

Author: Kristenson, Joel
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Overview

This article walks through three things: how to setup a user (*that you've already created*) with the ability to **receive mass email drafts**, how to **test a mass email**, and how to **test an individual email template**.

 **Tip:** Use the **Ctrl+F** hot key to jump to different sections of this article (example: “**#1**”, “**#2**” or “**Related Resources**”).

Outline

#1 – Setup a User to Receive Test Emails

#2 – Send Out a Test Email from a Mass Email Campaign

#3 – Send Out a Test of an Individual Email Template to an Individual Contact (Anyone in the Database with an Email Address, Not Necessarily a User)

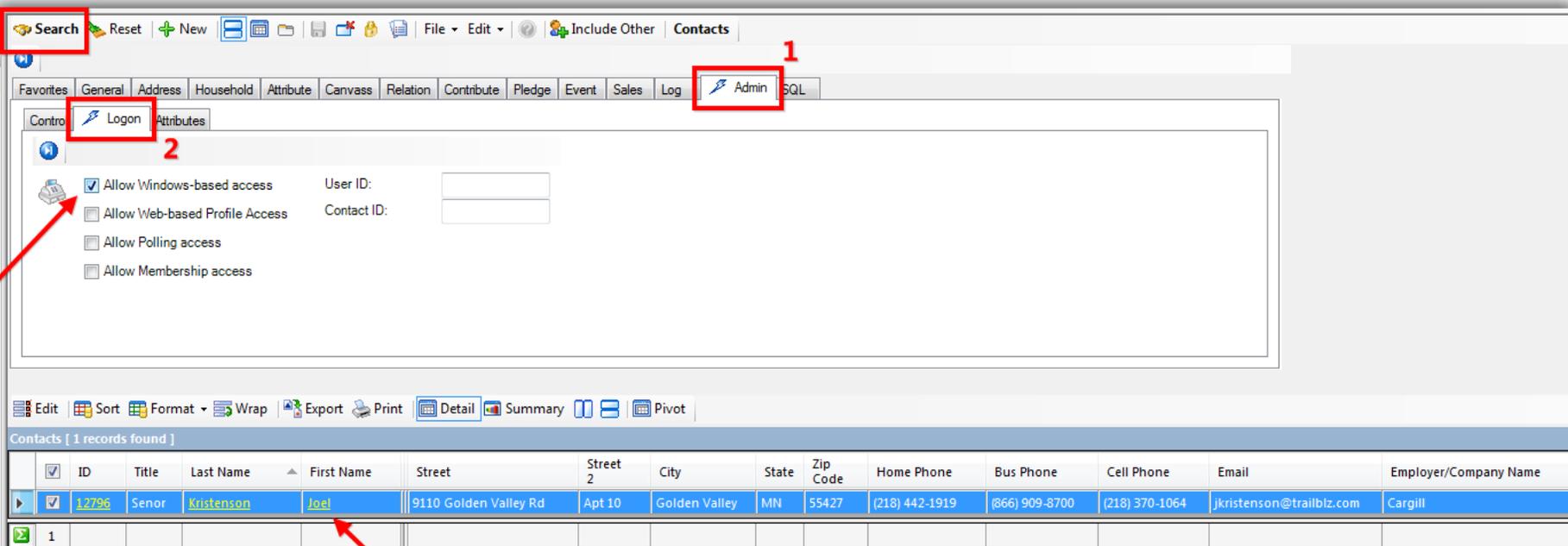
#4 Related Resources

#1 – Setup a User to Receive Test Emails

1) Query for the user and open their record. *I used my own record for this example.*

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

Query for your list of users and open the user you want to setup as a 'tester' for your mass email campaigns.



