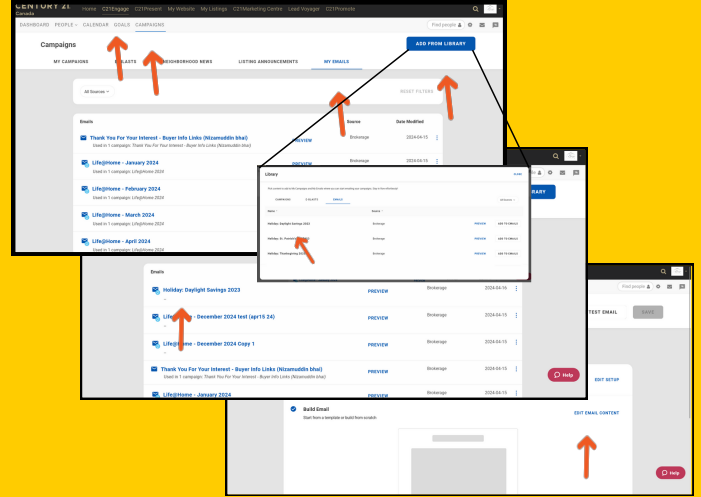


HUBS 21 Email Process

Select Email and Customize

1. Go to **C21 Engage**,
2. then **Campaigns**,
3. then **My Emails**.
4. Go to **Add from Library**
5. Choose template to add
6. Then select it and **Customize** it by going to **Edit Email Content**

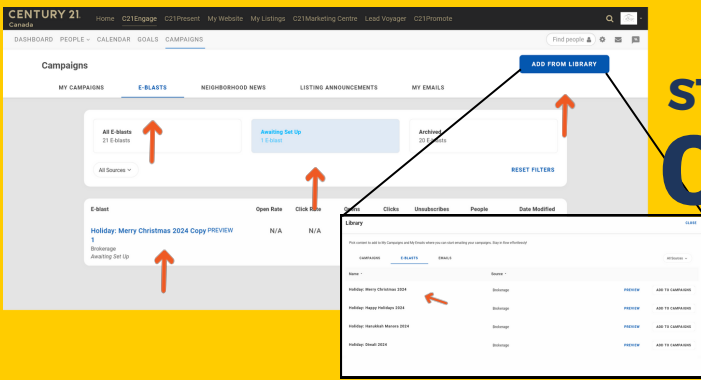
STEP
01



Go To The Right Place

1. Click on **E-Blast**
2. Then **Add From Library**
3. Select any template
4. Go to **Awaiting Set up**
5. Select the item from list

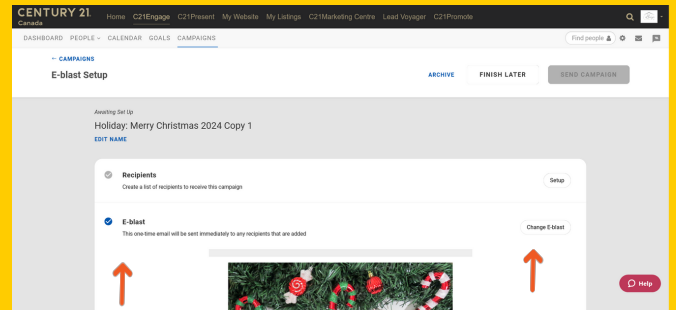
STEP
02



Set Up Email for Sending

1. Select **E-blast**
2. Select **Change E-blast**

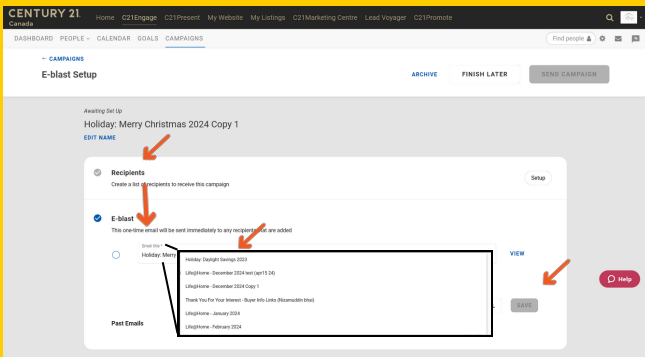
STEP
03



Find Your Customized Email

1. Select **Email title**
2. From the drop down menu select your customized email
3. Then select **Recipients**, and **Save**

STEP
04



The Send

1. Click **Send Campaign**

STEP
05

