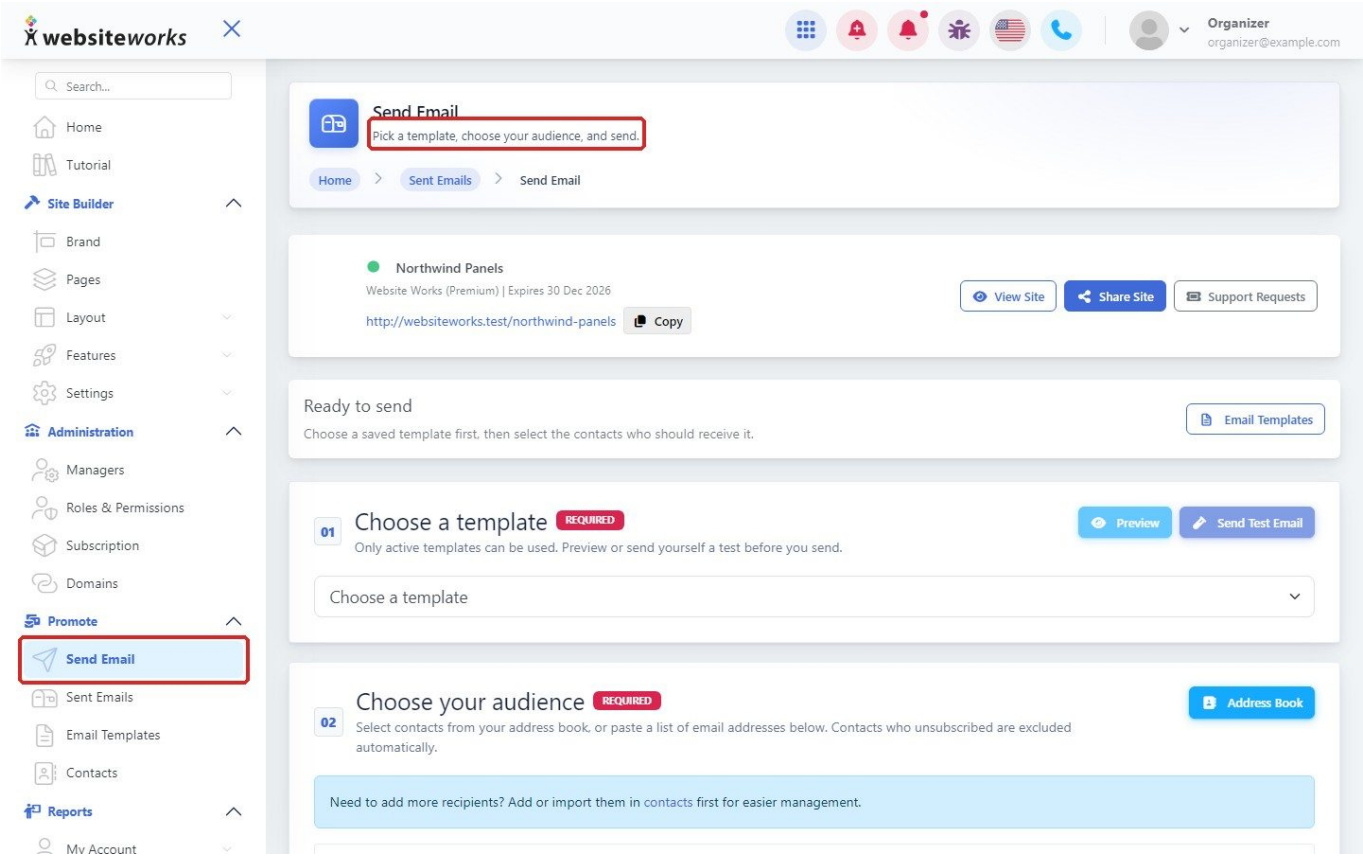
Sending an email campaign

Category: Email Campaigns
Published: Oct 27, 2026
Reading Time: 2 min

Use **Send Email** to send one of your saved email templates to your contacts. You need at least one template first; see Creating reusable email templates.

