



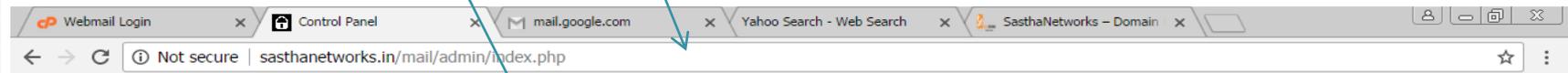
Email Marketing Panel Demo Steps



SASTHA NETWORKS

Outsourcing & Advertising

Step 1 : Open the sasthanetworks.in/mail URL in your Browser
Step 2 : Enter User Id and Password as per given in Quotation



 **Control Panel**

Login with your username and password below.

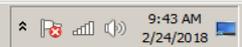
Username:

Password:

Take Me to:

Remember my details

[Forgot your password?](#)



Step 3 :After Login This Page will be Visible

The screenshot shows a web browser window with several tabs: 'Webmail - Main', 'Control Panel (ULTIMATE E...', 'Bulk email targeting area f...', and 'Yahoo Search - Web Search'. The address bar shows 'sasthanetworks.in/mail/admin/index.php?Page=index'. The page title is 'Control Panel'. Navigation links include 'Home', 'Templates', 'Forms', 'My Account', 'Logout', and 'Help'. A login notice states: 'You are logged in as "Aaynul" | System Time: 5:34 pm, 23 Feb 2018 - (GMT+5:30) You have 48 total credits left.'

The main navigation bar contains: Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics.

Home

Let's Get Started [Switch to Quick Links](#)

[manage lists](#) [create an email](#)

Recently Edited Campaigns

SHOW: All Campaigns | Scheduled | Sent | Archived

Campaign Name	Date
sghgtf gjugugu	12 Jul 2017
Monday campaign June offer	07 Jul 2017

[View All Campaigns](#)

Latest Stats

Contact Activity for the Last 7 Days

Day	Unconfirmed Contacts	Confirmed Contacts	Unsubscribes	Bounces	Forwards
Fri	0	0	0	0	0
Thu	0	0	0	0	0
Wed	0	0	0	0	0
Tue	0	0	0	0	0
Mon	0	0	0	0	0
Sun	0	0	0	0	0
Sat	0	0	0	0	0

Recently Created Contact Lists

demo - (0 Contacts)
list122 - (1 Contacts)

[See All Contact Lists](#)

Taskbar: morphy-richards-20...jpg, Show all, 5:35 PM 2/23/2018

Step 4 : First you have to create a contact list, Go to **Contact List** → **Create a Contact List**

The screenshot displays the Control Panel interface for email management. The browser address bar shows the URL: `sasthanetworks.in/mail/admin/index.php?Page=index`. The page title is "Control Panel".

The navigation menu includes: Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics.

The "Contact Lists" section is expanded, showing the following options:

- View Contact Lists**: View, add and edit your lists of contacts or leads.
- Create a Contact List**: Create a new contact list which you can add contacts or leads to. (This option is highlighted with a blue arrow pointing from the text above.)
- View Custom Fields**: View and edit existing custom fields which you've already created.
- Process Bounced Emails**: Find and remove invalid email addresses from your lists.
- View Segments**: View and create segmented lists of your contacts or leads.

The "Latest Stats" section shows "Contact Activity for the Last 7 Days".

The "Recently Created Contact Lists" section displays a table of lists:

Icon	Name	Contact Count
	demo	(0 Contacts)
	list122	(1 Contacts)

At the bottom of the page, the browser address bar shows the URL: `sasthanetworks.in/mail/admin/index.php?Page=Lists&Action=create`. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:35 PM, 2/23/2018.

Step 5 : In **List Name** text box gave a contact list Name for your reference
Eg: List 1

Webmail - Main x Control Panel ULTIMATE E x Bulk email targeting area f x Yahoo Search - Web Search x

Not secure | sasthanetworks.in/mail/admin/index.php?Page=Lists&Action=create

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:35 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | Statistics

Email Marketing Tip #10: Make sure your subject line is persuasive and catches your readers attention. Instead of using something like 'OurSite Newsletter Issue #1', use a benefit, such as 'OurSite Newsletter: 10 Tips for Financial Freedom'. [Read more...](#)

Create a Contact List

Contact lists are used to store details about subscribers or leads, which include their email address and other details such as name, company, age, etc.

Save Cancel

New List Details

* List Name:

* List Owners Name:

* List Owners Email:

* List Reply-To Email:

* List Bounce Email:

Notify the List Owner: Yes, send subscribe and unsubscribe notification emails to the list owner

Custom Fields

Add These Fields to the List:

- Birth Date
- City
- Country
- Fax
- First Name
- Last Name

Visible Fields

Show These Fields:

- Email Address
- Date Added
- Email Format
- Activity Status
- Confirmed

Company Details

morphy-richards-20...jpg

Show all

Start | 5:35 PM 2/23/2018

Step 6 : Once you Enter the List Name Click **Save**

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Lists&Action=create`. The page title is "Control Panel". The navigation menu includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics".

Email Marketing Tip #10: Make sure your subject line is persuasive and catches your readers attention. Instead of using something like 'OurSite Newsletter Issue #1', use a benefit, such as 'OurSite Newsletter: 10 Tips for Financial Freedom'. [Read more...](#)

Create a Contact List

Contact lists are used to store details about subscribers or leads, which include their email address and other details such as name, company, age, etc.

New List Details

- * List Name:
- * List Owners Name:
- * List Owners Email:
- * List Reply-To Email:
- * List Bounce Email:

Notify the List Owner: Yes, send subscribe and unsubscribe notification emails to the list owner

Custom Fields

Add These Fields to the List:

- Birth Date
- City
- Country
- Fax
- First Name
- Last Name

Visible Fields

Show These Fields:

- Email Address
- Date Added
- Email Format
- Activity Status
- Confirmed

Company Details

The taskbar at the bottom shows the Start button, File Explorer, Google Chrome, Microsoft Edge, and other applications. The system tray shows the time as 5:36 PM on 2/23/2018.

Step 7 : Once list name had saved you will get this window now there **contacts is zero** in the list

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Lists`. The page title is "Control Panel" and the user is logged in as "Aaynul". The page displays a navigation menu with options like "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". A blue banner contains an "Email Marketing Tip #9". Below this, the "View Contact Lists" section shows a yellow message: "The selected contact list has been deleted successfully". A table lists contact lists, with one entry named "list1" created on "23 Feb 2018" and having "0" contacts. The table columns are "List Name", "Created", "Contacts", "List Owner", and "Archive Action". The "Archive Action" column includes links for "RSS", "View Contacts", "Add Contact", "Edit", "Copy", and "Delete".

Email Marketing Tip #9: For best results when sending recurring email campaigns, always send it on the same day at the same time. For example, every 2nd Wednesday at 3pm. [Read more...](#)

View Contact Lists

Contact lists are used to store details about subscribers or leads, which include their email address and other details such as name, company, age, etc.

✓ The selected contact list has been deleted successfully

Create a Contact List...

Choose an action

Results per page: 10 Pages: (Page 1 of 1) < | Back | 1 | Next | >

<input type="checkbox"/>	List Name ↕↕	Created ↕↕	Contacts ↕↕	List Owner ↕↕	Archive Action
<input type="checkbox"/>	list1	23 Feb 2018	0	Aaynul	RSS View Contacts Add Contact Edit Copy Delete

Step 8 :To import a contact Go to **Contact** → **Import Contacts From a File**

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Lists`. The page title is "Control Panel" and it includes navigation links for Home, Templates, Forms, My Account, Logout, and Help. The user is logged in as "Aaynul" and has 48 total credits left. The main navigation bar includes Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics. A dropdown menu is open under "Contact Lists", showing options like "View All Contacts", "Search Contacts", "Add a Contact", "Import Contacts From a File" (highlighted with a blue arrow), "Export Contacts to a File", "Remove Contacts", "Email Suppression List", and "Suppress an Email or Domain". The "Import Contacts From a File" option is described as "Upload a file from your computer containing a list of contacts or leads." Below the menu, a table displays contact list information with columns for Created, Contacts, List Owner, Archive, and Action. The table shows one list created on 23 Feb 2018 with 0 contacts, owned by Aaynul, and includes links for View Contacts, Add Contact, Edit, Copy, and Delete.

