

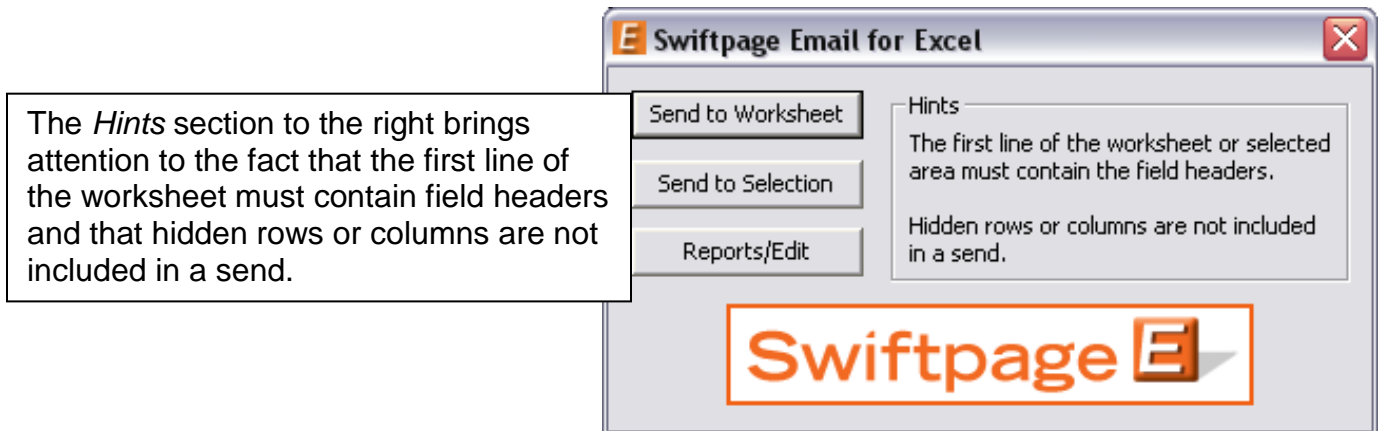
Swiftpage for Excel

Because Swiftpage has fully integrated into Excel, you are now able to select any number of recipients from an Excel spreadsheet, and send along an email campaign directly through your Excel program. Additionally, you are able to view open, click-through data through the click of a single button.

Option #1: Send Email Campaign to Your Entire Excel Worksheet

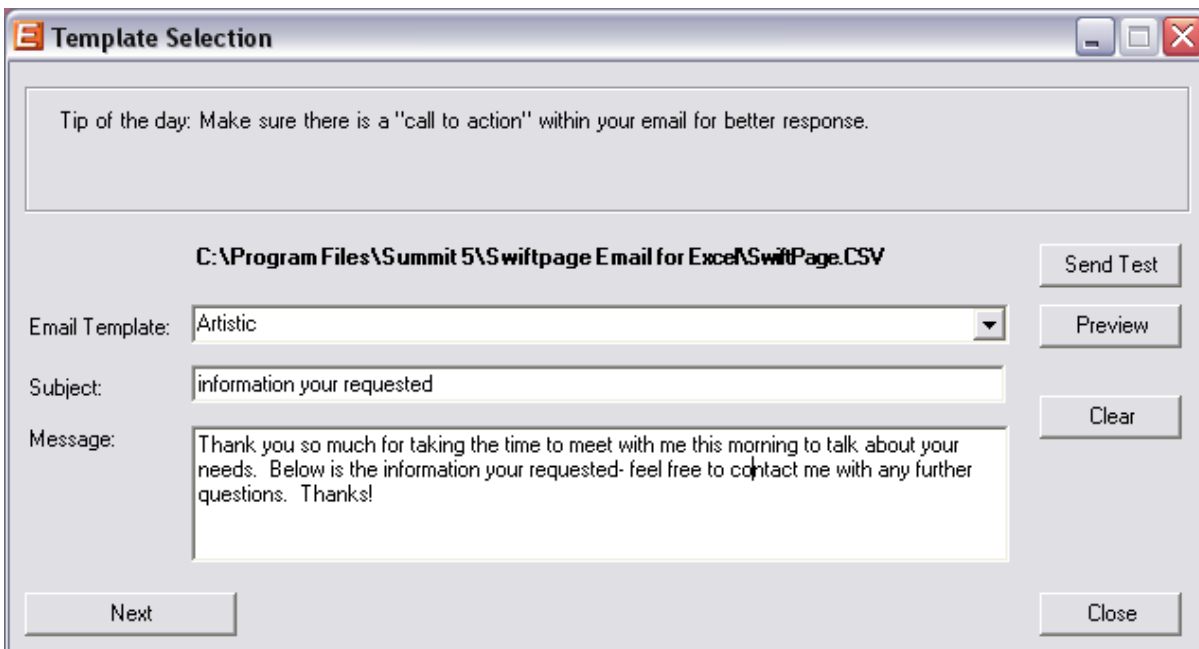
Step 1- Open *Swiftpage for Excel*

The Swiftpage E Icon box is located on your Excel toolbar. Click on this icon to begin using *Swiftpage for Excel* and the following screen will appear:



Step 2- *Send to Worksheet*

This option will send your email campaign to all addresses included within the worksheet. Click on the *Send to Worksheet* button found on the opening screen the screen below will appear.



Step 3- Select Email Template

Choose your campaign's email template under the *Email Template* scroll down. After selecting one, you may view it by pressing the *Preview* button to the right of the template box.

