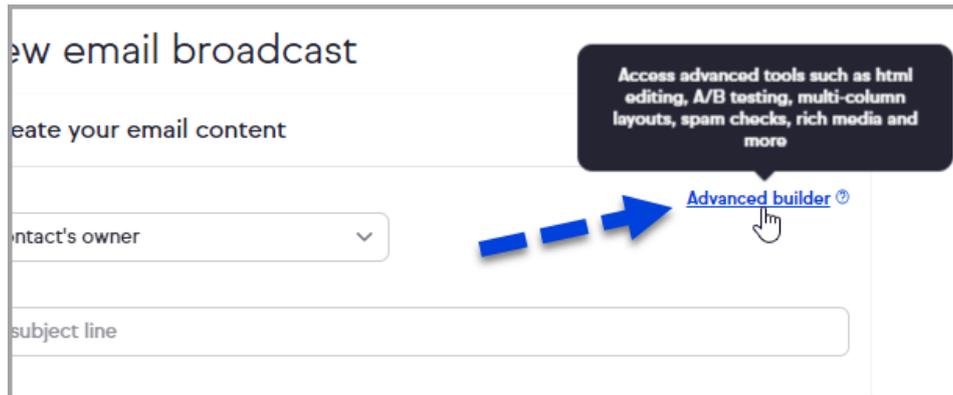


# Legacy Email Builder - how to add contacts to a broadcast 📧

This article applies to:

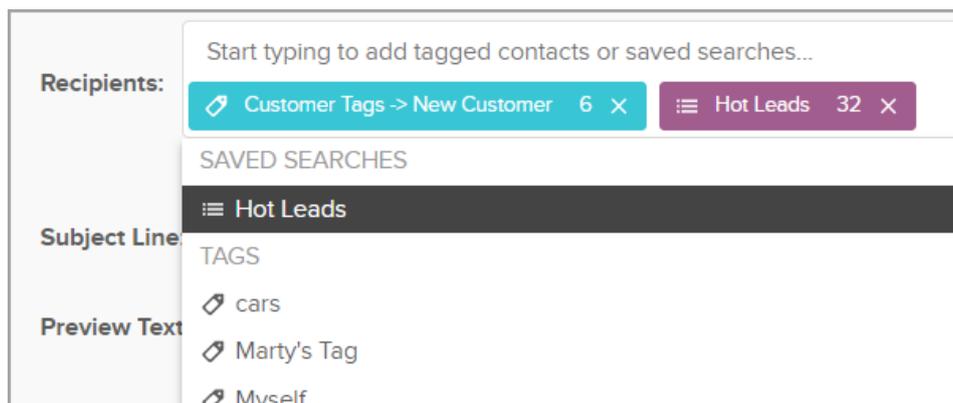
A broadcast message is a single message that is sent to an entire list of people at the same time. You can add your contacts by Tags and Saved searches but you also have an additional search option.



**Pro-Tip!** Email marketing is permission-based marketing. Make sure you have permission before you send a broadcast. Review the Keap Acceptable Use Policy.

Chose the Broadcast recipients. Click inside the search box to find an existing tagged list, or click the **New Search** link to create a new list to send this message to.

## Add Recipients



**From:** Amanda Madsen <support@alwayshelpful.org> ✎

**Recipients:** Start typing to add tagged contacts or saved searches...

1 [New Search](#) | [Recipient options](#)

**Subject Line:** Thank you for your Order

**Preview Text** ⓘ: Act now for 50% off your next purchase

**Recipients:** Start typing to add tagged contacts or saved searches...

[New Search](#) | [Recipient options](#)

**Subject Line:** Thank you for your Order

**Preview Text** ⓘ: Act now for 50% off your next purchase

Search    General    Address

**Search Criteria** 2

First Name starts with ▼

Last Name starts with ▼

Company starts with ▼

## Search Tabs

Each tab has different criteria options you can search by.

New List

Search    General    Address    Phone/Email    Custom Fields    Misc Criteria

**Search Criteria**

First Name equals ▼

Last Name starts with ▼

The Misc Criteria tab has options to search by:

- Date Created - The date the contact was created
- Last Updated - The last date that the contact record had changes made
- Data Exists - Select a field and choose either "Doesn't have a value" or "Has a value"

Data Exists	Select a field	Select one
Date Created	<input type="text"/> - <input type="text"/>	
Date Created Interval	Please select one	
Date Created Custom Interval	<input type="text"/> days ago and/or	<input type="text"/>
Last Updated	<input type="text"/> - <input type="text"/>	
Last Updated Interval	Please select one	
Last Updated Custom Interval	<input type="text"/> days ago and/or	<input type="text"/>
Owner ID	contains any	
	Unassigned	

## Common Search Types

There might times that you need to send or resend an Broadcast to a single contact. Since the Email Builder is not available directly through the contact record you would use the "New Search" option to add a specific contact. Another common search type is to search contacts that contain specific tags but exclude specific tags, or you might want to send to all your contacts.

- Specific Contact Name

Search	General	Address	Phone/Email	Custom Fields	Misc C
<b>Search Criteria</b>					
First Name	equals		Amanda		
Last Name	starts with		M		
Company	starts with				

- Specific Contacts Email Address

Last Name	starts with	
Company	starts with	
Email	equals	infusionsofttesting@yahoo.com
Lead Score	do not filter	
Tags	With ANY of these Tags	
<input type="text" value="Type to search..."/>		

- Search contacts with a specific tag(s) but excludes specific tag(s)

Tags With ANY of these Tags a

Nurture Tags -> Webinar X

Type to search...

Tags 2 Doesn't have ANY of these

b

Behavior -> No-Show X

Type to search...

- Add all contacts by clicking the Green Search button without adding any criteria.

Type to search...

Tags 2 Doesn't have ANY of these

Type to search...

Search Reset Filters

## Recipient Options

Click the **Recipient options** link if you need to change the default "To" email address. You can only send to one email type per Broadcast. Meaning you wouldn't be able to send to Email + Email 2.

**From:** Amanda Madsen <support@alwayshelpful.org>

**Recipients:**

[New Search](#) | [Recipient options](#)

**Subject Line:**

Subject Line:

Preview Text

Choose the email address you want to send this broadcast to for contacts who have more than 1 email address on file.

To: Email

**Email**

Email Address 2

Email Address 3

base

↑ DETAILS

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