Step 1: Open Send Email

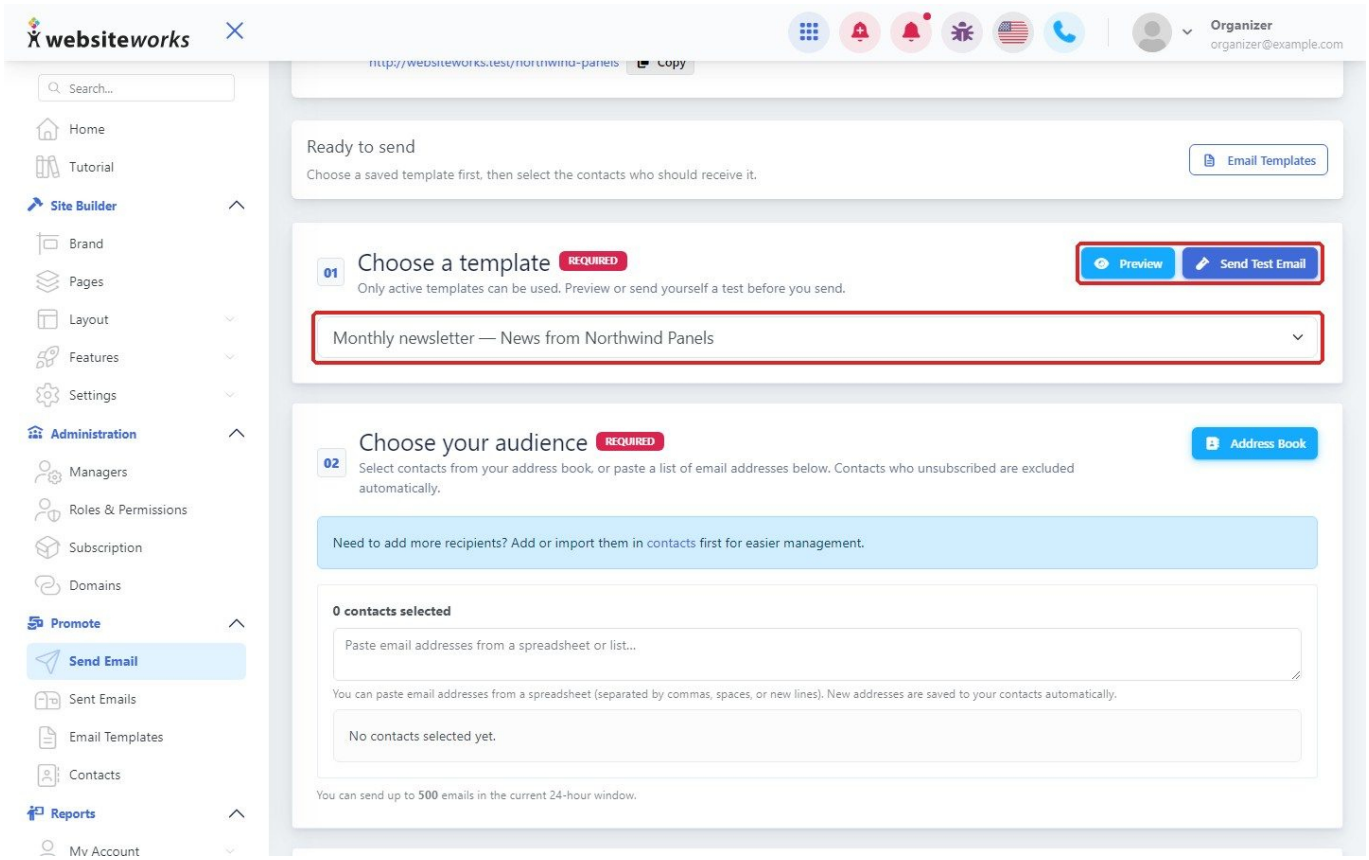
In the menu, click **Promote**, then **Send Email**.



Open Promote > Send Email.

