

Acclipse Web Manager Emarketing & Contacts



Course objective

This course is designed to get new users to Acclipse Web Manager creating and publishing newsletters. We will also look at managing subscribers.

Course duration

1 hour

Course content

Emarketing

Newsletters

- Understanding newsletter types
- Modifying existing newsletters
- Creating a newsletter
- Creating a footer
- Previewing a newsletter
- Publishing a newsletter
- Deleting a newsletter

Mailing lists

- Creating a mailing list
- Editing a mailing list
- Viewing the subscribers of a mailing list
- Re-ordering the mailing lists
- Deleting a mailing list

Subscribers

- Adding an individual subscriber manually
- Importing subscribers from an excel spreadsheet
- Exporting subscriber details
- Editing and deleting a subscriber

Reporting

- Running a Subscriber Report