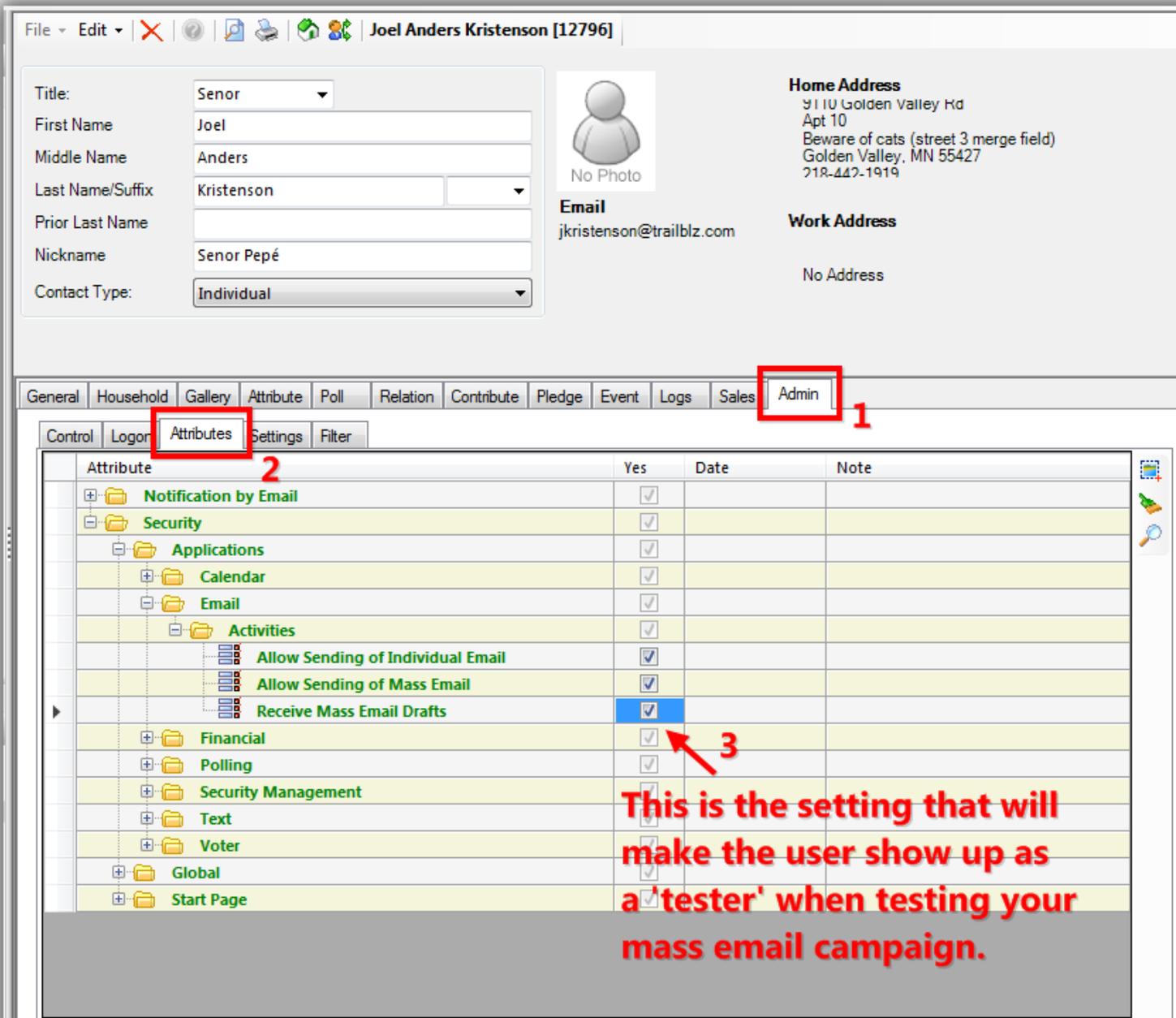
The screenshot shows the TrailBlazer interface with the following elements highlighted:

- 4**: Search button in the top toolbar.
- 1**: Admin button in the top navigation bar.
- 2**: Logon button in the sub-navigation bar.
- 3**: Security attribute tree in the main content area.
- 5**: A row in the 'Contacts' table representing a user.

ID	Title	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone	Bus Phone	Cell Phone	Email	Employer/Company Name
12796	Senor	Kristenson	Joel	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(218) 442-1919	(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com	Cargill

2) Navigate to Admin > Attributes > Expand the security attribute tree > Check the box for 'Receive Mass Email Drafts > Click [Save].

