

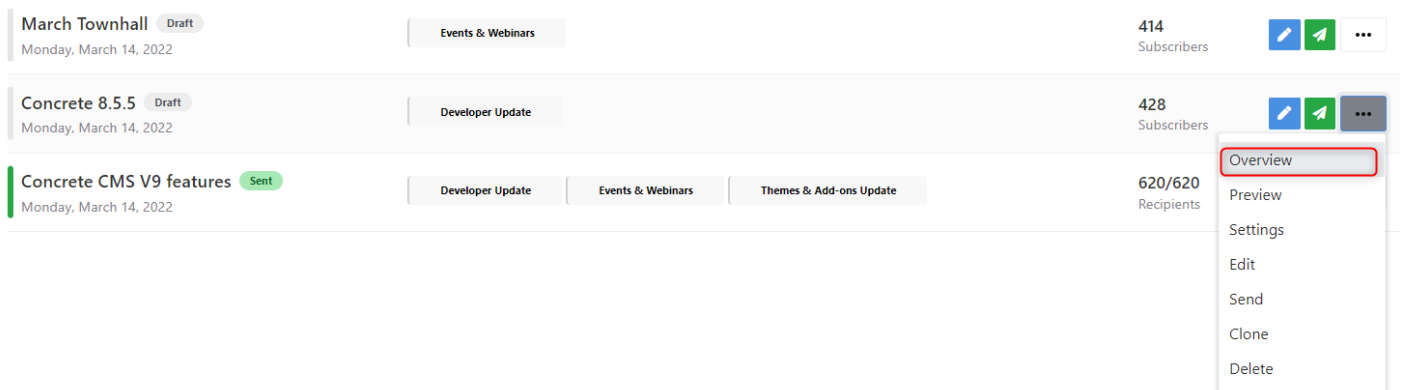
Send

As an email marketer, one of the worst, most stomach turning moments is realizing you sent an email out to thousands of subscribers with a mistake in it or left out a crucial piece of information or you send to the wrong mailing list.

That means testing everything: design and layout, subject lines and mailing lists. Consider testing emails with different test mailing lists and experimenting with email send times, too.

We recommend sending a test email of the campaign to yourself . This way, you can double-check your campaign and be 100% sure that it's ready to go to your contacts.

Click on '**Overview**' button in the campaign toolbar menu to see an overview of the campaign.



The screenshot displays a list of email campaigns in a management interface. Each campaign row includes the campaign name, status, date, category, recipient count, and a toolbar with icons for edit, send, and a menu. The 'Concrete CMS V9 features' campaign is highlighted, and its menu is open, showing options: Overview, Preview, Settings, Edit, Send, Clone, and Delete. The 'Overview' option is highlighted with a red border.

Campaign Name	Status	Date	Category	Recipients	Toolbar
March Townhall	Draft	Monday, March 14, 2022	Events & Webinars	414 Subscribers	Edit, Send, Menu
Concrete 8.5.5	Draft	Monday, March 14, 2022	Developer Update	428 Subscribers	Edit, Send, Menu
Concrete CMS V9 features	Sent	Monday, March 14, 2022	Developer Update, Events & Webinars, Themes & Add-ons Update	620/620 Recipients	Edit, Send, Menu (Overview, Preview, Settings, Edit, Send, Clone, Delete)

Concrete 8.5.5 Draft Monday, March 14, 2022 Send Edit ...