Step 2: Choose a template

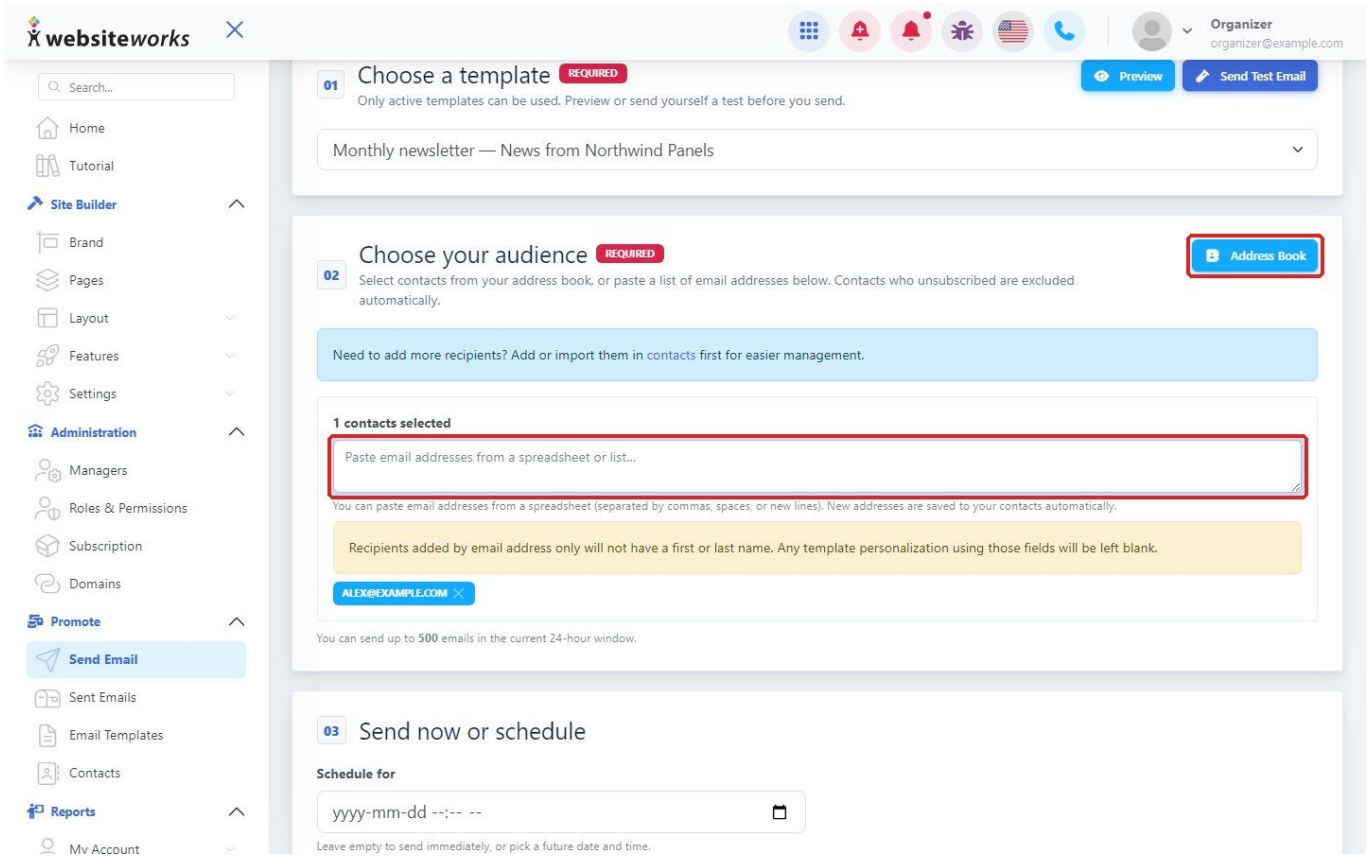
Under **Choose a template**, pick your template. Click **Preview** to check it, or **Send Test Email** to send it to yourself first.



Pick the template to send.

