



Quick Start Guide To:

Importing Email Templates

- Click on the orange E icon in the toolbar of (ACT!, SalesLogix, Excel, Outlook, etc.) of wherever you access Swiftpage and select the Import button; the Import button will vary where it is in the window depending on how you access Swiftpage

- If you don't have the Import button in this window you will want to log into the Swiftpage editor by clicking Edit or logging into your account through our homepage <http://www.swiftpage.com/site/logineditor.htm>. This will take you to the My Swiftpage portal. From there, click on Template Editor & Surveys and then click on the green Template Library tab and then the Import a Template button at the very bottom

- Now you will want to click Browse and locate your HTML created email and then click Submit

(Tip – All imported emails must be created in HTML format.)

(Tip – Your imported email will be saved as U_ and then whatever the HTML document is saved as on your computer.)

- If the images from your HTML are hosted you will be done after hitting Submit; if your images aren't hosted you will need to upload each image one-by-one, preview the template to make sure it looks the way you like and then you are done

(Tip – Once an email has been imported no changes or edits can be made inside of the Swiftpage system. All edits and alterations to the template must be made outside of Swiftpage and then re-imported back into the system.)