From E-Mail XXXXXXXXXXXX@XXXXXXXXXX **Creator** admin

From Name Xanweb **Created at** 3/14/22, 4:04 PM

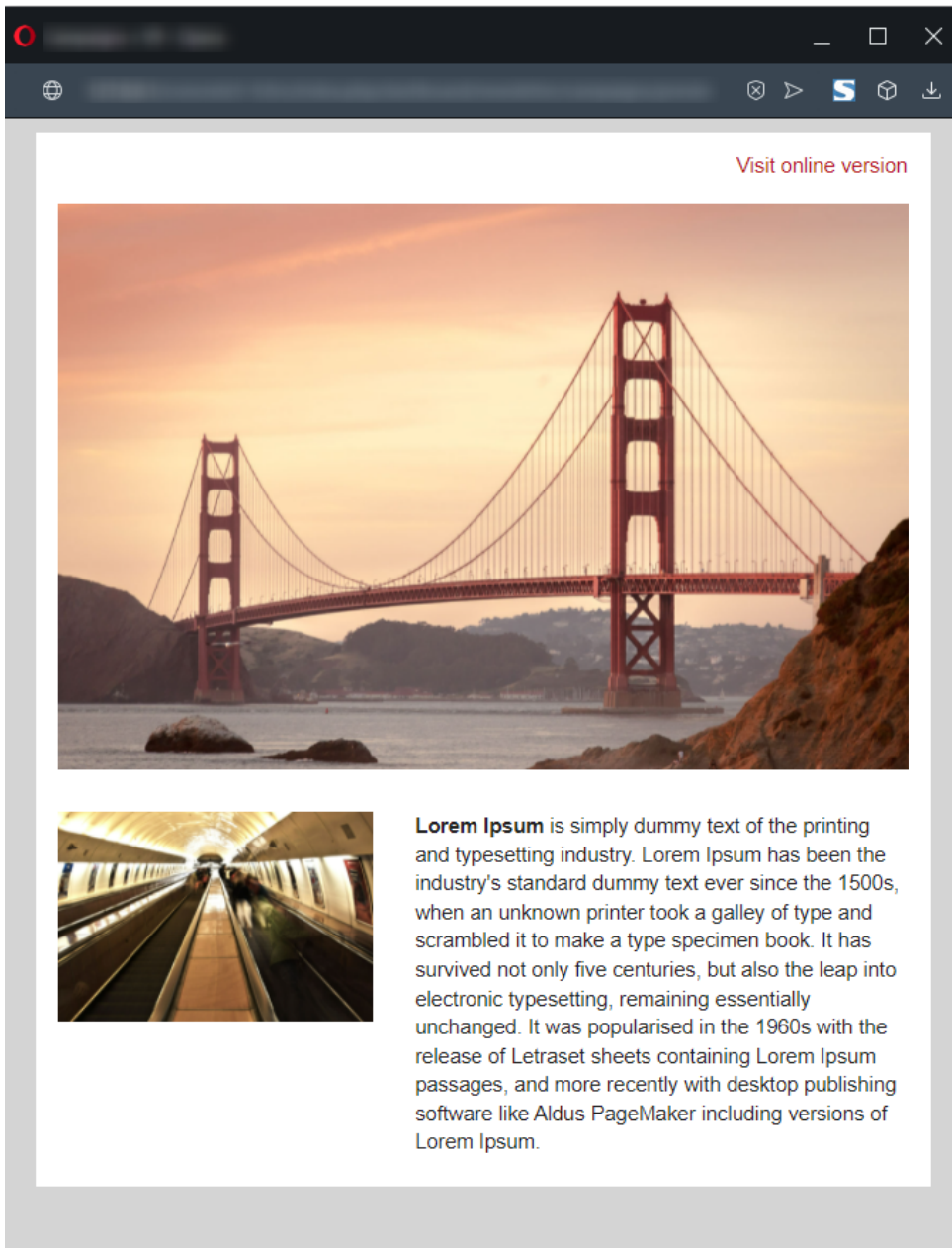
Subject Concrete 8.5.5 is now available! 📧

Mailing Lists Developer Update

Subscribers 428

While the **Page Editor** screen gives you a good indication of what your email will look like, it's good to check your email in the preview mode before sending. Preview mode also gives you a view of what your email will look like on a phone. You can activate the preview mode by click on '**Preview**' button in the campaign toolbar menu.