Step 3: Choose your audience

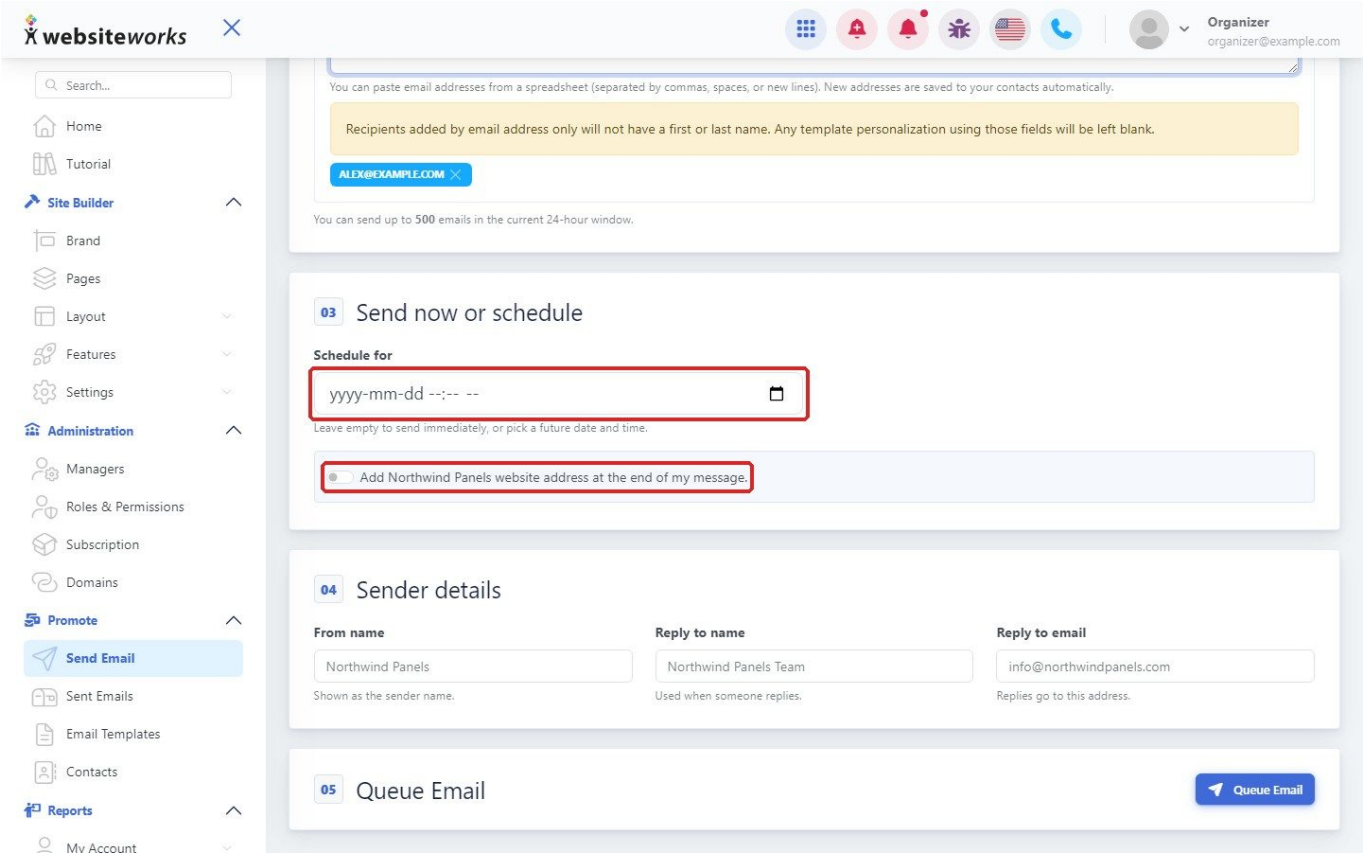
Click **Address Book** to select contacts, or paste email addresses in the box. Contacts who unsubscribed are left out automatically.



Choose who receives the email.

