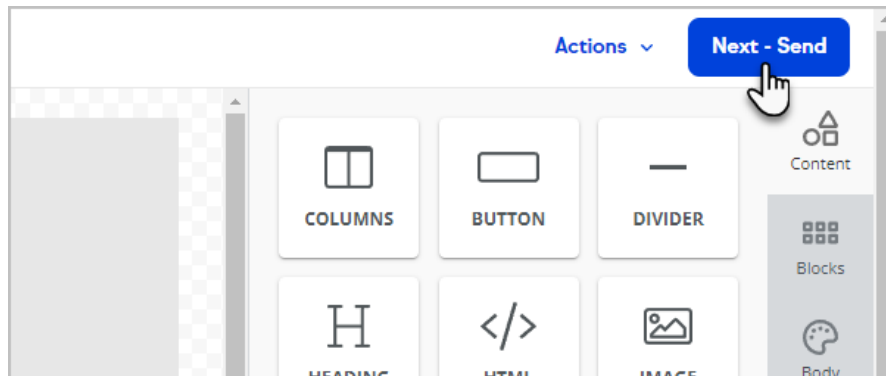


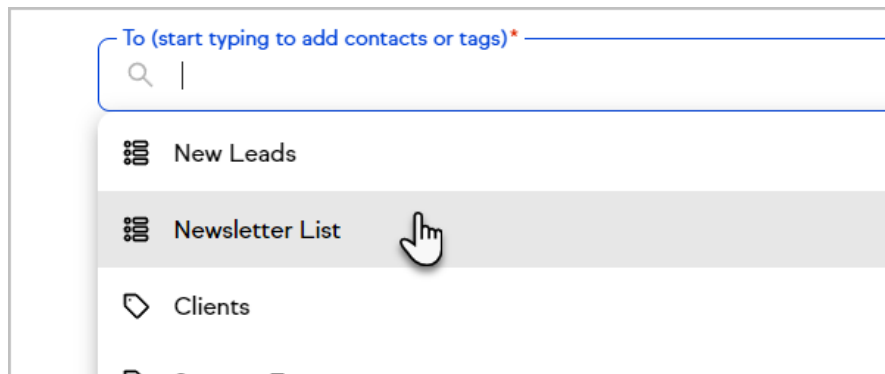
How to add contacts to a broadcast email

This article applies to:

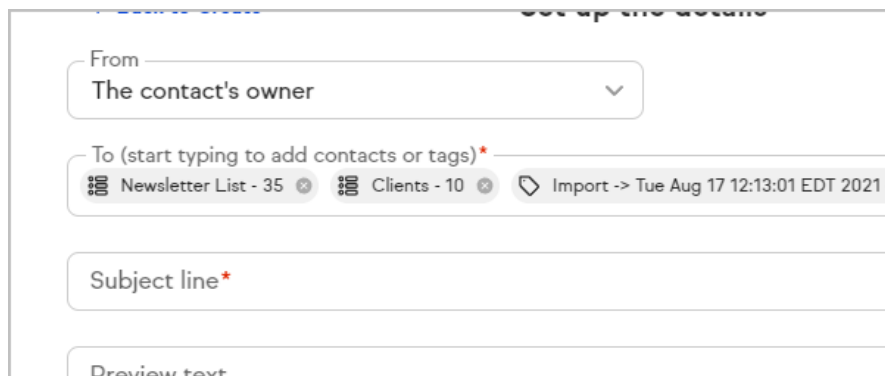
1. When you are finished creating your email and are ready to schedule or send it, click the **Next - Send** button on the top right of the page



2. Click inside the **To** field to select an existing tag or list, or you can search and select individual contacts



3. Once you've selected the contacts that you want to add...



4. Enter your subject line and optional preview text and send the broadcast

When do you want to send the emails?

Right now

Your emails will be sent as soon as you press the Send broadcast button.

At a specific time

Schedule a time to send your emails.

Send broadcast