March Townhall Draft Monday, March 14, 2022	Events & Webinars	414 Subscribers	Edit Send ...
Concrete 8.5.5 Draft Monday, March 14, 2022	Developer Update	428 Subscribers	Edit Send ...
Concrete CMS V9 features Sent Monday, March 14, 2022	Developer Update Events & Webinars Themes & Add-ons Update	620/620 Recipients	Overview Preview Settings Edit Send Clone Delete



Search icon

+ New Campaign

Grid icon

414
Subscribers

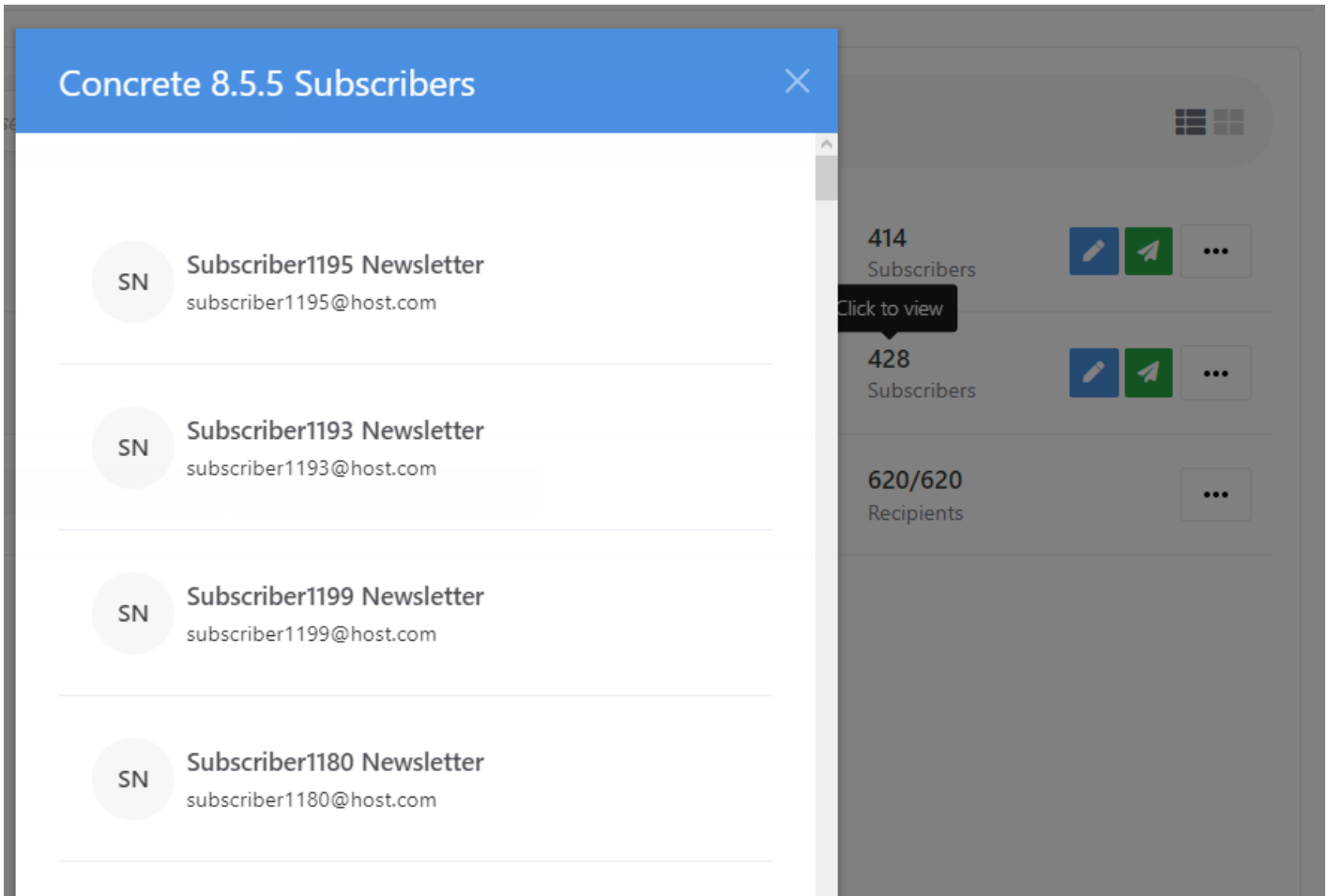
428
Subscribers

620/620
Recipients

Each row includes edit, share, and more options icons.

