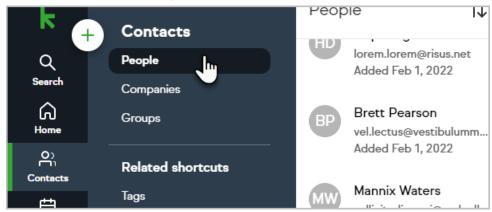
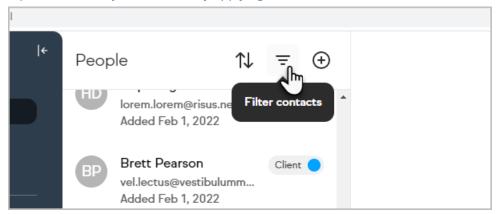
Send an email broadcast from the Contacts page

Last modified on: 01/02/2025 2:07 pm MST

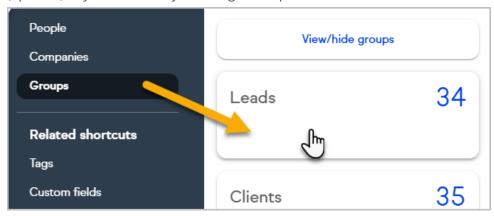
1. Navigate to Contacts > People



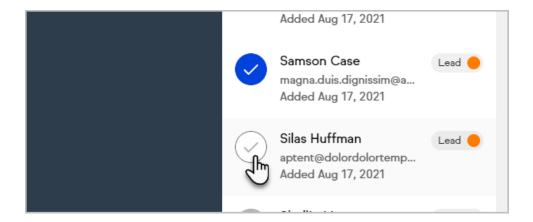
2. (optional) Search your contacts by applying a filter



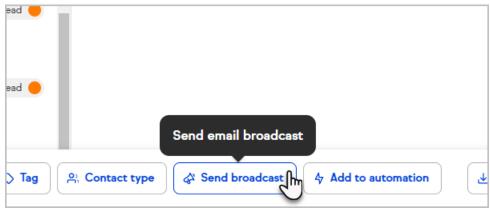
3. (optional) or you can start by choosing a Group



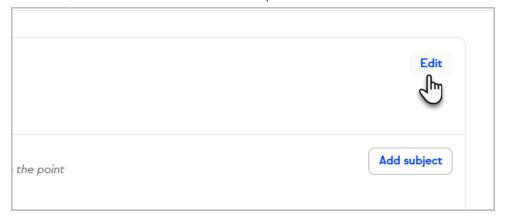
4. Select the contacts that you would like to send to

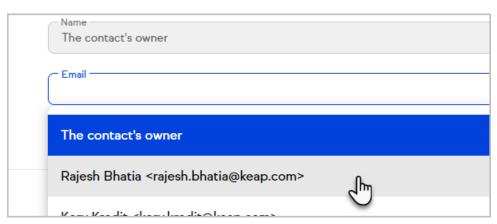


5. Click the **Send broadcast** button at the bottom of the page

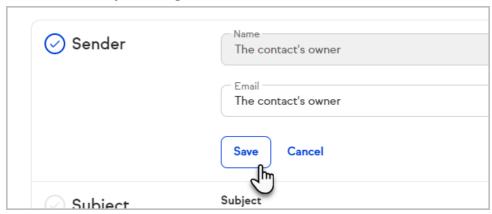


6. In **Sender**, click on **Edit** to select which Keap user the broadcast will be sent from.

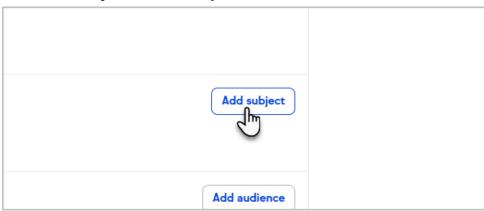


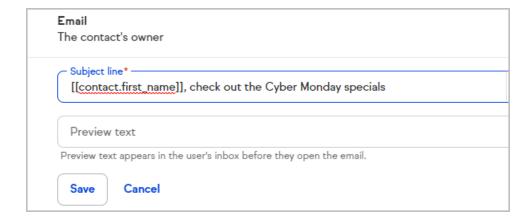


7. Click **Save** to save your changes.

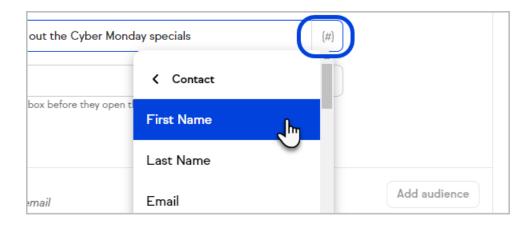


8. Click on Add subject to enter a subject line





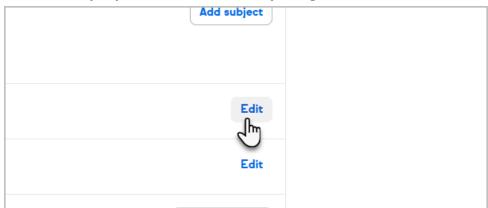
9. You can personalize the subject line by merging in the recipients contact information



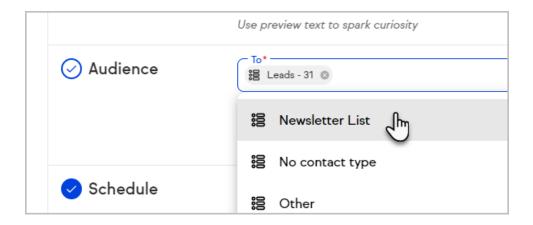
- 10. Optionally, you can enter preview text
- 11. Click **Save** to save your changes.



