



What to Expect

Congratulations on your decision to market your business through your Simply Mail e-newsletter account! You're going to love how user-friendly and valuable it becomes for you! Here are a few points that will be helpful for you as we getting you going:

1. *Collection of Information*

The first step is for us to get information from you as we set up your account. Here's a list of what we'll need:

- Business name
- Business mailing address
- Business website
- Email address
- All your social media URL's (Facebook, Twitter, Pinterest, etc.)
- Your logo in .JPG format (?)
- A list of any specific colors, fonts, and images you use to represent your brand

2. *Email Style/Layout Selection*

We will send you email layout suggestions for you to select from. These are then customized to match your brand colors and style. You'll be able to decide which layout you think best lends itself to your communication approach. Think of the selections as the "bones" on which your brand is fleshed out :-)

3. *Customization*

Next, we will customize the template you select to match your brand and ready the system for use with your sending email address(es) and email lists.

4. *Review & Revisions*

One round of template revisions are included to make sure your template looks just the way you want it to.

5. *Final Setup*

We will then work to complete the final steps to finalizing your account. When you are ready to begin sending you'll see a notification prior to completing your first send. Once payment information is added to your account, you're good to go!

6. *System Walkthrough*

Once your system is ready, we will schedule a time to show you the system and give you an overview of how to use it.

7. *We'll Be Here!*

The best part about using Simply Mail is the support that backs it. We're here to make sure your experience is excellent and your communications a success!