To view which subscribers were included or excluded from the campaign , click **subscriber number** included in the campaign displays line.

March Townhall Draft Monday, March 14, 2022	Events & Webinars	414 Subscribers	
Concrete 8.5.5 Draft Monday, March 14, 2022	Developer Update	428 Subscribers	
Concrete CMS V9 features Sent Monday, March 14, 2022	Developer Update	620/620 Recipients	



Make note of the expected recipient count : this estimate removed duplicate emails, excluded subscribers, and suppressions.

Now that you've created your email, tested it, revised it, and double-checked everything, it's finally time to send!

Click the send icon in the right.

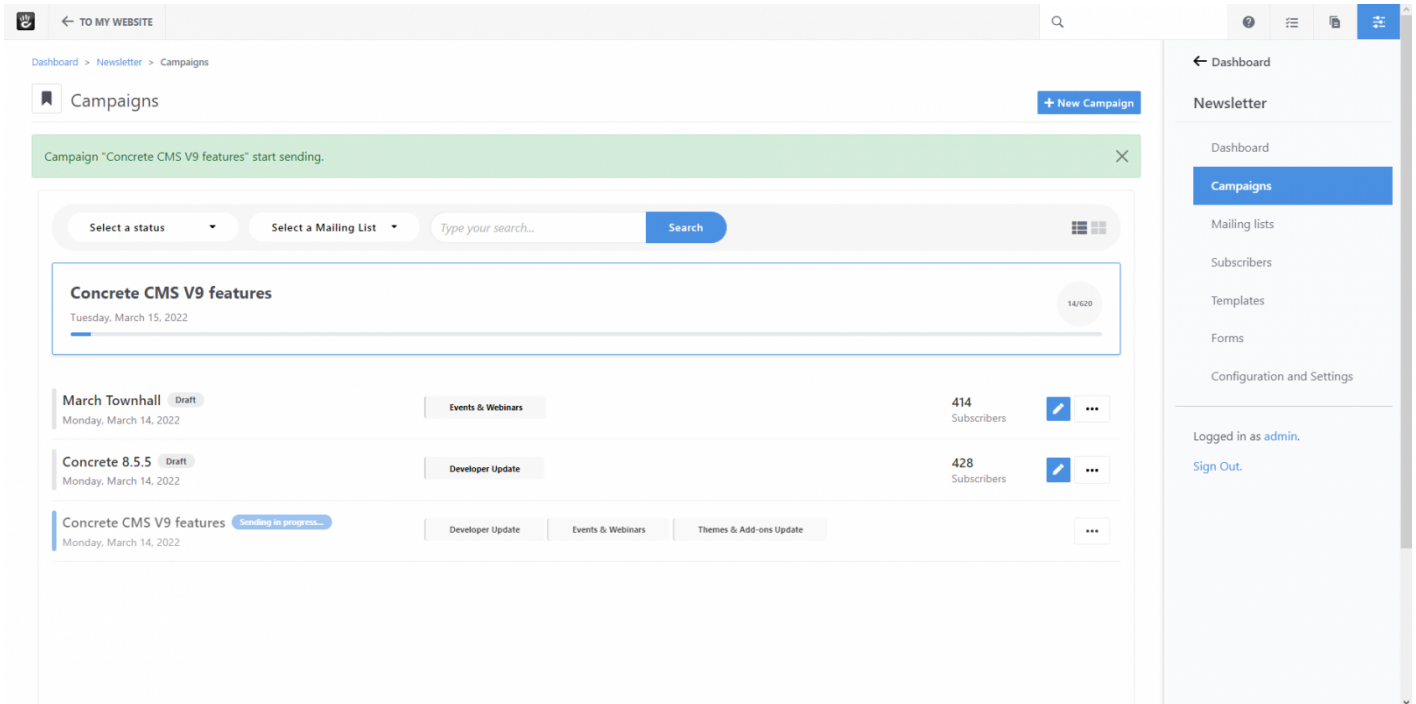


This will start sending the campaign email to all mailing lists subscribers.

You'll want to make sure that you're sending at the most optimal time.

If you are sending a large number of emails it's best to use the **Rate limiting** feature. This will send your message over a period of minutes/hours and will help protect your Sender Reputation.

After the campaign is start sending , you can see a real-time progress of the email's sending.



The screenshot displays a web interface for managing email campaigns. At the top, there's a navigation bar with '← TO MY WEBSITE' and a search icon. Below it, the breadcrumb trail reads 'Dashboard > Newsletter > Campaigns'. The main heading is 'Campaigns' with a '+ New Campaign' button. A green notification bar states 'Campaign "Concrete CMS V9 features" start sending.' Below this, there's a search and filter section with 'Select a status', 'Select a Mailing List', and a search input field. The main content area shows a list of campaigns:

Campaign Name	Status	Tags	Subscribers	Actions
Concrete CMS V9 features	Tuesday, March 15, 2022		14/620	
March Townhall	Draft	Events & Webinars	414 Subscribers	✎ ⋮
Concrete 8.5.5	Draft	Developer Update	428 Subscribers	✎ ⋮
Concrete CMS V9 features	Sending in progress...	Developer Update, Events & Webinars, Themes & Add-ons Update		⋮

