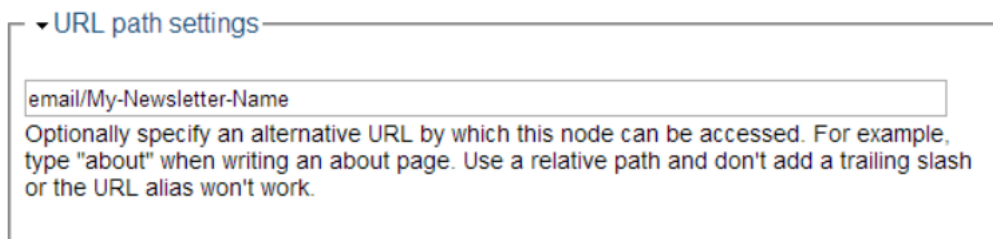# Creating an E-mail Newsletter

This tutorial will guide you in the process of making and sending out an e-mail newsletter.

IMPORTANT: You must use Firefox or Chrome: Internet Explorer will *not* work.

1) Login at http://engineering.case.edu/user/ using your Case ID. Please request access if you do not have it.
2) We will now use an existing newsletter as a template. Using the black bar at the top, **go to Content Management -> Content -> List**, then **click *Edit* next to the newsletter you wish to use** as a basis/template.
3) **Click inside the *Body* and copy it**. You may do this by using the hotkeys Ctrl+A and Ctrl+C (select all, copy) on your keyboard.
4) Under Content Management at the top, **click on Create Content -> Email News Letter**.
5) **Enter in a title** for the Newsletter, **then paste (ctrl+V) the template in the body**. You may now edit this as needed. (Please see the *How to Add Content* tutorial for help on inserting images and links into your Newsletter.)
6) Under *URL Path Settings* at the bottom, enter in an alias for the page. For instance, in the below example, the page would end up at http://engineering.case.edu/email/My-Newsletter-Name.

7) Where it says "*Can't see the images? View this message online"*, double-click on the word "message" to edit where it links to. **You will want this to link to the very page you are about to create**, in case people cannot view the newsletter in their e-mail program.

8) Click on *Save* at the bottom to save your newsletter.
9) Next, **we must logout of the site** to view the newsletter differently. Do so by clicking *Log out* at the top right, then **access your newsletter** with the link you created.
10) Again, use Ctrl+A and Ctrl+C to **copy the entire newsletter**, or use your mouse to drag over it and right-click to copy. Again, note that this does **not** work with Internet Explorer.

11) **Paste this into a mail service** such as *Gmail* **or a mail program** such as *Mozilla Thunderbird*. Note that *Microsoft Outlook* will most likely not work as the program messes with the formatting.
12) You can now review your e-mail and send it to people as necessary. You may want to double-check your Newsletter before you send it off to ensure it is as you want it. It may also be a good idea to **test the newsletter by sending it to yourself**.