Control Panel

You are logged in as "Aaynul" | System Time: 5:36 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists

- View All Contacts
- Search Contacts
- Add a Contact
- Import Contacts From a File**
- Export Contacts to a File
- Remove Contacts
- Email Suppression List
- Suppress an Email or Domain

Created	Contacts	List Owner	Archive	Action
23 Feb 2018	0	Aaynul	RSS	View Contacts Add Contact Edit Copy Delete

Results per page: 10 Pages: (Page 1 of 1) < Back | 1 | Next >

sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import

morphy-richards-20...jpg

5:37 PM 2/23/2018

Step 9: Select the **List name** in which you have to import the contact and then click **Next**

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:37 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | **Contacts** | Email Campaigns | Surveys | Autoresponders | Statistics

Email Marketing Tip #1: To avoid having your email marked as spam, keep clear of words such as 'Free', '\$\$\$', 'Save' and 'Discount' in your subject line. [Read more...](#)

Import Contacts from a File

To import contacts from a CSV file on your computer, start by selecting which lists to import contacts to from those shown below.

Next >>

Select a Contact List(s)

* Contact List: list1 (0 active contacts)

Next >>

Step 10 : Before choosing file prefer Step 11

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=Step2

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:40 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | **Contacts** | Email Campaigns | Surveys | Autoresponders | Statistics

Email Marketing Tip #7: Why not setup an autoresponder to send to your contacts 1 hour after they signup. You can use it to tell them more about your company, products or services. [Read more...](#)

Import Contacts from a File

Choose the CSV file from your computer by clicking the *Browse...* button below. You can also specify advanced options if required. [Learn more about importing here.](#)

Next » | Cancel

Import Details

* Mark as Confirmed: Confirmed

* Format: HTML

Overwrite Existing Details: Yes, overwrite existing contact details

Autoresponders: Yes, add contacts to autoresponders

File Details

Contains Headers: Yes, this file contains headers

* Field Separator: ,

Field Enclosure:

* Import File: Upload a file from my computer (100M maximum)
 No file chosen

Import a file from my web site

Next » | Cancel

morphy-richards-20...jpg

Show all

Start | Explorer | Chrome | Edge | VLC | Firefox | Word

5:41 PM 2/23/2018

Step II : Save the Excel file in which Contacts are available as **Save as type** →**CSV(Comma delimited)**

The screenshot displays a Windows desktop environment. A 'Save As' dialog box is open, showing the file name 'New Microsoft Office Excel Worksheet' and the current 'Save as type' set to 'Excel Workbook'. The dropdown menu is expanded, listing various file formats. The option 'CSV (Comma delimited)' is highlighted in blue. A blue arrow originates from the text 'Save as type' in the title and points to the selected option in the dropdown. The desktop background is dark, and the taskbar at the bottom shows various application icons. The system tray in the bottom right corner indicates the time as 5:43 PM on 2/23/2018.

Name	Date modified	Type
New Microsoft Office Excel Worksheet	2/23/2018 5:42 PM	Microsoft Of

File name: New Microsoft Office Excel Worksheet
Save as type: Excel Workbook
Authors: Excel Workbook, Excel Macro-Enabled Workbook, Excel Binary Workbook, Excel 97-2003 Workbook, XML Data, Single File Web Page, Web Page, Excel Template, Excel Macro-Enabled Template, Excel 97-2003 Template, Text (Tab delimited), Unicode Text, XML Spreadsheet 2003, Microsoft Excel 5.0/95 Workbook, **CSV (Comma delimited)**, Formatted Text (Space delimited), Text (Macintosh), Text (MS-DOS), CSV (Macintosh), CSV (MS-DOS), DIF (Data Interchange Format), SYLK (Symbolic Link), Excel Add-In, Excel 97-2003 Add-In

Step 12 : Now Using **Choose file option** choose the file that has been save as CSV format and Click Next

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=Step2`. The page is titled "Control Panel" and has a navigation menu with "Contacts" selected. A blue banner at the top contains an "Email Marketing Tip #7". The main content area is titled "Import Contacts from a File" and includes instructions to choose a CSV file. Below this are two sections: "Import Details" and "File Details".

Import Details:

- Mark as Confirmed: Confirmed
- Format: HTML
- Overwrite Existing Details: Yes, overwrite existing contact details
- Autoresponders: Yes, add contacts to autoresponders

File Details:

- Contains Headers: Yes, this file contains headers
- Field Separator: ,
- Field Enclosure:
- Import File: Upload a file from my computer (100M maximum)
 New Microsoft Of...I Worksheet.csv
- Import a file from my web site

At the bottom of the form are "Next »" and "Cancel" buttons. A blue arrow points from the top text to the "Choose File" button.

Step 13 : Now do mapping for the fields present in your file (As **Name** → **First Name** & **Email** → **Email Address**).

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=Step3`. The page is titled "Control Panel" and has a navigation bar with "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". A blue banner at the top contains an "Email Marketing Tip #8".

The main content area is titled "Import Contacts" and includes the instruction: "The fields from your CSV file are shown below on the left. Choose which contact details they correspond to by selecting them from the list on the right." Below this are "Next >>" and "Cancel" buttons.

The "Link Import Fields" section shows two mapping options:

- "Name" Maps to: **First Name**
- "Email" Maps to: **Email Address**

The dropdown menu for "Email" is open, showing a list of available fields: None, None, Email Address, Format, Confirmed, Subscribe Date (dd/mm/yyyy), Subscribe Date (mm/dd/yyyy), Subscribe Date (yyyy/mm/dd), Contacts IP Address, Birth Date (dd/mm/yyyy), City, Country, Fax, First Name, Last Name, Mobile, Phone, Postal/Zip Code, State, and Title.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:45 PM, 2/23/2018.

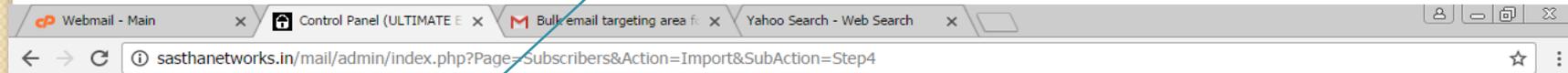
Step 14 : Once Mapping done Click **Next**

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Webmail - Main, Control Panel (ULTIMATE E...), Bulk email targeting area..., Yahoo Search - Web Search.
- Address Bar:** sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=Step3
- Page Header:** Control Panel. Navigation links: Home, Templates, Forms, My Account, Logout, Help. User info: You are logged in as "Aaynul" | System Time: 5:45 pm, 23 Feb 2018 - (GMT+5:30) | You have 48 total credits left.
- Navigation Menu:** Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, Statistics.
- Content Area:**
 - Email Marketing Tip #2:** For maximum click-thru rates when creating HTML emails, make sure your links are blue, underlined and optionally bold. [Read more...](#)
 - Import Contacts:** The fields from your CSV file are shown below on the left. Choose which contact details they correspond to by selecting them from the list on the right.
 - Buttons:** Next > (highlighted with a blue arrow), Cancel.
 - Link Import Fields:**
 - "Name" Maps to: First Name
 - "Email" Maps to: Email Address
 - Buttons:** Next >, Cancel.

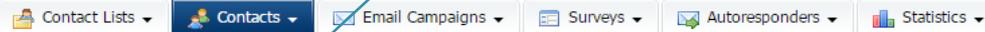
The Windows taskbar at the bottom shows the Start button, several application icons (File Explorer, Chrome, Edge, VLC, OneDrive, Word), and the system tray with the date and time: 5:45 PM, 2/23/2018.

Step 15 : Now click **Start Importing** Button



Control Panel

[Home](#) | [Templates](#) | [Forms](#) | [My Account](#) | [Logout](#) | [Help](#)
You are logged in as "Aaynul" | System Time: 5:46 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.



Email Marketing Tip #11: If running a newsletter, offer your customers a free bonus (such as an eBook or special report) for signing up. Then, create an autoresponder to email them a link to that bonus 1 hour after they subscribe. [Read more...](#)

Import Contacts

Click the button below to start importing your contacts. Please do not close your browser or navigate away from this page while your contacts are being imported.

Start Importing...

morphy-richards-20...jpg ^

Show all X



Step 16 : Importing is in process wait till this process complete

The screenshot shows a web browser window with the following tabs: Webmail - Main, Control Panel (ULTIMATE E...), Bulk email targeting area f..., and Yahoo Search - Web Search. The address bar shows the URL: `sasthanetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=Step4`.

The main content area of the browser displays the 'Control Panel' for 'sasthanetworks.in'. It features a navigation menu with options: Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics. A message box contains an 'Email Marketing Tip #11' about offering a free bonus for newsletter subscribers.

