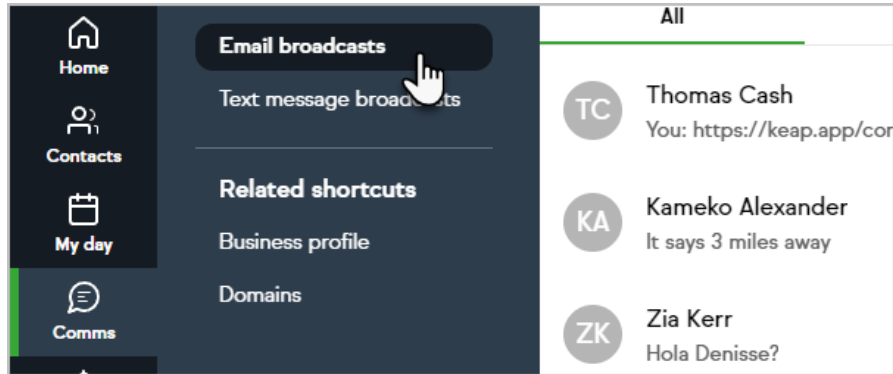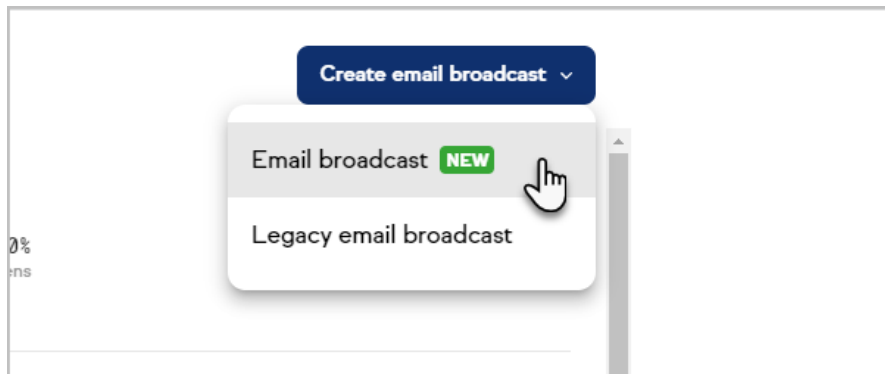# Send an email broadcast from the Comms page 🔗
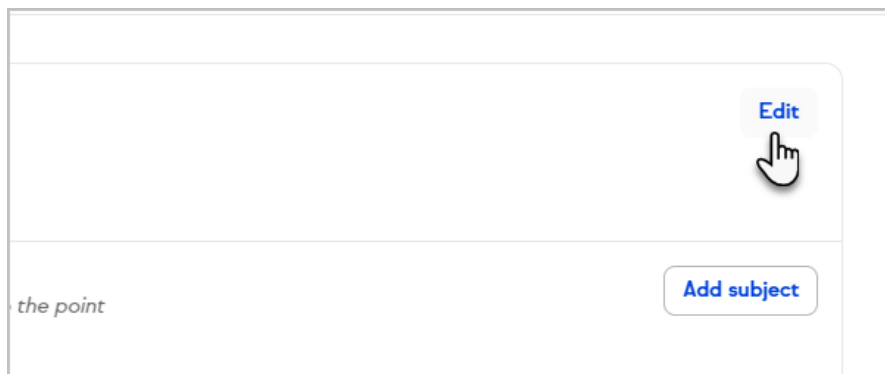
This article applies to:

