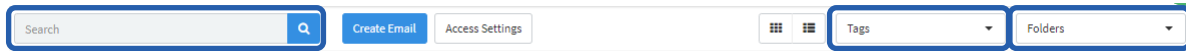


5. Select the **Send an Email** from the **Actions** dropdown.

6. Select the email that you would like to send by selecting **Send** from the **Action** dropdown.



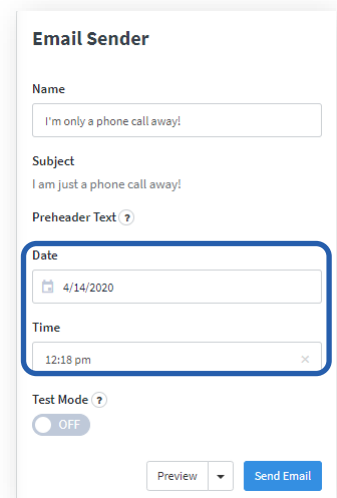
## Sending an Email to Multiple Contact Records (continued)



**Note:** You can find an email by:

- Entering keywords in the **Search** field in the upper left corner
- Selecting a tag from the **Tags** dropdown
- Selecting a folder from the **Folders** dropdown
- Scrolling through the list of available emails

7. To send the email immediately, select **Send Email**. To schedule an email to be sent at a later date and time, enter the **Date** and **Time** and select **Send email**.



**Email Sender**

Name  
I'm only a phone call away!

Subject  
I am just a phone call away!

Preheader Text: ?

Date  
4/14/2020

Time  
12:18 pm

Test Mode ?  
 OFF

Preview Send Email