The 'Import Contacts' section is active, showing a 'Start Importing...' button. A modal dialog box titled 'Import In Progress' is overlaid on the page. The dialog box contains the following text and list:

Import In Progress

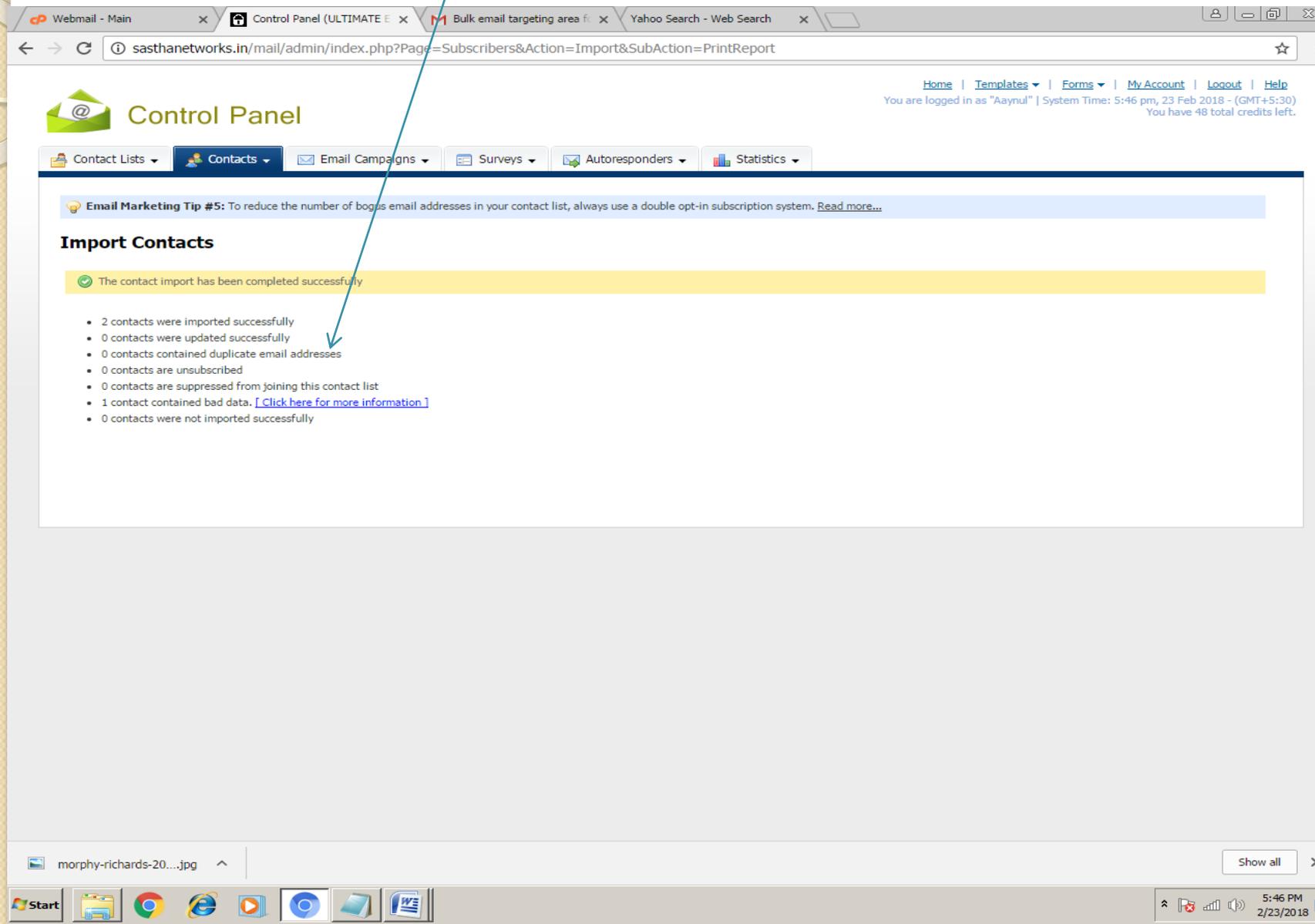
Please wait while we attempt to import the 4 contact record(s)...

- 1 contact has been imported so far
- 0 contacts have been updated so far
- 0 duplicate contacts have been found so far
- 0 contacts have not been imported so far
- 0 lines contain suppressed email addresses or domains so far
- 0 lines contain unsubscribed email addresses so far
- 1 line contains bad data so far

A progress bar at the bottom of the dialog box shows 50% completion.

The Windows taskbar at the bottom shows the Start button, several application icons (including File Explorer, Chrome, and Word), and the system tray with the date and time: 5:46 PM, 2/23/2018.

Step 17 : Import as completed here you can able to see how many contact are imported, if any **duplicate email** id's are there it will omit by itself



The screenshot shows a web browser window with the URL `sasthannetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=PrintReport`. The page title is "Control Panel" and the user is logged in as "Aaynul". The system time is 5:46 pm, 23 Feb 2018. The page displays a navigation menu with options like "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". A blue banner contains an "Email Marketing Tip #5" about reducing bogus email addresses. Below this, the "Import Contacts" section shows a green checkmark and the message "The contact import has been completed successfully". A list of statistics follows: 2 contacts imported successfully, 0 updated, 0 with duplicate emails, 0 unsubscribed, 0 suppressed, 1 with bad data, and 0 not imported. A blue arrow points from the text in the first block to the "0 contacts contained duplicate email addresses" line in the report.

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthannetworks.in/mail/admin/index.php?Page=Subscribers&Action=Import&SubAction=PrintReport

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:46 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | **Contacts** | Email Campaigns | Surveys | Autoresponders | Statistics

Email Marketing Tip #5: To reduce the number of bogus email addresses in your contact list, always use a double opt-in subscription system. [Read more...](#)

Import Contacts

✔ The contact import has been completed successfully

- 2 contacts were imported successfully
- 0 contacts were updated successfully
- 0 contacts contained duplicate email addresses
- 0 contacts are unsubscribed
- 0 contacts are suppressed from joining this contact list
- 1 contact contained bad data. [\[Click here for more information \]](#)
- 0 contacts were not imported successfully

morphy-richards-20...jpg

Show all

Start | File Explorer | Chrome | Edge | VLC | Music | Mail | Word

5:46 PM
2/23/2018

Step 18 :To create a Email Go to **Email Campaign** → **Create an Email Campaign**

The screenshot shows a webmail control panel interface. The browser address bar displays `sasthanetworks.in/mail/admin/index.php?Page=Lists`. The page title is "Control Panel". The user is logged in as "Aaynul" on 23 Feb 2018. The interface includes a navigation menu with options like "Contact Lists", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". A dropdown menu for "Email Campaigns" is open, showing options: "View Email Campaigns", "Create an Email Campaign" (highlighted with a blue arrow), "Send an Email Campaign", "Image Manager", "View Split Tests", "Dynamic Content Tags", and "View Scheduled Email Queue". The main content area shows a table of email campaigns with columns: "Created", "Contacts", "List Owner", "Archive", and "Action".

Created	Contacts	List Owner	Archive	Action
23 Feb 2018	2	Aaynul	RSS	View Contacts Add Contact Edit Copy Delete

The footer of the browser shows the Windows taskbar with the date and time: 5:47 PM, 2/23/2018.

Step 19 : Enter the *Email Campaign Name* and then Click *Next*

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:47 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam.
[Read Tutorial...](#)

Create an Email Campaign

Type a name for your campaign and optionally choose a format and template below to get started. Click *Next* when you are ready to continue.

Next >> | Cancel

Email Campaign Details

* Email Campaign Name:

* Email Campaign Format:

Email Template:

- No Template
- View Built In Email Templates**
- Basic**
- Basic Template 1
- Basic Template 2
- Basic Template 3
- Basic Template 4
- Basic Template 5
- Business**
- Furniture (1 Column)

No preview available

[Show Larger Preview](#)

Next >> | Cancel

morphy-richards-20...jpg

Show all

Start | File Explorer | Chrome | Edge | VLC | Windows Media Center | Mail

5:48 PM
2/23/2018

Step 20 : Enter the **Email Subject** in Email Subject Text Box

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel". In the top right corner, there are links for "Home", "Templates", "Forms", "My Account", "Logout", and "Help". Below these links, it says "You are logged in as 'Aaynul' | System Time: 5:48 pm, 23 Feb 2018 - (GMT+5:30) You have 48 total credits left."