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template



File Edit X [Icons] Joel Anders Kristenson [12796]

Title:

First Name:

Middle Name:

Last Name/Suffix:

Prior Last Name:

Nickname:

Contact Type:

 No Photo

Home Address
9110 Golden Valley Rd
Apt 10
Beware of cats (street 3 merge field)
Golden Valley, MN 55427
718-442-1919

Email
jkristenson@trailblz.com

Work Address
No Address

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales **Admin** 1

Control Logon **Attributes** 2 Settings Filter

Attribute	Yes	Date	Note
Notification by Email	<input checked="" type="checkbox"/>		
Security	<input checked="" type="checkbox"/>		
Applications	<input checked="" type="checkbox"/>		
Calendar	<input checked="" type="checkbox"/>		
Email	<input checked="" type="checkbox"/>		
Activities	<input checked="" type="checkbox"/>		
Allow Sending of Individual Email	<input checked="" type="checkbox"/>		
Allow Sending of Mass Email	<input checked="" type="checkbox"/>		
Receive Mass Email Drafts	<input checked="" type="checkbox"/>		
Financial	<input checked="" type="checkbox"/>		
Polling	<input checked="" type="checkbox"/>		
Security Management	<input checked="" type="checkbox"/>		
Text	<input checked="" type="checkbox"/>		
Voter	<input checked="" type="checkbox"/>		
Global	<input checked="" type="checkbox"/>		
Start Page	<input checked="" type="checkbox"/>		

This is the setting that will make the user show up as a 'tester' when testing your mass email campaign.

3) Keep the user's record open, navigate to **General > Contact**, and verify that they have an email and the box for **'Enabled'** is checked.

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

File Edit X [Icons] Joel Anders Kristenson [12796]

Title: Senor

First Name: Joel

Middle Name: Anders

Last Name/Suffix: Kristenson

Prior Last Name:

Nickname: Senor Pepé

Contact Type: Individual

Home Address:
9110 Golden Valley Rd
Apt 10
Beware of cats (street 3 merge field)
Golden Valley, MN 55427
218-442-1919

Work Address:
No Address

Email:
jkristenson@trailblz.com

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Address Contact Profile Work User Other

Telephone:

Home Phone: (218) 442-1919

Alt Phone: (546) 568-9789

Alt Phone 2: (654) 871-2345

Cell Phone: (218) 370-1064

Work Phone: (866) 909-8700 r Campaign Services, LLC

Work Ph Direct: (654) 889-7456

Fax: (654) 897-9832

Work Fax: (654) 987-8945

Received permission to include in mass text communications

Unsubscribed Bounced

Internet:

E-mail Address: jkristenson@trailblz.com

Note: Trail Blazer work email address.

Received permission to include in mass email communications

Unsubscribed Bounced

Enabled Abuse complaint received

Awaiting opt-in confirmation

Imported do-not-mail Imported awaiting opt-in

Alt E-mail Address:

Note:

Received permission to include in mass email communications

Unsubscribed Bounced

Enabled Abuse complaint received

Awaiting opt-in confirmation

Imported do-not-mail Imported awaiting opt-in

Web Site: http://www.trailblz.com

Verify the user has an email address present and the box for 'enabled' is checked

4) **[Save and Close]** their record when finished. If everything is configured correctly this user will show up in the list of eligible 'testers' the next time you send out a mass email campaign.

#2 – Send Out a Test Email from a Mass Email Campaign

Build and run your [search query](#) and queue up your [mass email campaign](#). *In this example I sent a targeted email to everyone in Minnesota [who gave last year but didn't give this year](#), which produced 989 records.*

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

Build and run your search query, then select the option to create a mass email campaign.