1. Navigate to **Comms > Email Broadcasts**

2. Click **Create Email broadcast** and select **Email Broadcast New**

3. In **Sender**, click on **Edit** to select which Keap user the broadcast will be sent from.

4. Click **Save** to save your changes.

5. Click on **Add subject** to enter a subject line

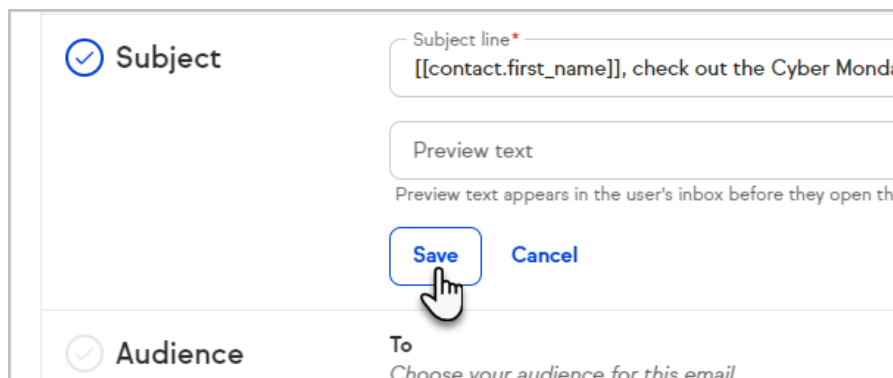6. You can personalize the subject line by merging in the recipients contact information
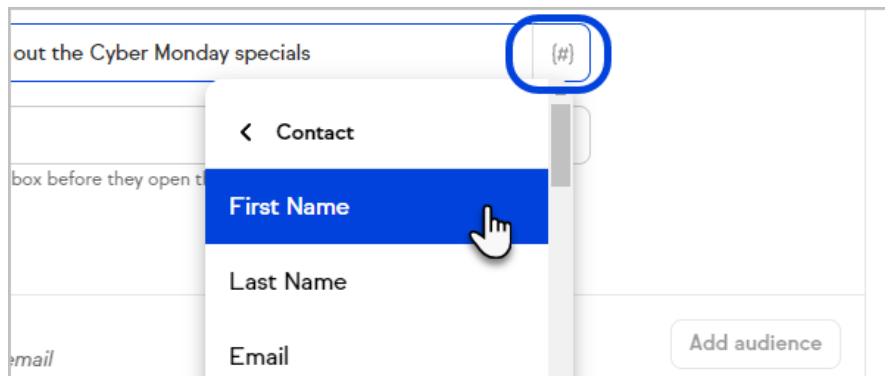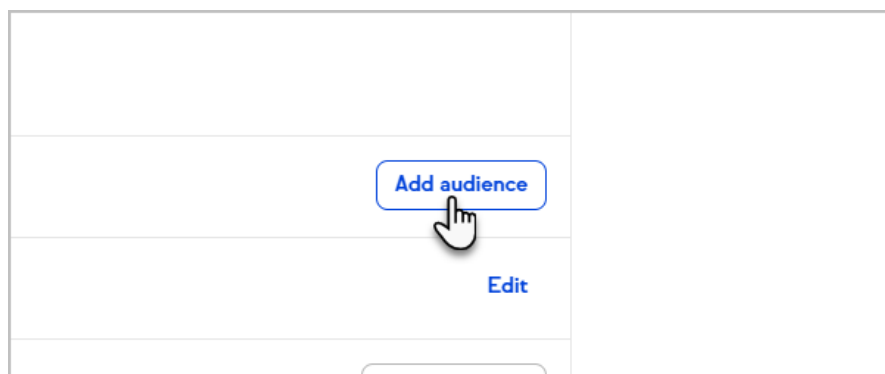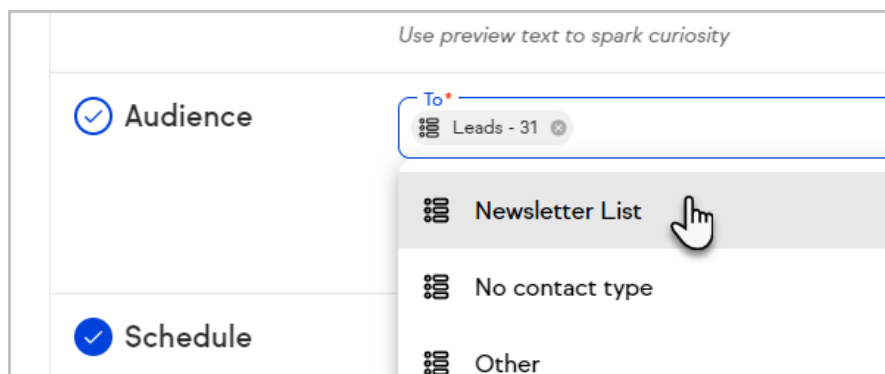
7. Optionally, you can enter preview text