The main navigation bar includes "Contact Lists", "Contacts", "Email Campaigns" (selected), "Surveys", "Autoresponders", and "Statistics".

A blue banner at the top of the main content area reads: "Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam. Read Tutorial..."

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Buttons: Save & Keep Editing, Save And Exit, Cancel

Email Campaign Details

* Email Subject: 
[Follow this guide for tips on improving your subject lines.](#)

* HTML Content:

- Create content using the WYSIWYG editor below
- Upload a file from my computer
- Import a file from a web site

WYSIWYG Editor toolbar: Undo, Redo, Bold, Italic, Underline, Format, Font family, Font size, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, HTML, Print.

Path:

Dynamic Content... 

Windows taskbar at the bottom shows the Start button, File Explorer, Chrome, Edge, and other applications. The system tray shows the time as 5:48 PM on 2/23/2018.

Step 21 : In Content box You Can able to write different types of content

Type I: **Text Content** you can type or copy & paste it

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:48 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam.
[Read Tutorial...](#)

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Save & Keep Editing | Save And Exit | Cancel

Email Campaign Details

* Email Subject: [Follow this guide for tips on improving your subject lines.](#)

* HTML Content:

- Create content using the WYSIWYG editor below
- Upload a file from my computer
- Import a file from a web site

Hi,
Welcome to Sashta Networks

Path:
Dynamic Content...

morphy-richards-20...jpg

Show all

Start | 5:49 PM 2/23/2018

Step 21:

Type 2: *Insert Image* using Insert/edit image icon

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and it shows the user is logged in as "Aaynul". The main navigation bar includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics".

The "Create an Email Campaign" section contains a warning about spam and instructions to use the form. Below the instructions are buttons for "Save & Keep Editing", "Save And Exit", and "Cancel".

The "Email Campaign Details" section includes:

- Email Subject:** A text input field containing "Sample" with a help icon and a link to "Follow this guide for tips on improving your subject lines."
- HTML Content:** Radio buttons for "Create content using the WYSIWYG editor below" (selected), "Upload a file from my computer", and "Import a file from a web site".

The WYSIWYG editor toolbar is visible, featuring icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and HTML source. A blue arrow points from the text above to the "Insert/edit image" icon. Below the toolbar, the text "Hi, Welcome to Sastha Networks" is visible in the editor area, with a small "Insert/edit image" button below it. A "Path:" label is visible at the bottom of the editor area.

The Windows taskbar at the bottom shows the Start button, File Explorer, Chrome, Edge, and other applications. The system tray shows the time as 5:49 PM on 2/23/2018.

Type 2 : choose the file using **Choose file** Option.

The screenshot displays a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and the user is logged in as "Aaynul". The main content area is titled "Create an Email Campaign" and includes a "Reduce your email being marked as spam" notice. A modal dialog box titled "Insert edit image" is open, showing the "General" tab. The "Upload image" section has a "Choose File" button and a "No file chosen" label. The "Image URL" field contains "http://". The "Image from gallery" section is empty. The "Preview" section shows a small image icon. The "Insert" and "Cancel" buttons are at the bottom of the dialog. A blue arrow points from the text "Choose file Option" in the title to the "Choose File" button in the dialog.

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:48 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam.
[Read Tutorial...](#)

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Save & Keep Editing | Save And Exit | Cancel

Email Campaign Details

- * Email Subject:
[Follow this guide for](#)
- * HTML Content:
 - Create content using
 - Upload a file from
 - Import a file from

Hi,
Welcome to Sastha Ne

Path:
Dynamic Content...

morphy-richards-20...jpg

Show all

Start | 5:49 PM 2/23/2018

Type 2: Once you had chosen the file and it **loaded in preview** click **Insert**

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and it includes navigation links like "Home", "Templates", "Forms", "My Account", "Logout", and "Help". The user is logged in as "Asymul" and the system time is 5:48 pm on 23 Feb 2018. The main content area is titled "Create an Email Campaign" and includes a "Reduce your email being marked as spam" notice. The "Email Campaign Details" section shows "Email Subject" as "Sample" and "HTML Content" as "Hi, Welcome to Sastha Ne". An "Insert/edit image" dialog box is open, showing the "General" tab with the "Image URL" field containing the path to a waterfall image. The "Preview" section shows the image, and the "Insert" button is highlighted.

Step 21:

Type 3: **HTML code** using Edit HTML Source Icon

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel". The navigation menu includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics".

A blue banner at the top reads: "Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam. Read Tutorial..."

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Buttons: Save & Keep Editing, Save And Exit, Cancel

Email Campaign Details

* Email Subject: [Follow this guide for tips on improving your subject lines.](#)

* HTML Content:

- Create content using the WYSIWYG editor below
- Upload a file from my computer
- Import a file from a web site

The WYSIWYG editor toolbar includes icons for Bold, Italic, Underline, Format, Font family, Font size, and a highlighted "HTML" icon. Below the toolbar, the content area shows:

Hi,
Welcome to Sastha Networks



Path:

Dynamic Content:

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:51 PM, 2/23/2018.

Type 3: Delete the default HTML code and copy and paste your own **HTML code** and Click **Update**

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:48 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | Statistics

Reduce your email being marked as spam
Read Tutorial...

Create an Email Campaign

Use the form below to create your email campaign.

Save & Keep Editing | Save And Exit

Email Campaign Details

- * Email Subject:
- * HTML Content:

HTML Source Editor

Word wrap

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html>
<head>
</head>
<body>
Hi,<br /><br />Welcome to Sastha Networks<br /><br />&nbsp;
</body>
</html>
```

Update | Cancel

Path:
Dynamic Content...

morphy-richards-20...jpg

Show all

Start | 5:51 PM 2/23/2018

Step 21:

Type 4: **Insert Link** using Insert/Edit Link icon

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and it includes navigation links for Home, Templates, Forms, My Account, Logout, and Help. The user is logged in as "Aaynu" on Feb 23, 2018, with 48 credits left.

The main content area is titled "Create an Email Campaign" and includes a warning about spam and buttons for "Save & Keep Editing", "Save And Exit", and "Cancel".

The "Email Campaign Details" section contains:

- Email Subject:** A text input field with "Sample" and a help link: "Follow this guide for tips on improving your subject lines."
- HTML Content:** Radio buttons for "Create content using the WYSIWYG editor below" (selected), "Upload a file from my computer", and "Import a file from a web site".

The WYSIWYG editor toolbar includes icons for Bold, Italic, Underline, Format, Font family, Font size, and an "Insert/edit link" icon. A blue arrow points from the title to this icon. The editor content shows:

Hi,
Welcome to Sastha Networks



www.sasthanetworks.com

Path:

Type 4 : In **Link URL** copy and paste the URL that webpage you wish to give as a Link

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and it includes navigation links like "Home", "Templates", "Forms", "My Account", "Logout", and "Help". The user is logged in as "Aaynul" and has 48 total credits left. The main content area is titled "Create an Email Campaign" and includes a warning about reducing spam. Below this, there are tabs for "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". The "Email Campaign Details" section shows "Email Subject" as "Sample" and "HTML Content" with a rich text editor. An "Insert/edit link" dialog box is open, showing the "General" tab with fields for "Link URL", "Built-In Links", "Target", "Title", and "Class". The "Link URL" field is highlighted with a blue arrow pointing to it from the text above. The dialog box also has "Insert" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time "5:53 PM 2/23/2018".

Type 4 : Once you Insert URL click **Insert**

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel" and it includes navigation links like "Home", "Templates", "Forms", "My Account", "Logout", and "Help". The user is logged in as "Aaynul" and has 48 credits left.

The main content area is titled "Create an Email Campaign" and includes a warning about email spam. Below this, there are buttons for "Save & Keep Editing", "Save And Exit", and "Cancel".

The "Email Campaign Details" section shows fields for "Email Subject" (with a "Sample" dropdown) and "HTML Content". The "HTML Content" field contains a rich text editor with a toolbar and a preview of an email body. The preview includes the text "Hi, Welcome to Sastha Ne" and a placeholder image of a waterfall. Below the preview is the URL `www.sasthanetworks.com` and a "Path:" field.

An "Insert/edit link" dialog box is open over the "HTML Content" field. It has two tabs: "General" and "Advanced". The "General properties" section includes the following fields:

- Link URL: `http://india.sasthanetworks.com/`
- Built-In Links: ---
- Target: Open in this window / frame
- Title: (empty)
- Class: -- Not set --

At the bottom of the dialog box, there are two buttons: "Insert" (highlighted with a blue border) and "Cancel". A blue arrow points from the text "Type 4 : Once you Insert URL click **Insert**" to the "Insert" button.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:54 PM, 2/23/2018.

Step 21:

Type 5 : **Name Changing** using Custom fields icon you can able to change the name automatically of that person while they receiving mail (Eg: Dear Sashta)

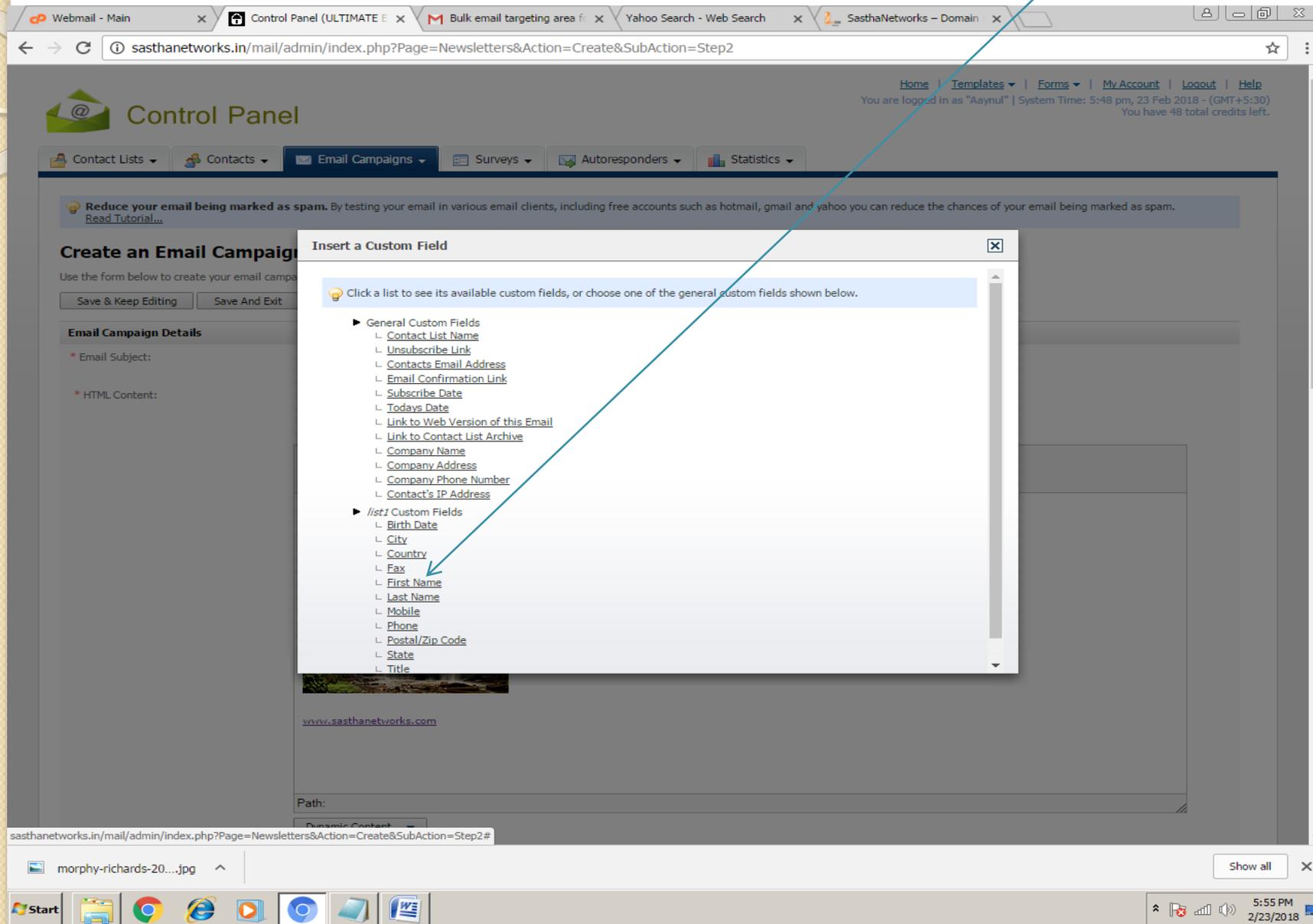
The screenshot displays the 'Control Panel' interface for Sashta Networks. The main navigation bar includes 'Contact Lists', 'Contacts', 'Email Campaigns', 'Surveys', 'Autoresponders', and 'Statistics'. A notification banner at the top states: 'Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam. Read Tutorial...'. The central section is titled 'Create an Email Campaign' and includes instructions: 'Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.' Below this are buttons for 'Save & Keep Editing', 'Save And Exit', and 'Cancel'. The 'Email Campaign Details' section contains the following fields:

- Email Subject:** A text input field containing 'Sample' with a help icon and a link: 'Follow this guide for tips on improving your subject lines.'
- HTML Content:** Radio button options: 'Create content using the WYSIWYG editor below' (selected), 'Upload a file from my computer', and 'Import a file from a web site'.

The WYSIWYG editor toolbar includes icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and a 'Custom Fields' icon. The editor content shows a preview of an email with the text 'Hi ,', 'Welcome to Sashta Networks', a waterfall image, and the URL 'www.sasthanetworks.com'. The 'Path:' field is visible at the bottom of the editor.

The browser's address bar shows the URL: 'sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2'. The system time is 5:48 pm, 23 Feb 2018. The user is logged in as 'Aaynul' and has 48 total credits left.

Type 5 : In your List name custom fields Select the **First Name** that has been mapped for a Name previously in Step 13



The screenshot shows the SasthaNetworks Control Panel interface. The main navigation bar includes 'Contact Lists', 'Contacts', 'Email Campaigns', 'Surveys', 'Autoresponders', and 'Statistics'. The 'Email Campaigns' section is active, displaying a 'Create an Email Campaign' form with fields for 'Email Subject' and 'HTML Content'. A modal dialog titled 'Insert a Custom Field' is open, showing a list of available fields. A blue arrow points to the 'First Name' option under the 'list1 Custom Fields' section.

Insert a Custom Field

Click a list to see its available custom fields, or choose one of the general custom fields shown below.

- ▶ General Custom Fields
 - ↳ [Contact List Name](#)
 - ↳ [Unsubscribe Link](#)
 - ↳ [Contacts Email Address](#)
 - ↳ [Email Confirmation Link](#)
 - ↳ [Subscribe Date](#)
 - ↳ [Todays Date](#)
 - ↳ [Link to Web Version of this Email](#)
 - ↳ [Link to Contact List Archive](#)
 - ↳ [Company Name](#)
 - ↳ [Company Address](#)
 - ↳ [Company Phone Number](#)
 - ↳ [Contact's IP Address](#)
- ▶ list1 Custom Fields
 - ↳ [Birth Date](#)
 - ↳ [City](#)
 - ↳ [Country](#)
 - ↳ [Fax](#)
 - ↳ [First Name](#)
 - ↳ [Last Name](#)
 - ↳ [Mobile](#)
 - ↳ [Phone](#)
 - ↳ [Postal/Zip Code](#)
 - ↳ [State](#)
 - ↳ [Title](#)

Path: [Dynamic Content](#)

Type 5 : Once you Insert it will shown like this

The screenshot displays a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2`. The page title is "Control Panel". In the top right corner, it indicates the user is logged in as "Aaynul" and has 48 credits left. The navigation menu includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics".

A blue banner at the top of the main content area reads: "Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam. Read Tutorial...".

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Buttons: Save & Keep Editing, Save And Exit, Cancel

Email Campaign Details

- * Email Subject: [Follow this guide for tips on improving your subject lines.](#)
- * HTML Content:
 - Create content using the WYSIWYG editor below
 - Upload a file from my computer
 - Import a file from a web site

The WYSIWYG editor toolbar includes options for Bold, Italic, Underline, Format, Font family, and Font size. The editor content area shows the following text and image:

Hi %%First Name%%,
Welcome to Sastha Networks



www.sasthanetworks.com

Path:

The blue arrow from the title points to the "Insert" icon in the WYSIWYG editor toolbar.

Step 22 : Once Email Create give **Save and Exit** .

If you want to save it for a future and edit it then click **Save & Keep**

Editing

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search | SasthaNetworks - Domain

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Create&SubAction=Step2

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynu" | System Time: 5:48 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Reduce your email being marked as spam. By testing your email in various email clients, including free accounts such as hotmail, gmail and yahoo you can reduce the chances of your email being marked as spam.