Step 4: Send now or schedule

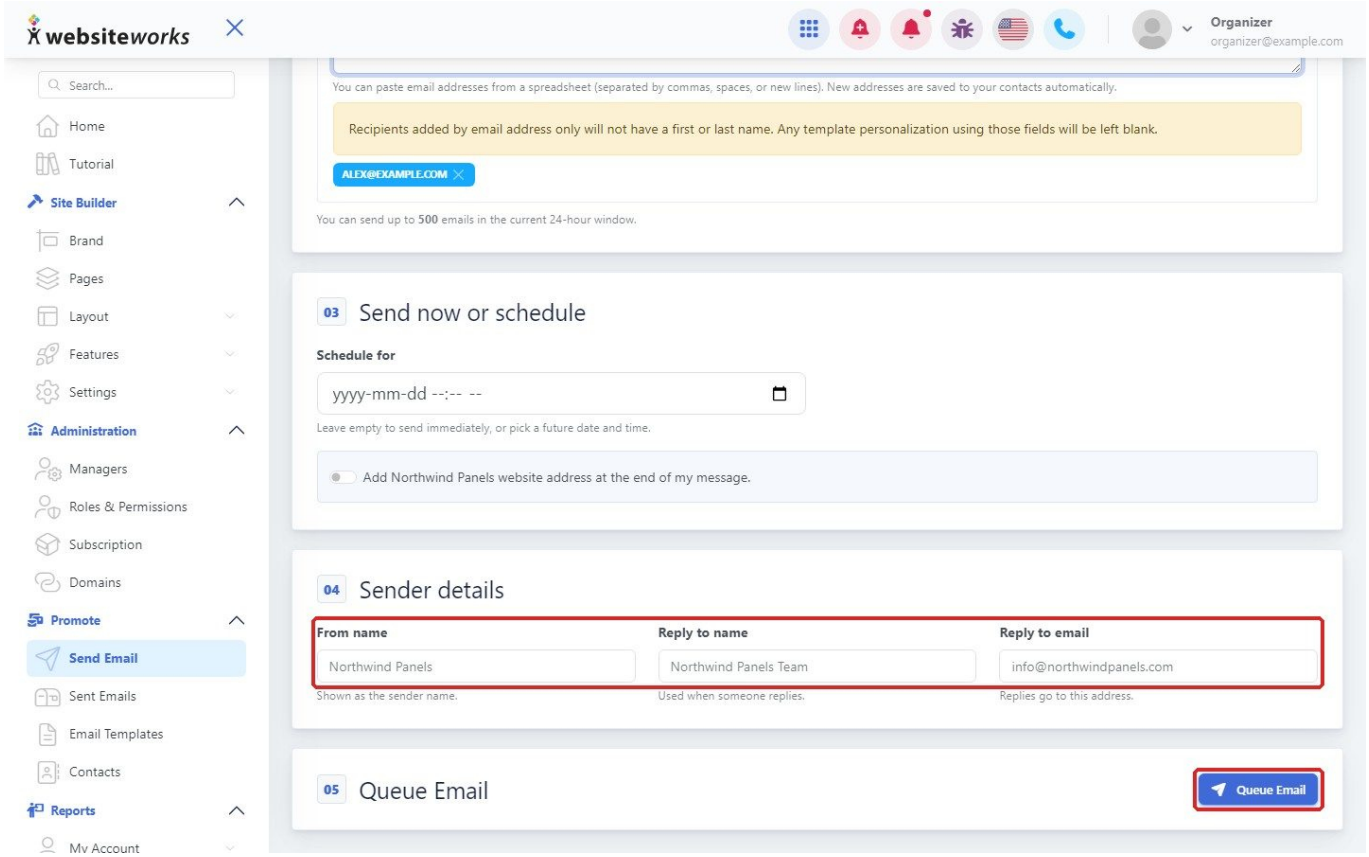
Leave **Schedule for** empty to send right away, or pick a future date and time. Tick **Add Northwind Panels website address at the end of my message.** to add your website address (it shows your own website name).



Choose when to send.