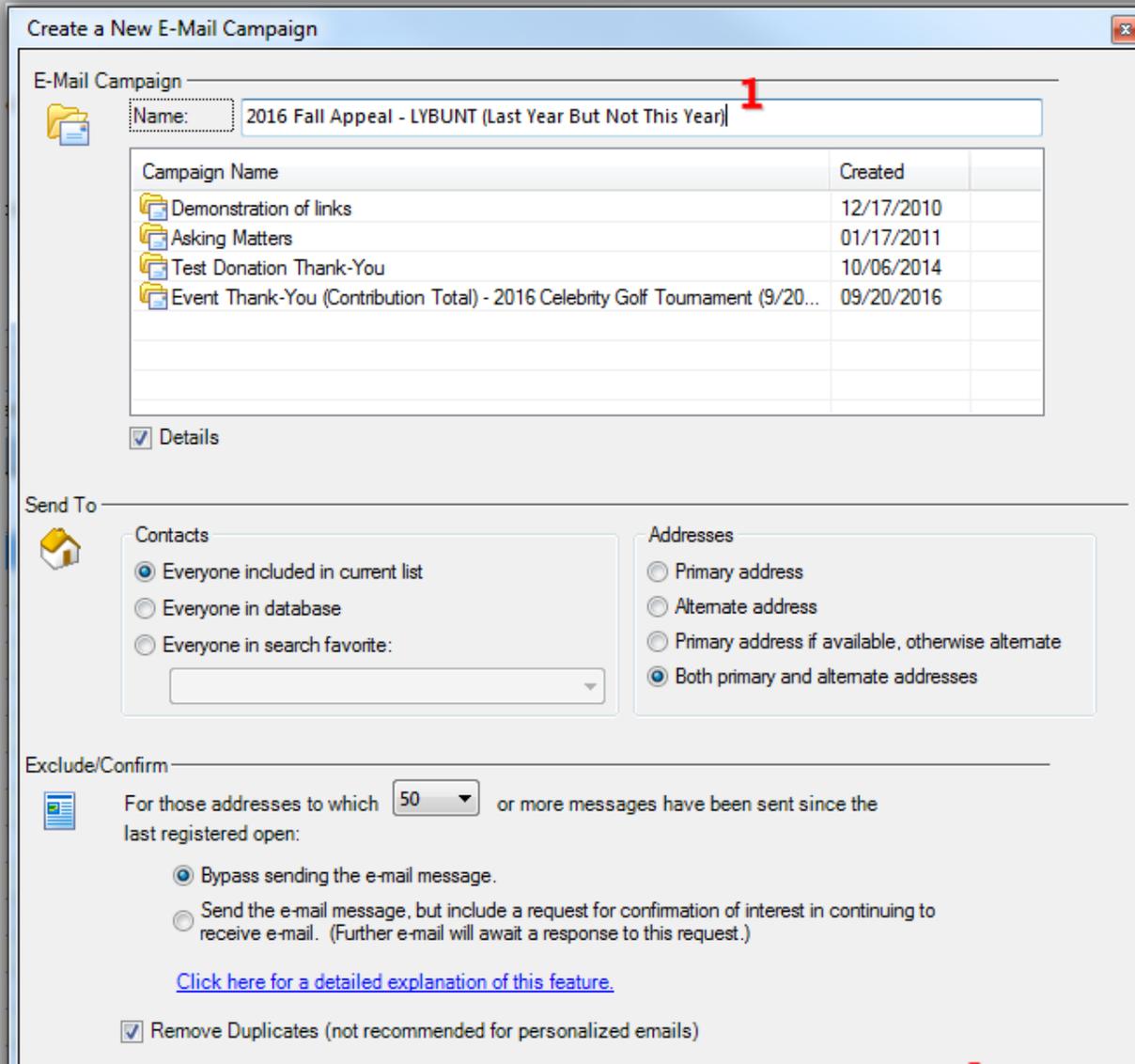
The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with 'Contacts' selected. The main window displays a 'Contacts' list with 989 records found. A red arrow points to the 'Communications' menu, where 'Create Mass Email...' is highlighted. Other options in the menu include 'Write Letter', 'Reporting', 'Utilities', 'Open Email Campaigns...', and 'Create Canvassing List...'. Below the menu, there are various filters and options for the contact list, such as 'Address Type', 'Subscribed', 'Abuse Complaints', and 'Unopened Messages'.