Step 4- Add Campaign's Subject

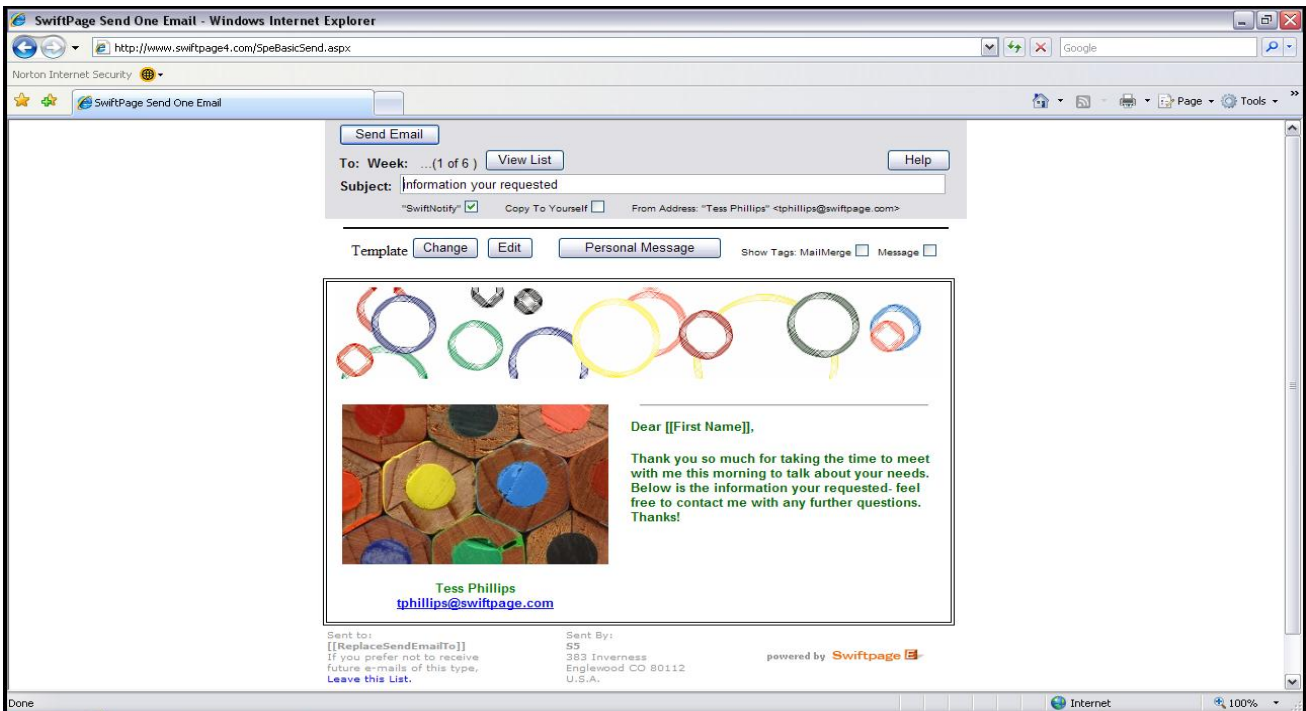
In the box entitled *Subject*, simply type in the subject that you wish to include for the email campaign.

Step 5- Message

The *Message* box, located just below the *Email Template* box, gives you the opportunity to add a catered personal message to the recipient. This option is made possible by including the mail merge tab `[[SpePersonalMessage]]` in your template. To add a message to the template, type it into the *Message* box.

Step 6- Launch Your Campaign

The *Next* button will bring you to the review screen seen below where you may either confirm the messages appearance and send the campaign, or change/edit any components, and then send it.



Option #2- Send Email Campaign to a Selection Within Your Excel Worksheet

This button is useful for segmenting your database when you have information that is only relevant to certain contacts.

Step 1- Select Recipients

Highlight your desired email recipients in the Excel worksheet prior to clicking the orange E Icon.

Step 2- Open *Swiftpage for Excel*

The Swiftpage E Icon box is located on your Excel toolbar. Click on this icon to begin using *Swiftpage for Excel* and the screen found above in Scenario 1, Step 1, will appear.

Step 3- *Send to Selection*

Click the *Send to Selection* button

Step 4- Select Email Template

Choose your campaign's email template under the *Email Template* scroll down. After selecting one, you may view it by pressing the *Preview* button to the right of the template box.

Step 5- Add Campaign's Subject

In the box entitled *Subject*, simply type in the subject that you wish to include for the email campaign.

Step 6- Message

The *Message* box, located just below the *Email Template* box, gives you the opportunity to add a catered personal message to the recipient. This option is made possible by including the mail merge tag `[[SpePersonalMessage]]` in your template. To add a message to the template, type it into the *Message* box.

Step 7- Launch Campaign

The *Next* button will bring you to the review screen seen above in Scenario 1, Step 6, where you may either confirm the messages appearance and send the campaign, or change/edit any components, and then send it.

Option #3- Reports/Edits

This button allows you to view reports of the recipients or to manually edit the template that you choose.



The *Edit* button will log you into your Swiftpage Online Editor where you can create, edit, share template, view reports, create surveys and more.

The *Import* button allows you to browse through your database and select an HTML file that will be checked and uploaded as an email template.

Reports takes you to the open, click through reports for the email campaigns that you have send throughout the past two months. This is useful in determining which recipients will benefit most from receiving the campaign, and additionally which will give you the most positive response.

The *Account* button is where you switch users and the *Help* button directs you to an online help site that further details this menu.