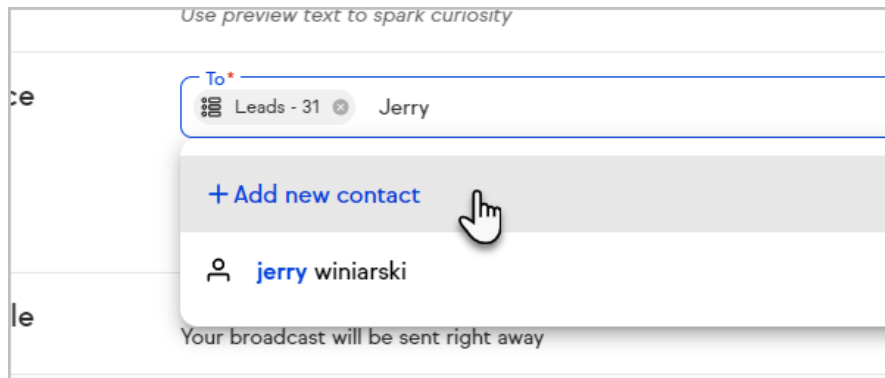8. Click **Save** to save your changes.
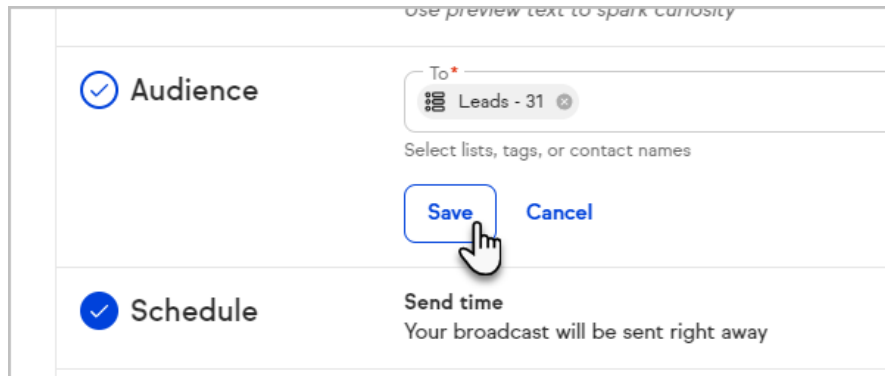

9. Click on **Add audience**

10. Select individual contacts, groups or tags for your broadcast's audience


11. (Optional) You can also add a brand-new contact on the fly. You will need to make sure that you have permission to send them an automated marketing email
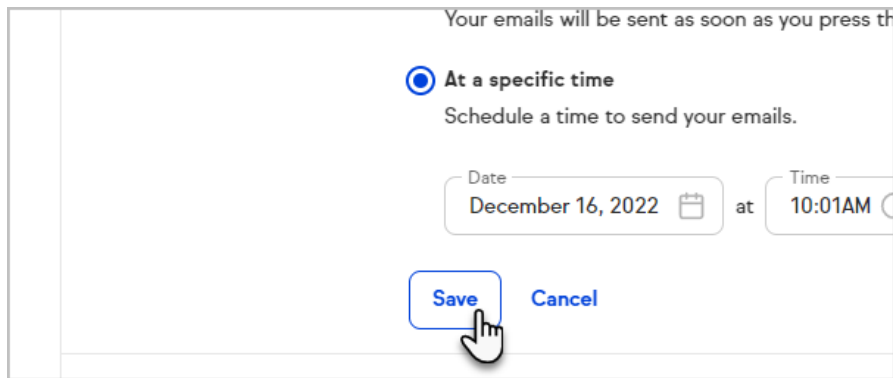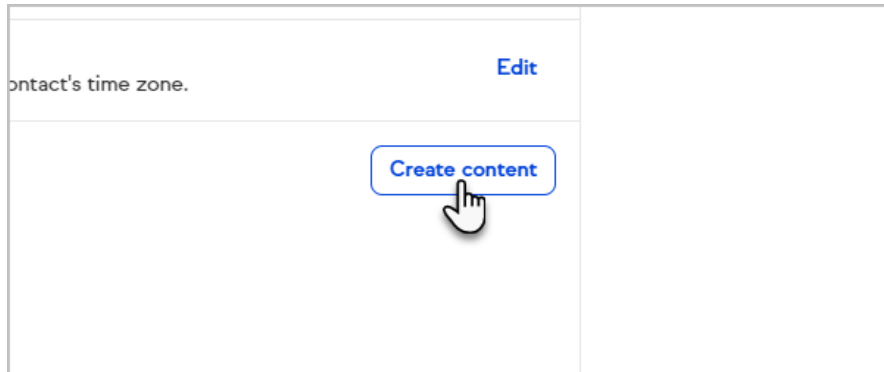
12. Click **Save** to save your changes.