ID	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone	Email
2	Aagard	Martha	4629 York Ave S		Minneapolis	MN	55410	(612) 920-9217	Martha@Aagard.com
6	Aamot	Barbara	13451 Mcginty Rd E		Minnetonka	MN	55305	(952) 933-8423	Barbara@Aamot.com
7	Aanenson	Pamela	3896 White Bear Ave		White Bear Lake	MN	55110	(651) 426-9611	Pamela@Aanenson.com
31	Adam	Ibrahim	5300 France Ave N		Brooklyn Center	CT	06500	(763) 533-8023	Ibrahim@Adam.com
32	Adam	Mounira	5300 France Ave N		Brooklyn Center	CT	06500	(763) 533-8023	Mounira@Adam.com
42	Adelmann	Karen	641 6th St		Albany	MN	56307	(320) 845-7332	Karen@Adelmann.com
43	Adelmann	Robert	11020 280th St E		Webster	MN	55088	(952) 440-7739	Robert@Adelmann.com
53	Ahlbrecht	Kristy	2624 Olive Ln		Sauk Rapids	MN	56379	(320) 240-7931	Kristy@Ahlbrecht.com
65	Ailie	Scott	21629 County Hwy 6		Detroit Lakes	MN	56501	(218) 847-7435	Scott@Ailie.com
66	Ailie	Thomas	21629 County Hwy 6		Detroit Lakes	MN	56501	(218) 847-7435	Thomas@Ailie.com
67	Akemann	James	1021 Westwood Dr		Faribault	MN	55021	(507) 334-8226	James@Akemann.com
68	Akemann	Victoria	1021 Westwood Dr		Faribault	MN	55021	(507) 334-8226	Victoria@Akemann.com
97	Alossaimi	Badr	20625 Texas Ave		Prior Lake	MN	55372	(952) 440-7138	Badr@Alossaimi.com
121	Anderson	Anthony	226 Minnesota St S		Shakopee	MN	55379	(952) 445-7335	Anthony@Anderson.com
133	Anderson	Caryl	941 272nd Ln NW		Isanti	MN	55040	(763) 444-7337	Caryl@Anderson.com
142	Anderson	Donna	10628 Maryland Ave S		Bloomington	MN	55438	(952) 941-7432	Donna@Anderson.com
144	Anderson	Douglas	13143 180th Ln NW		Elk River	MN	55330	(763) 441-7433	Douglas@Anderson.com
157	Anderson	Jessica	6721 116 1/2 Cir N		Champlin	MN	55316	(763) 422-9717	Jessica@Anderson.com
170	Anderson	Katie	20779 Gemini Trl		Lakeville	MN	55044	(763) 742-7933	Katie@Anderson.com
179	Anderson	Marie	21347 60th Ave		Milaca	MN	56353	(763) 444-7539	Marie@Anderson.com
186	Anderson	Megan	1873 One Pine Estate Rd		Ely	MN	55731	(218) 343-7732	Megan@Anderson.com

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

Select your options for the campaign, and click **[OK]**. *Typically I leave everything as default so I can verify how many people are actually going to receive the email which won't display if choose to send to a saved query. My example is below.*

Create a campaign name, select your options (or leave them as default) and click [OK].



Create a New E-Mail Campaign

E-Mail Campaign

Name: 2016 Fall Appeal - LYBUNT (Last Year But Not This Year) **1**

Campaign Name	Created
Demonstration of links	12/17/2010
Asking Matters	01/17/2011
Test Donation Thank-You	10/06/2014
Event Thank-You (Contribution Total) - 2016 Celebrity Golf Tournament (9/20...	09/20/2016

Details

Send To

Contacts

Everyone included in current list

Everyone in database

Everyone in search favorite:

Addresses

Primary address

Alternate address

Primary address if available, otherwise alternate

Both primary and alternate addresses

Exclude/Confirm

For those addresses to which 50 or more messages have been sent since the last registered open:

Bypass sending the e-mail message.

Send the e-mail message, but include a request for confirmation of interest in continuing to receive e-mail. (Further e-mail will await a response to this request.)