The right sidebar contains a navigation menu for 'Newsletter' with options: Dashboard, Campaigns (selected), Mailing lists, Subscribers, Templates, Forms, and Configuration and Settings. At the bottom of the sidebar, it shows 'Logged in as admin.' and a 'Sign Out.' link.

Your email can be stopped after it's sent. you have the option to '**Abort**' sending for emails after they've begun sending.

The screenshot displays a web interface for managing email campaigns. At the top, there is a navigation bar with a search icon and a 'TO MY WEBSITE' button. Below this, a breadcrumb trail shows 'Dashboard > Newsletter > Campaigns'. The main content area is titled 'Campaigns' and features a '+ New Campaign' button. A green notification banner at the top of the main area states 'Campaign "Concrete CMS V9 features" start sending.' Below this, there is a search bar with filters for 'Select a status' and 'Select a Mailing List', and a search input field. The main list of campaigns includes:

Campaign Name	Status	Date	Category	Subscribers	Actions
Concrete CMS V9 features	Sending in progress...	Tuesday, March 15, 2022		414	[Edit] [More]
March Townhall	Draft	Monday, March 14, 2022	Events & Webinars	414	[Edit] [More]
Concrete 8.5.5	Draft	Monday, March 14, 2022	Developer Update	428	[Edit] [More]
Concrete CMS V9 features	Sending in progress...	Monday, March 14, 2022	Developer Update, Events & Webinars, Themes & Add-ons Update		[More]

On the right side, a sidebar menu is visible with options: Dashboard, Newsletter, Campaigns (selected), Mailing lists, Subscribers, Templates, Forms, and Configuration and Settings. At the bottom of the sidebar, it shows 'Logged in as admin.' and a 'Sign Out.' link.

You can measure the success of your email by opening the campaign overview and viewing the campaign details. Here you will see the statistics on how many people opened your email and clicked on the links.

Here's some more information about Measure campaign performance.

Revision #25

Created Wed, Mar 16, 2022 1:01 PM by bilel

Updated Fri, Mar 18, 2022 2:15 PM by bilel