13. In **Schedule**, click on **Edit** to choose when to send your broadcast. If you choose to send your broadcast at a specific time, you will have the option to refer to your contacts' time zones or a specific time zone
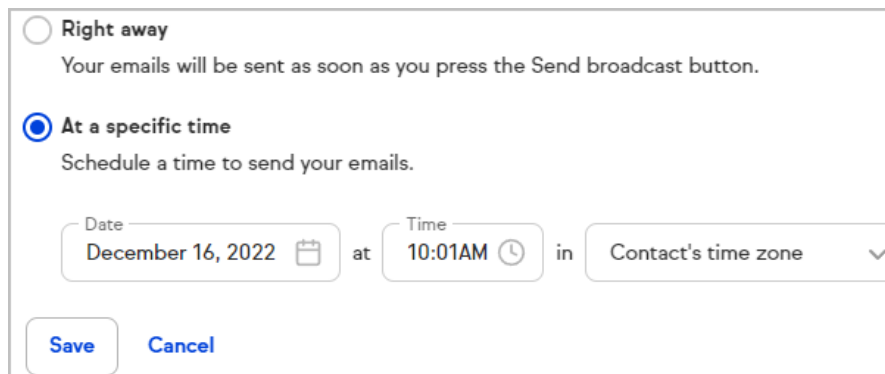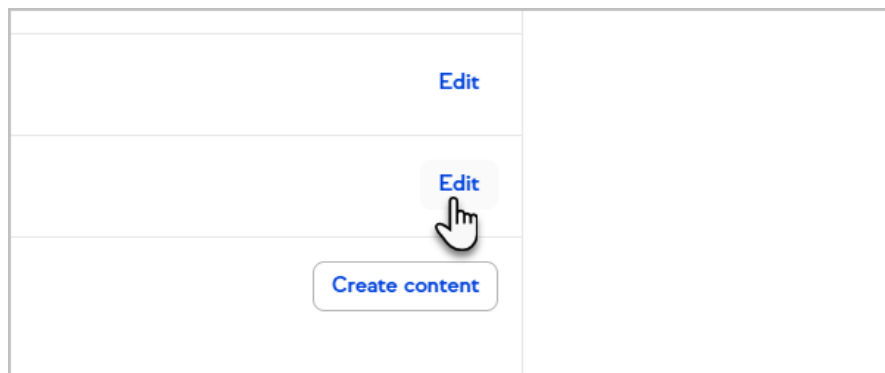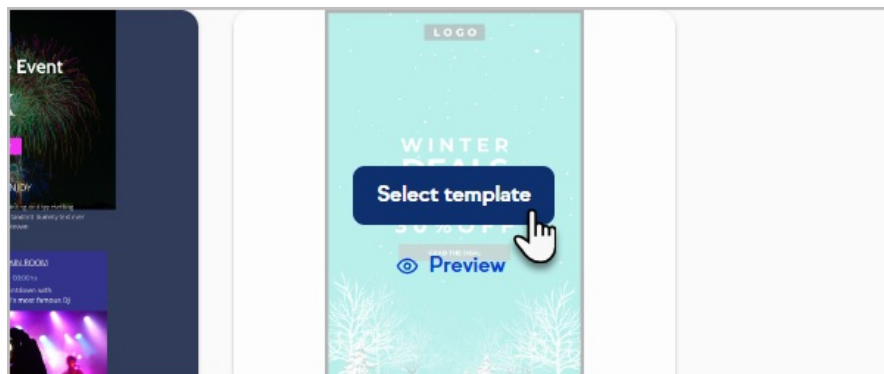
14. Click on **Create content** to customize your email broadcast.

15. Select whether you want to **Start from Scratch**, a **Text only** template, or select a template from the **Gallery**, **My Templates, Sent, or Draft.**


16. Create your broadcast by adding, removing, and modifying the content and formatting of your message

17. **Note that some email clients (e.g. Outlook Client) do not render background images and will fall back to the background color.**