[Click here for a detailed explanation of this feature.](#)

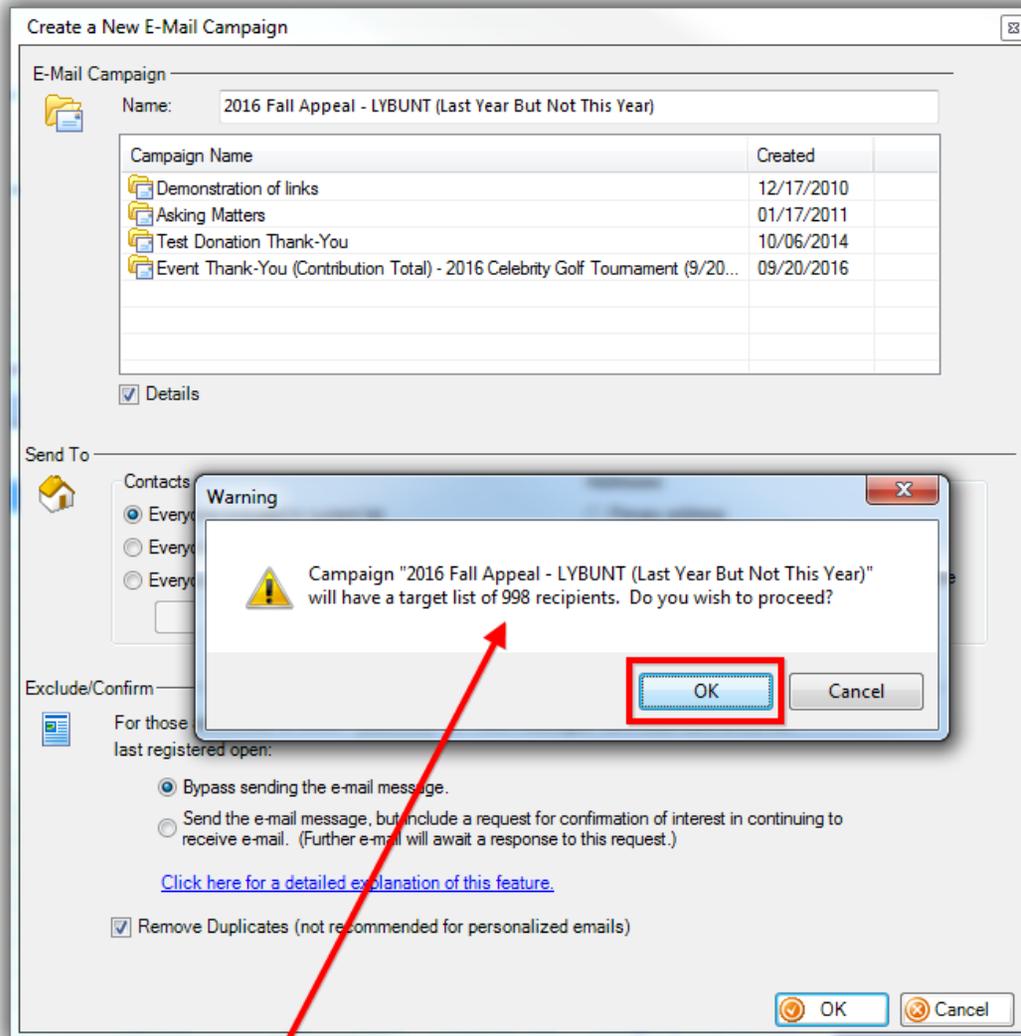
Remove Duplicates (not recommended for personalized emails)

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

If you choose to send to everyone in the current list you'll get a popup message that displays the total list of recipients who will receive your eblast, click **[OK] to proceed.*

In my example all emails were enabled, and there weren't any duplicates so the count remained the same at 998. If your number drops substantially your emails likely haven't been enabled and you'll need to send in a request to support@trailblz.com.