[Read Tutorial...](#)

Create an Email Campaign

Use the form below to create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Email Campaign Details

* Email Subject: [Follow this guide for tips on improving your subject lines.](#)

* HTML Content:

- Create content using the WYSIWYG editor below
- Upload a file from my computer
- Import a file from a web site

Hi %%First Name%%,
Welcome to Sastha Networks



www.sasthanetworks.com

Path:
Dynamic Content...

morphy-richards-20...jpg

Show all

Start | 5:57 PM 2/23/2018

Step 23: Now your Contact and Email had created next you have to send the mail

Webmail - Main x Control Panel (ULTIMATE E x Bulk email targeting area f x Yahoo Search - Web Search x SasthaNetworks - Domain x

sasthanetworks.in/mail/admin/index.php?Page=Newsletters&Action=Manage



[Home](#) | [Templates](#) | [Forms](#) | [My Account](#) | [Logout](#) | [Help](#)
You are logged in as "Aaynul" | System Time: 5:57 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Email Marketing Tip #9: For best results when sending recurring email campaigns, always send it on the same day at the same time. For example, every 2nd Wednesday at 3pm. [Read more...](#)

View Email Campaigns

Email campaigns are messages that are sent to your contacts. Use email campaigns to send newsletters, promotions or notification emails.

[Create an Email Campaign...](#) [Create a Split Test...](#)

Choose an action

Results per page: 10 Pages: (Page 1 of 1) < | Back | 1 | Next | >

<input type="checkbox"/>	Name	Subject	Created	Last Sent	Owner	Active	Archive	Action
<input type="checkbox"/>	sample	Sample	23 Feb 2018	Not Sent	Aaynul	✓	✓	View Send Edit Copy Delete
<input type="checkbox"/>	Monday campaign	June offer	07 Jul 2017	07 Jul 2017	Aaynul	✓	✓	View Send Edit Copy Delete

morphy-richards-20...jpg

Show all



5:57 PM 2/23/2018

Step 24 : Go to *Email Campaign* → *Send an Email Campaign*



Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:57 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

- Contact Lists
- Contacts
- Email Campaigns**
- Surveys
- Autoresponders
- Statistics

Email Marketing Tip #9: For best results, always send it on the same day at the same time. For example, every 2nd Wednesday at 3pm. [Read more...](#)

View Email Campaigns

Email campaigns are messages that are sent to your contacts via email.

Create an Email Campaign... Create

Choose an action

- Name
- sample
- Monday campaign

- View Email Campaigns**
View or edit your existing email campaigns.
- Create an Email Campaign**
Create a new email campaign which you can then send to contacts.
- Send an Email Campaign**
Send an existing email campaign to your contact list.
- Image Manager**
Upload images from your computer to use when creating content for your emails.
- View Split Tests**
Send different versions of your email to see which performs better.
- Dynamic Content Tags**
Create tags to personalize the content in an email based on custom fields.
- View Scheduled Email Queue**
See which email campaigns are scheduled to send and when.

ways send it on the same day at the same time. For example, every 2nd Wednesday at 3pm. [Read more...](#)

newsletters, promotions or notification emails.

Results per page: 10 Pages: (Page 1 of 1) < | Back | 1 | Next | >

Created	Last Sent	Owner	Active	Archive	Action
23 Feb 2018	Not Sent	Aaynul	✓	✓	View Send Edit Copy Delete
07 Jul 2017	07 Jul 2017	Aaynul	✓	✓	View Send Edit Copy Delete

Step 25 : Select the **list** to which you have to send mail and then click **next**

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search | SasthaNetworks - Domain

sasthanetworks.in/mail/admin/index.php?Page=Send

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:58 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Email Marketing Tip #3: Using personalization in your emails (such as 'Hi John' instead of 'Hi there') will increase your open rate by up to 650% [Read more...](#)

Send an Email Campaign

Before you can send an email campaign, please select which contact list(s) you want to send to.

Next >> | Cancel

Who Do You Want to Send to?

I Want to:

- Send an email to all contacts in the selected list(s) below
- Send an email to contacts who match my search criteria in the selected list(s) below
- Send an email to all contacts in the selected segment(s) below

Select a Contact List(s)

Contact List:

- list1 (2 active confirmed contacts)

Type here to search...
(Only visible contact lists/segments you have ticked will be selected)

Next >> | Cancel

morphy-richards-20...jpg

Show all

Start | File Explorer | Chrome | Edge | VLC | Windows Media Center | Mail

5:58 PM
2/23/2018

Step 26 : Select the Email Campaign Name that you wish to send in “ **Send this Email Campaign**” textbox

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Send&Action=Step2`. The page title is "Control Panel" and the user is logged in as "Aaynul". The main navigation bar includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics".

Email Marketing Tip #15: Always include a signature at the bottom of your emails. You can use your signature to link back to your website, and even to your other products. Here's a sample signature: Regards, John Doe. President - Company XYZ. Visit our website at www.companyxyz.com [Read more...](#)

Send an Email Campaign

Fill out the form below to send an email campaign. If you are unsure what any of the advanced options mean then you can skip them.

✔ This email campaign will be sent to approximately 2 contacts. [Why approximately?](#)

[Next >>](#) [Cancel](#)

Email Campaign Settings

- * Send This Email Campaign: Please select an email campaign [Preview](#)
 - Please select an email campaign
 - Monday campaign
 - sample**
 - demo@sasthanetworks.com
- * Send From This Name:
- * Send From This Email Address:
- * Send Reply Emails to:
- * Send Bounced Emails to:

Email Scheduling Settings

- Send Your Email Campaign Now? Yes, send my email campaign now (untick to schedule)
- Notify Owner About Sending? Yes, notify the owner of the list(s) when sending starts and ends

Advanced Settings (Optional)

- My "First Name" Custom Field is: Please select your "first name" custom field
- My "Last Name" Custom Field is: Please select your "last name" custom field
- Send Your Email as Multipart? Yes, send the email as multipart
- Track Open Rates for HTML Emails? Yes, track opening of HTML emails
- Track Links Clicked in this Email? Yes, track all links in this email campaign
 - Yes, track my campaign using Google Analytics
- Embed Images as Attachments? Yes, embed images in the content

[Next >>](#) [Cancel](#)

Taskbar: morphy-richards-20...jpg | Show all | Start | 5:58 PM 2/23/2018

Step 27 : Now Click **Schedule My Email Campaign** Button

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Send&Action=Step4`. The page title is "Control Panel" and it features a navigation menu with "Email Campaigns" selected. A blue banner at the top contains an "Email Marketing Tip #12" about email content. The main heading is "Send an Email Campaign" with a sub-instruction: "To send your email campaign using the scheduled sending system, simply click the *Schedule My Email Campaign* button below." A list of bullet points provides details about the campaign: it is named "sample", sent to "list1", scheduled for February 23, 2018 at 5:58 PM, and has a total size of 46.4 KB. At the bottom, there are two buttons: "Schedule My Email Campaign" and "Cancel". A blue arrow points from the top of the page to the "Schedule My Email Campaign" button.

Webmail - Main x Control Panel (ULTIMATE E x Bulk email targeting area f x Yahoo Search - Web Search x SasthaNetworks - Domain x

sasthanetworks.in/mail/admin/index.php?Page=Send&Action=Step4

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:58 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Email Marketing Tip #12: Always have some interesting content at the top of your email, as this is the part that will show in the preview window of your client's email program, such as MS Outlook. [Read more...](#)

Send an Email Campaign

To send your email campaign using the scheduled sending system, simply click the *Schedule My Email Campaign* button below.

- Your email campaign is called **sample**
- The subject line of your email campaign is **Sample**
- Your email campaign will be sent to **list1**
- It will be sent to approximately 2 contact(s)
- Your job has been scheduled to run at February 23 2018, 5:58 pm
- Each email will be about 23 KB in size, which totals 46.4 KB for the entire send
- If your email can't be sent it will be flagged on the *View Email Campaigns* page with an option to resend it

