

## Directions for LYRIS

### TO MAKE A BRAND NEW E-MAIL:

1. Log in.
2. Go to content.
3. Go to built in templates.
  - a. The two templates we mainly like to use are:
    - i. **600 pixels wide 1 column.**
    - ii. **600 pixels wide 2 column right.**
4. Click **Create Content** and name it something VERY specific so you can find it later.
  - a. Ex: Event name, YEAR, Month date (if applicable), location (venue).
5. **VERY IMPORTANT**
  - a. In the **FROM** line put Name "Central Florida Gator Club" <[jrottgen@alumni.ufl.edu](mailto:jrottgen@alumni.ufl.edu)> .
  - b. **THIS WAY IT IS NOT SENT FROM YOUR PERSONAL EMAIL ADDRESS.**
6. Click the tab that says **Fill in Editable Regions**.
7. View the headers on the right hand side and select the header that you want by clicking and dragging.

**Note: If you want a header added then you will have to contact the UFAA.**

8. Click on the text box of where you want to put the text. If you would like to attach a picture hit the image button on the top right hand side. The image **MUST** be hosted on our web site. ([www.cfgators.com](http://www.cfgators.com)).
9. **HIT SAVE!**

### TO USE AN E-MAIL WE HAVE ALREADY USED:

1. Go to Content > View Content.
2. Find the email you want and copy.

**TO SEND THE EMAIL:**

1. You must always be on the opt-in list **central-florida\_opt-in**.
2. Go to recipients and click **gc046-all** AND **central-florida\_opt-in**.
3. Click **save** and **test** at the bottom right.
  - a. Put in any email address you would like to send it to.
4. Will not send any email until you approve it.
5. **Options to send:**
  - a. To send right away just click SEND > OK
  - b. You can also schedule to send out at a later date. Hit the radio button (circular buttons), select the date, and make sure military time is correct. 23:59 is 11:59 p.m. if you would like the people to get it the following morning.