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

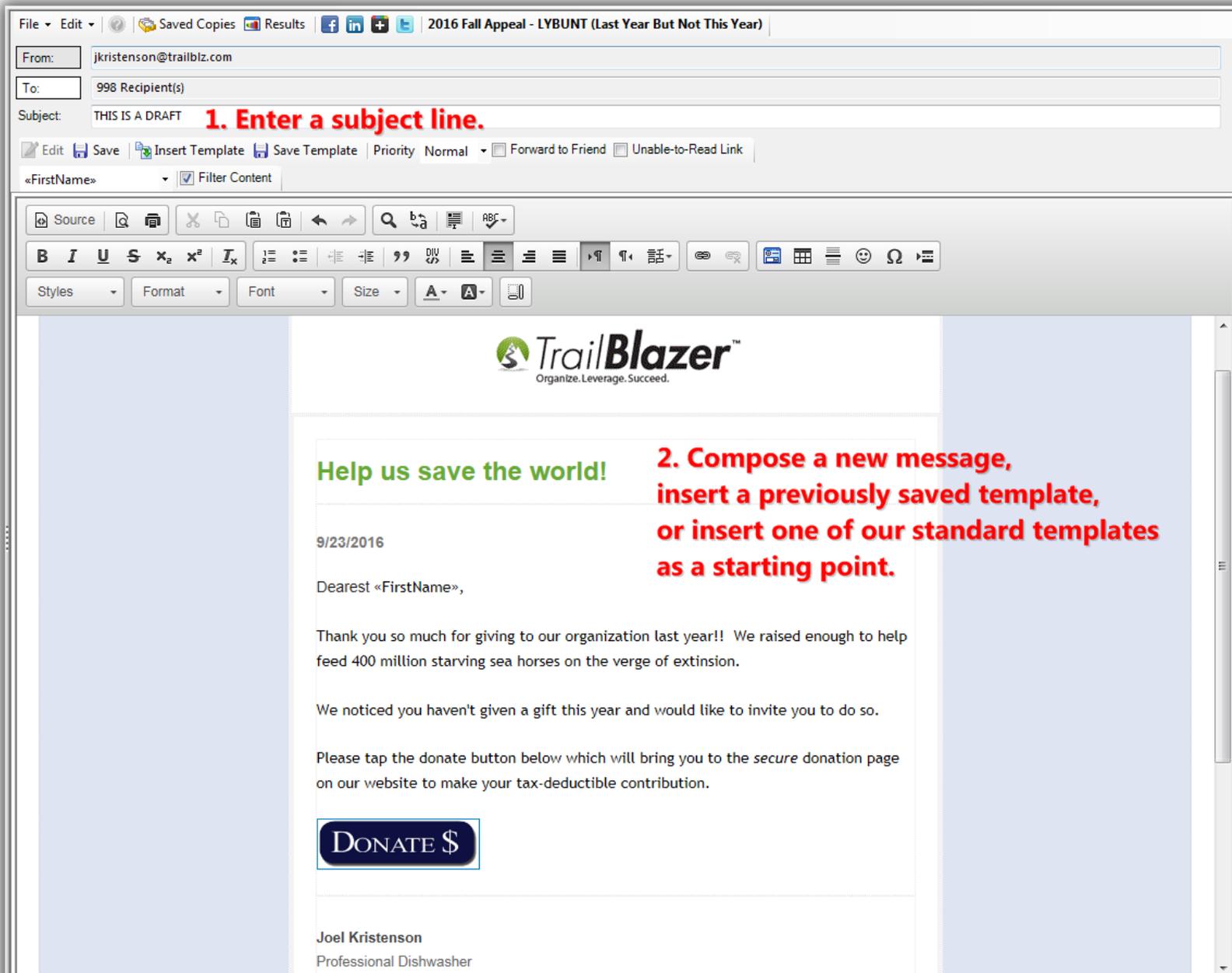


***If you choose to send to everyone in the current list the program will provide you with a popup message with the exact number of recipients who will get your alerts (after**

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

You can now **insert one of the templates** you've previously created, insert one of our [standard templates](#) to start with, or **compose a new email** message. Enter a **subject line** before testing. Click the **[Test]** button in the bottom-right of the email composer. *My finished example is below.*

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template



The screenshot shows an email client interface with a draft email. The subject line is "THIS IS A DRAFT" and the body contains a thank-you message from TrailBlazer. Red annotations provide instructions on how to edit the email.