Schedule My Email Campaign Cancel

morphy-richards-20...jpg ^ Show all x

Start | File Explorer | Chrome | Edge | VLC | Windows Media Center | Mail

5:58 PM 2/23/2018

Step 28: Now your Email will start Sending in few seconds.



Control Panel

- Contact Lists
- Contacts
- Email Campaigns**
- Surveys
- Autoresponders
- Statistics

Email Marketing Tip #13: Try using different wording for links in your marketing emails. Then, click on the stats button above to track which links received the most clicks and use them for future campaigns. [Read more...](#)

View Scheduled Email Queue

Any emails you have scheduled to be sent out are shown below. The "Status" field indicates when each email will be sent out.

Cron (the scheduled sending system) will run in: 55 seconds

✔ Your email campaign has been scheduled to send and will start sending on the date and time you selected.

Send an Email Campaign...

Delete Selected

Results per page: 10

Pages: (Page 1 of 1) < | Back | 1 | Next | >

<input type="checkbox"/>	Email Campaign Name - Email Subject	Campaign Type	Contact List	Date Scheduled	Activity Status	Action
<input type="checkbox"/>	sample - Sample	Email Campaign	'list1'	February 23 2018, 5:58 pm	Sending in 5 hours, 29 minutes	View Pause Edit Delete

Step 29 :To Know how many mail had sent and how many is in process just go to **Email Campaigns** → **View Scheduled Email Queue**

The screenshot shows the SasthaNetworks Control Panel interface. The 'Email Campaigns' menu is open, and the 'View Scheduled Email Queue' option is highlighted with a blue box. A blue arrow points from the text in the title to this option. The background shows the 'View Scheduled Email Queue' page with a table of scheduled campaigns.

Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:59 pm, 23 Feb 2018 - (GMT+5:30)
You have 48 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

View Scheduled Email Queue

Any emails you have scheduled to be sent out will be sent out according to the schedule you set when each email will be sent out.

Cron (the scheduled sending system) will be used to send out your emails at the scheduled time you selected.

Results per page: 10 | Pages: (Page 1 of 1) | < | Back | 1 | Next | >

Contact List	Date Scheduled	Activity Status	Action
'list1'	February 23 2018, 5:58 pm	Sending in 5 hours, 29 minutes	View Pause Edit Delete

sasthanetworks.in/mail/admin/index.php?Page=Schedule

morphy-richards-20...jpg

Show all

Start | morphy-richards-20...jpg | Show all

5:59 PM
2/23/2018

Step 30 : In **Activity Status** you can able to see the progress of Email you had sent.

Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 5:59 pm, 23 Feb 2018 - (GMT+5:30)
You have 47 total credits left.

Contact Lists | Contacts | **Email Campaigns** | Surveys | Autoresponders | Statistics

Email Marketing Tip #9: For best results when sending recurring email campaigns, always send it on the same day at the same time. For example, every 2nd Wednesday at 3pm. [Read more...](#)

View Scheduled Email Queue

Any emails you have scheduled to be sent out are shown below. The "Status" field indicates when each email will be sent out.

Cron (the scheduled sending system) will run in: 23 seconds

Results per page: 10 Pages: (Page 1 of 1) < | Back | 1 | Next | >

<input type="checkbox"/>	Email Campaign Name - Email Subject	Campaign Type	Contact List	Date Scheduled	Activity Status	Action
<input type="checkbox"/>	sample - Sample	Email Campaign	'list1'	February 23 2018, 5:58 pm	In Progress (Sent to 1 / 2)	View Refresh Pause Delete

morphy-richards-20...jpg ^ Show all X

Start | File Explorer | Chrome | Edge | VLC | CD | Mail | Taskbar: 5:59 PM 2/23/2018

Step 31 :To know the report for the Email that you had sent got to **Statistics** → **Email Campaign Statistics**

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Schedule`. The page title is "Control Panel". The navigation menu includes "Contact Lists", "Contacts", "Email Campaigns", "Surveys", "Autoresponders", and "Statistics". The "Email Campaigns" menu is active, and a dropdown menu is open for "Statistics", listing several options: "Email Campaign Statistics", "Split Test Statistics", "Autoresponder Statistics", "Trigger Statistics", "Contact List Statistics", and "User Account Statistics".

Email Marketing Tip #9: For best results when sending recurring email campaigns, always send it on the same day at the same time.

View Scheduled Email Queue

Any emails you have scheduled to be sent out are shown below. The "Status" field indicates when each email will be sent out.

Cron (the scheduled sending system) will run in: 13 seconds

[Send an Email Campaign...](#) [Delete Selected](#)

<input type="checkbox"/>	Email Campaign Name - Email Subject	Campaign Type	Contact List
<input type="checkbox"/>	sample - Sample	Email Campaign	'list1'

Statistics dropdown menu:

- Email Campaign Statistics**: View reports for each email campaign you've sent.
- Split Test Statistics**: See how your split tests performed, including open and click rates.
- Autoresponder Statistics**: See statistics for autoresponder emails you've setup.
- Trigger Statistics**: View statistics for triggers that you have setup.
- Contact List Statistics**: See how your contact lists are growing over time.
- User Account Statistics**: A complete overview of every user in the system, including emails sent.

Step 32 : Here you can able to see Unsubscribes and Bounce Report. To Know the report in Detail click **View** .You can also able to Export the statistics using **Export** option

Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 6:01 pm, 23 Feb 2018 - (GMT+5:30)
You have 46 total credits left.

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | **Statistics**

Email Marketing Tip #2: For maximum click-thru rates when creating HTML emails, make sure your links are blue, underlined and optionally bold. [Read more...](#)

Email Campaign Statistics

Email campaign statistics allow you to view detailed open, unsubscribe and bounce rates, see how many subscribers clicked on a link (if enabled), etc.

Choose an action Results per page: Pages: (Page 1 of 1) < | Back | 1 | Next | >

<input type="checkbox"/>	Email Campaign Name	List Name	Date Started	Date Finished	Recipients	Unsubscribes	Bounces	Action
<input type="checkbox"/>	sample	'list1'	February 23 2018, 5:59 pm	Not finished sending	2	0	0	View Export Print Delete

Step 33 : There are different types of report

Report I: **Statistics Snapshot** – In this you can able to see all report like how many **opens**, how many unique open etc.,

The screenshot displays a webmail control panel interface. At the top, there are navigation tabs for 'Contact Lists', 'Contacts', 'Email Campaigns', 'Surveys', 'Autoresponders', and 'Statistics'. The 'Statistics' tab is active, showing 'Email Campaign Statistics for "sample"'. Below this, there are sub-tabs for 'Statistics Snapshot', 'Open Statistics', 'Link Statistics', 'Bounce Statistics', 'Unsubscribe Statistics', and 'Forwarding Statistics'. The 'Statistics Snapshot' sub-tab is selected, displaying a table of campaign details and a pie chart titled 'Email Campaign Summary Chart'. The table shows 1/1 unique opens, a 50.00% open rate, and 0 bounces. The pie chart shows 50% opened and 50% unopened. A blue arrow points from the text 'how many opens' in the title to the '1 / 1 Unique Opens' link in the table.

Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 6:02 pm, 23 Feb 2018 - (GMT+5:30)
You have 46 total credits left.

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | **Statistics**

Recent Activity: sample

Email Marketing Tip #6: The best days to send a marketing or sales email to your contacts has been proven to be Tuesday and Wednesday. [Read more...](#)

Email Campaign Statistics for "sample"

Statistics Snapshot | Open Statistics | Link Statistics | Bounce Statistics | Unsubscribe Statistics | Forwarding Statistics

A summary of the performance for the selected email campaign is shown below:

Statistics Snapshot	
Email Subject	Sample
Email Campaign	sample
Contact List	list1
Start Sending	February 23 2018, 5:59 pm
Finished Sending	Not finished sending
Sending Time	Not finished sending
Sent To	2 of 2
Sent By	Aaynul
Opened	1 / 1 Unique Opens
Open Rate:	50.00%
Click-through Rate:	50.00%
Bounced	0

Email Campaign Summary Chart

- Opened (50 %)
- Unopened (50 %)
- Bounced (0 %)

Unopened (50 %): 1 | Opened (50 %): 1

morphy-richards-20...jpg

Show all

Start | File Explorer | Chrome | Edge | VLC | Music | Photos | Mail

6:02 PM
2/23/2018

Report 2 : **Open Statistics** – In this you can able to see how many had opened with their mail id details