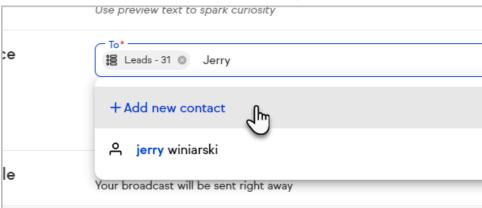
12. Click Edit next you your audience to make any changes.



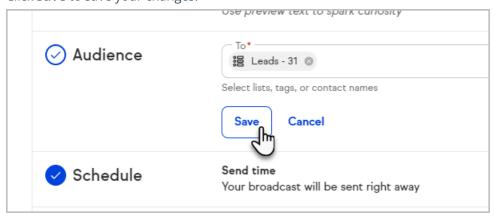
13. The contacts you selected are automatically added to the Audience step and you can add more contacts at this time if you wish.



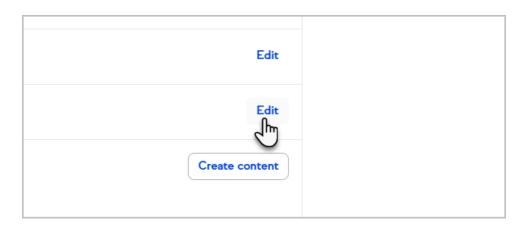
14. (Optional) You can also add a brand-new contact on the fly. You will need to make sure that you have permission to send them an automated marketing email

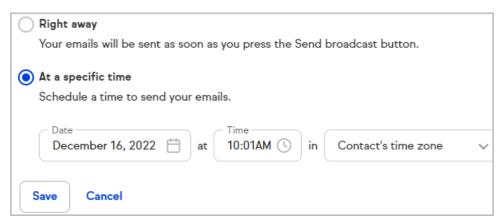


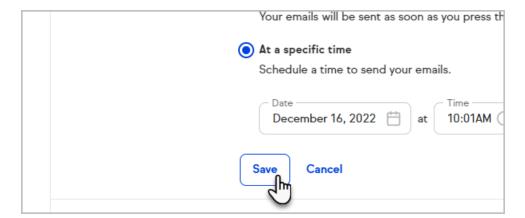
15. Click **Save** to save your changes.



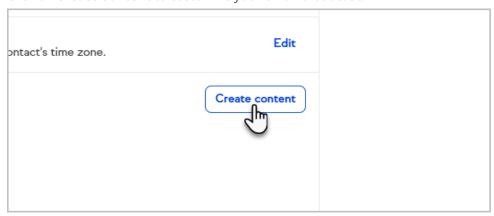
16. In **Schedule**, click on **Edit** to choose when to send your broadcast. If you choose to send your broadcast at a specific time, you will have the option to refer to your contacts' time zones or a specific time zone







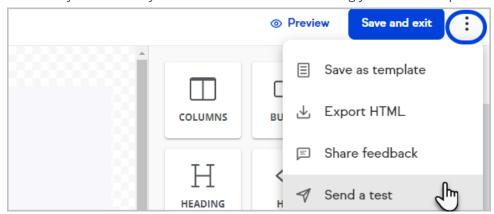
17. Click on **Create content** to customize your email broadcast.



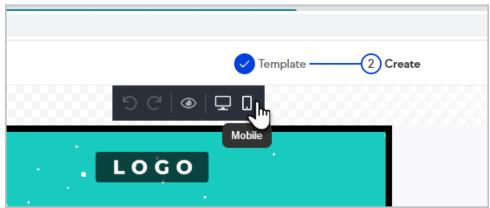
18. Select whether you want to **Start from Scratch**, a **Text only** template, or select a template from the **Gallery**, **My Templates**, **Sent**, **or Draft**.



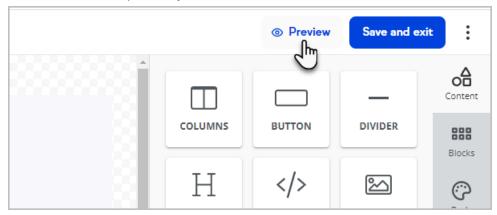
- 19. Create your broadcast by adding, removing, and modifying the content and formatting of your message
- 20. Note that some email clients (e.g. Outlook Client) do not render background images and will fall back to the background color.
- 21. Note that you can send yourself a test email while creating your email template



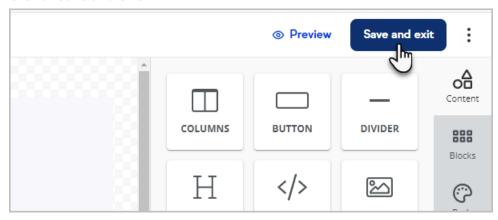
22. Click the **Mobile** button to edit your broadcast for mobile devices



23. Click on **Preview** to preview your email



24. Click on Save and exit



25. Click Send (or Schedule) broadcast