18. Note that you can send yourself a test email while creating your email template
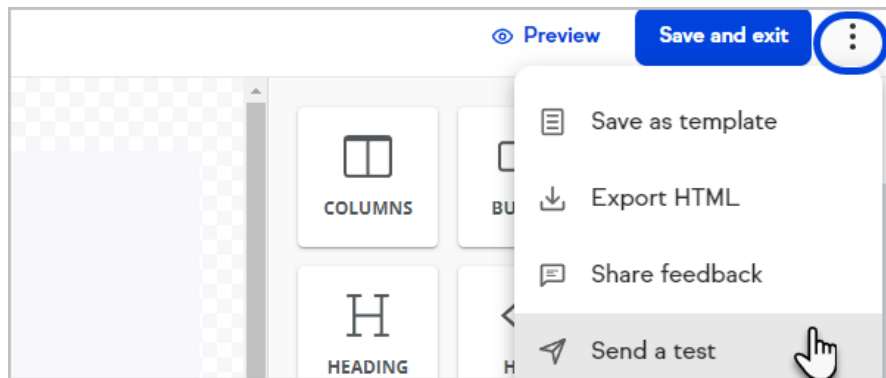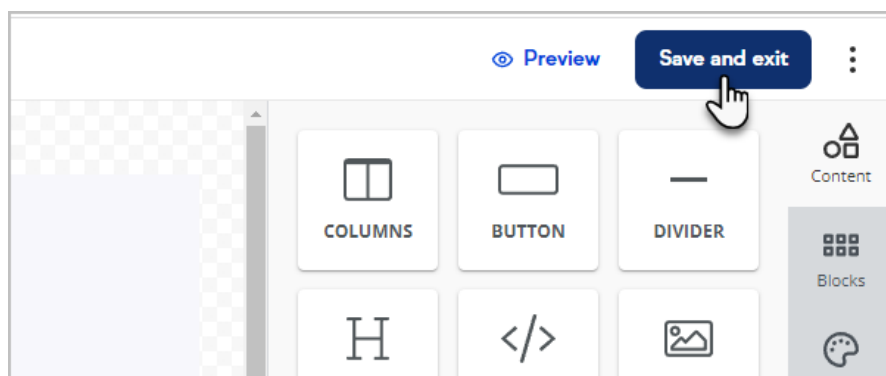
19. Click the **Mobile** button to edit your broadcast for mobile devices
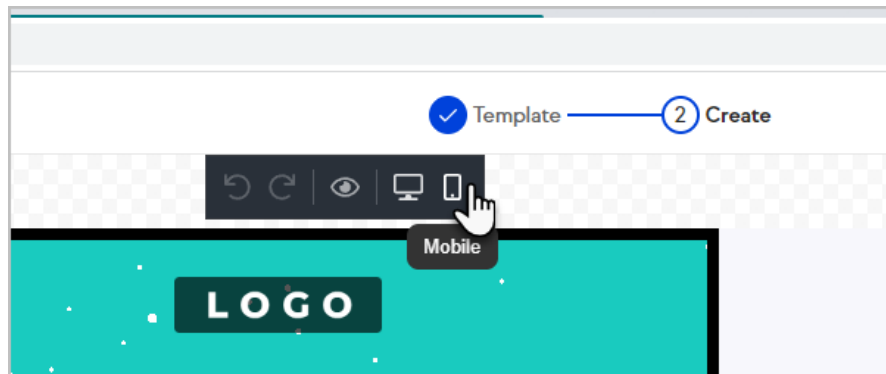
20. Click on **Preview** to preview your email
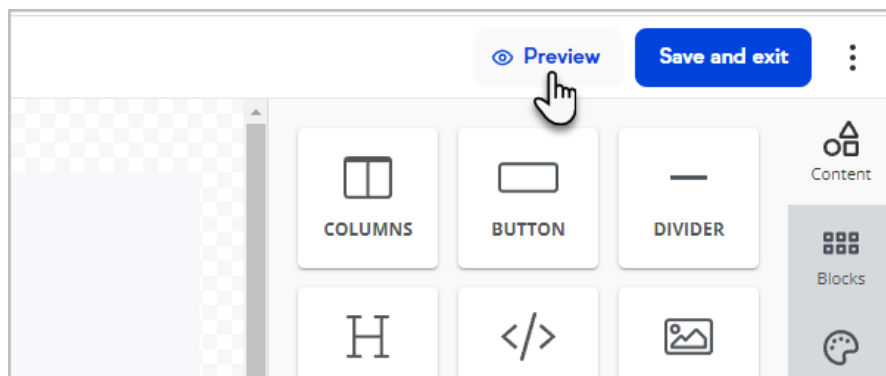
21. Click on **Save and exit**

22. Click **Send (or Schedule) broadcast**

Send a test   Schedule broadcast

Edit