The screenshot displays a webmail control panel interface. At the top, there are browser tabs for 'Webmail - Main', 'Control Panel (ULTIMATE E...', 'Bulk email targeting area f...', 'Yahoo Search - Web Search', and 'SasthaNetworks - Domain'. The address bar shows the URL: sasthanetworks.in/mail/admin/index.php?Page=Stats&Action=Newsletters&SubAction=ViewSummary&id=262#. The page title is 'Control Panel'. A navigation menu includes 'Contact Lists', 'Contacts', 'Email Campaigns', 'Surveys', 'Autoresponders', and 'Statistics'. The 'Statistics' section is active, showing 'Recent Activity: sample'. An 'Email Marketing Tip #6' is displayed: 'The best days to send a marketing or sales email to your contacts has been proven to be Tuesday and Wednesday. [Read more...](#)'. The main heading is 'Email Campaign Statistics for "sample"'. Below this are tabs for 'Statistics Snapshot', 'Open Statistics', 'Link Statistics', 'Bounce Statistics', 'Unsubscribe Statistics', and 'Forwarding Statistics'. The 'Open Statistics' tab is selected, showing 'View open rates and email addresses for email campaign "sample", sent February 23 2018, 5:59 pm'. A 'Date Range' selector is set to 'All Time'. An 'Opens Summary' section lists: Total Emails: 2, Total Opens: 1, Most Opens (Date/Time): Feb 2018, Total Unique Opens: 1, Average Opens: 0.5, and Open Rate: 50.00%. An 'Opens Chart' shows a single orange bar for February with a value of 1. Below the chart is a table with columns 'Email Address', 'Date Opened', and 'Opened Email As'. The table contains one entry: 'salesteam@sasthanetworks.com' opened on 'February 23 2018, 6:01 pm' as an 'HTML Email'. The page footer shows 'Results per page: 10', '(Page 1 of 1) < Back | 1 | Next >', and a Windows taskbar at the bottom with the system clock at 6:02 PM on 2/23/2018.

Control Panel

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 6:02 pm, 23 Feb 2018 - (GMT+5:30)
You have 46 total credits left.

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | Statistics

Recent Activity: sample

Email Marketing Tip #6: The best days to send a marketing or sales email to your contacts has been proven to be Tuesday and Wednesday. [Read more...](#)

Email Campaign Statistics for "sample"

Statistics Snapshot | **Open Statistics** | Link Statistics | Bounce Statistics | Unsubscribe Statistics | Forwarding Statistics

View open rates and email addresses for email campaign 'sample', sent February 23 2018, 5:59 pm

Date Range: All Time | Go

Opens Summary

- Total Emails: 2
- Total Opens: 1
- Most Opens (Date/Time): Feb 2018
- Total Unique Opens: 1
- Average Opens: 0.5
- Open Rate: 50.00%

Opens Chart

Month	Total Opens
Feb	1
Jan	0
Dec	0
Nov	0
Oct	0
Sep	0
Aug	0
Jul	0
Jun	0
May	0
Apr	0
Mar	0

Results per page: 10
(Page 1 of 1) < Back | 1 | Next >

Email Address	Date Opened	Opened Email As
salesteam@sasthanetworks.com	February 23 2018, 6:01 pm	HTML Email

morphy-richards-20...jpg

Show all

Start | morphy-richards-20...jpg | 6:02 PM 2/23/2018

Report 3 : **Link Statistics** – In this you can able to see the detailed about how many and who had open your link

The screenshot shows a web browser window displaying the 'Control Panel' interface. The main navigation bar includes 'Contact Lists', 'Contacts', 'Email Campaigns', 'Surveys', 'Autoresponders', and 'Statistics'. The 'Statistics' section is active, showing 'Email Campaign Statistics for "sample"'. Underneath, there are tabs for 'Statistics Snapshot', 'Open Statistics', 'Link Statistics', 'Bounce Statistics', 'Unsubscribe Statistics', and 'Forwarding Statistics'. The 'Link Statistics' tab is selected, displaying a 'Links Clicked Chart' and a table of link clicks.

Link Clicks Summary

- Total Clicks: 1
- Individual links that have been clicked: 1
- Total Unique Clicks: 1
- Most Popular: <http://india.sas...>
- Average Clicks (Per Email Open): 1.000
- Click-through Rate: 50.00%

Links Clicked Chart

Month	Total Clicks
Feb	1
Jan	0
Dec	0
Nov	0
Oct	0
Sep	0
Aug	0
Jul	0
Jun	0
May	0
Apr	0
Mar	0

Link Clicks Table

Email Address	Link Clicked	Click Time
salesteam@sasthanetworks.com	http://india.sasthanetworks.com/	February 23 2018, 6:01 pm

The interface also includes a date range selector set to 'All Time', a 'View stats for all links' dropdown, and pagination controls showing 'Page 1 of 1'.

Report 4 : **Bounce Statistics**—In this you can able to see two types of Bounces. Hard Bounce – if Email id wrong or not exist, Soft Bounce – If receive server is down due to some reason.

Webmail - Main | Control Panel (ULTIMATE E... | Bulk email targeting area f... | Yahoo Search - Web Search | SasthaNetworks - Domain

sasthanetworks.in/mail/admin/index.php?Page=Stats&Action=Newsletters&SubAction=ViewSummary&id=262#

Home | Templates | Forms | My Account | Logout | Help
You are logged in as "Aaynul" | System Time: 6:02 pm, 23 Feb 2018 - (GMT+5:30)
You have 46 total credits left.

Control Panel

Contact Lists | Contacts | Email Campaigns | Surveys | Autoresponders | **Statistics**

Recent Activity: sample

Email Marketing Tip #6: The best days to send a marketing or sales email to your contacts has been proven to be Tuesday and Wednesday. [Read more...](#)

Email Campaign Statistics for "sample"

Statistics Snapshot | Open Statistics | Link Statistics | **Bounce Statistics** | Unsubscribe Statistics | Forwarding Statistics

View bounce statistics for email campaigns 'sample', sent February 23 2018, 5:59 pm

Date Range: All Time | Go

No bounce reports have been received for this email campaign.

morphy-richards-20...jpg | Show all

Start | 6:03 PM 2/23/2018

Step 5: **Unsubscribe Statistics** – In this you can able to see the detailed about unsubscribe customers

The screenshot shows a web browser window with several tabs open: 'Webmail - Main', 'Control Panel (ULTIMATE E...', 'Bulk email targeting area f...', 'Yahoo Search - Web Search', and 'SasthaNetworks - Domain'. The address bar shows the URL: `sasthanetworks.in/mail/admin/index.php?Page=Stats&Action=Newsletters&SubAction=ViewSummary&id=262#`.

The page header includes a 'Control Panel' logo and navigation links: [Home](#), [Templates](#), [Forms](#), [My Account](#), [Logout](#), and [Help](#). A status message reads: 'You are logged in as "Aaynul" | System Time: 6:02 pm, 23 Feb 2018 - (GMT+5:30) You have 46 total credits left.'

The main navigation menu contains: Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics (selected).

Recent Activity: sample

Email Marketing Tip #6: The best days to send a marketing or sales email to your contacts has been proven to be Tuesday and Wednesday. [Read more...](#)

Email Campaign Statistics for "sample"

Statistics Snapshot | Open Statistics | Link Statistics | Bounce Statistics | **Unsubscribe Statistics** | Forwarding Statistics

View unsubscribe rates and email addresses for newsletter 'sample', sent February 23 2018, 5:59 pm

Date Range: All Time [Go]

! This email campaign has not yet received any unsubscribe requests.

The Windows taskbar at the bottom shows the Start button, taskbar icons for File Explorer, Chrome, Edge, VLC, and Word, and the system tray with the time 6:03 PM on 2/23/2018.

Report 6 : **Forwarding Statistics** – In this you can able to see the detailed about sent- to –friend link if you included it in mail

The screenshot shows a web browser window with the URL `sasthanetworks.in/mail/admin/index.php?Page=Stats&Action=Newsletters&SubAction=ViewSummary&id=262#`. The page title is "Control Panel". The user is logged in as "Aaynul" on February 23, 2018, with 46 credits left. The navigation menu includes Contact Lists, Contacts, Email Campaigns, Surveys, Autoresponders, and Statistics. The "Statistics" section is active, showing "Recent Activity" for "sample". An "Email Marketing Tip #6" is displayed, stating that the best days to send marketing emails are Tuesday and Wednesday. The main heading is "Email Campaign Statistics for 'sample'", with tabs for Statistics Snapshot, Open Statistics, Link Statistics, Bounce Statistics, Unsubscribe Statistics, and Forwarding Statistics. The "Forwarding Statistics" tab is selected, showing details for an email campaign sent on February 23, 2018, at 5:59 pm. A date range filter is set to "All Time". A red warning message states: "This email campaign has not yet been forwarded or did not include a send-to-friend link." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 6:03 PM on 2/23/2018.



**If You Have Any Query Feel Free to Call Us On 9025251119
Or drop Mail at : Salesteam@sasthanetworks.com**

We are looking forward for Your Order For mutual beneficial

Best Regards,
Sales Team,
Sastha Networks



Thank You