Step 5: Check sender details and queue

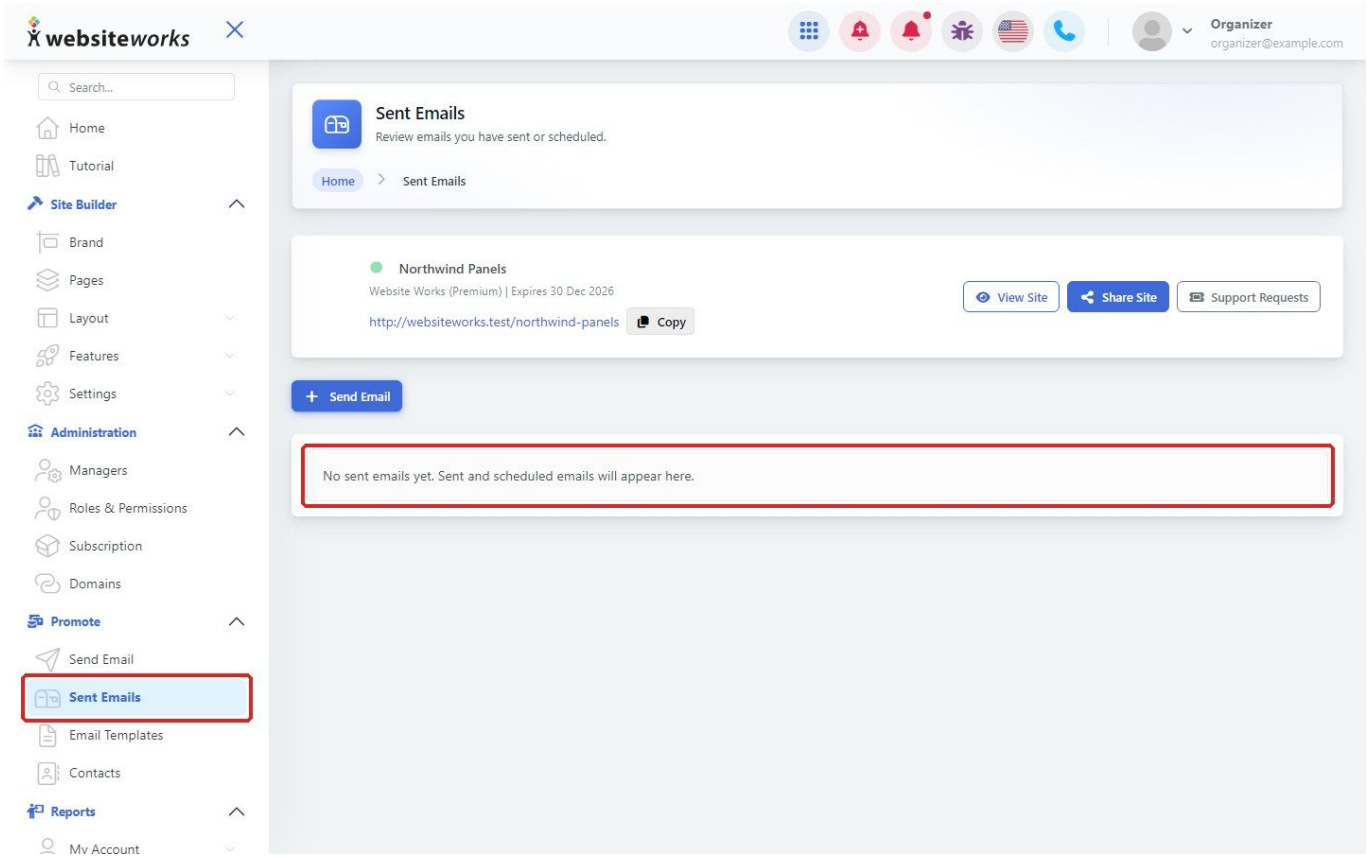
Under **Sender details**, check the **From name**, **Reply to name** and **Reply to email**. When everything is ready, click **Queue Email**.



Click Queue Email.

Step 6: Follow your sent emails

Click **Sent Emails** in the menu to see emails you sent or scheduled.



Your sent and scheduled emails appear here.