1. Enter a subject line.

2. Compose a new message, insert a previously saved template, or insert one of our standard templates as a starting point.

From: jkristenson@trailblz.com
To: 998 Recipient(s)
Subject: THIS IS A DRAFT

TrailBlazer™
Organize. Leverage. Succeed.

Help us save the world!

9/23/2016

Dearest «FirstName»,

Thank you so much for giving to our organization last year!! We raised enough to help feed 400 million starving sea horses on the verge of extinction.

We noticed you haven't given a gift this year and would like to invite you to do so.

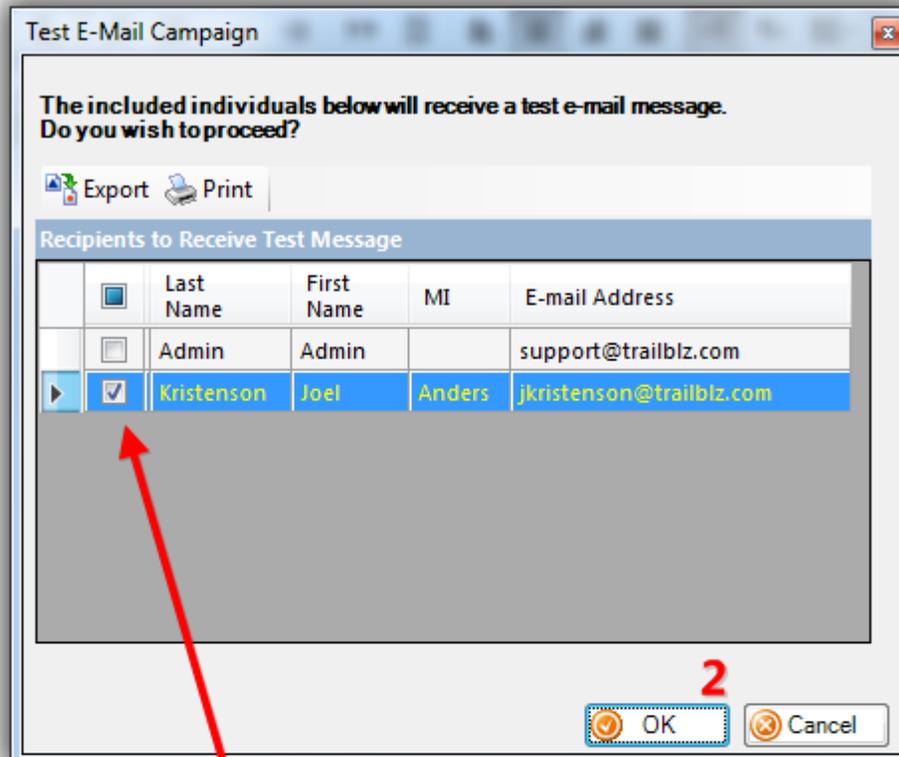
Please tap the donate button below which will bring you to the *secure* donation page on our website to make your tax-deductible contribution.

DONATE \$

Joel Kristenson
Professional Dishwasher

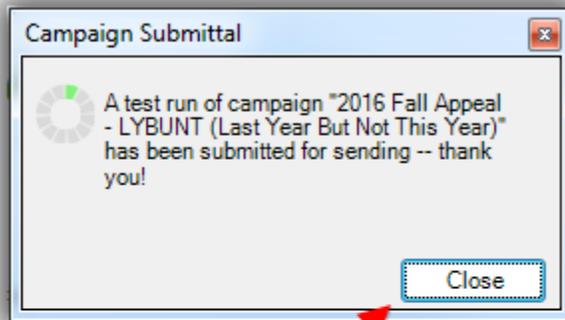
Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

Once you click on the **[Test]** button you'll get options for the user(s) you can send tests to. Check the boxes for the user(s) you want to send it to and click **[OK]**. *In my example I only sent the test to myself.*



1. Select who to send the test to. The user(s) you setup in the first steps should now show in this list as 'testers'.

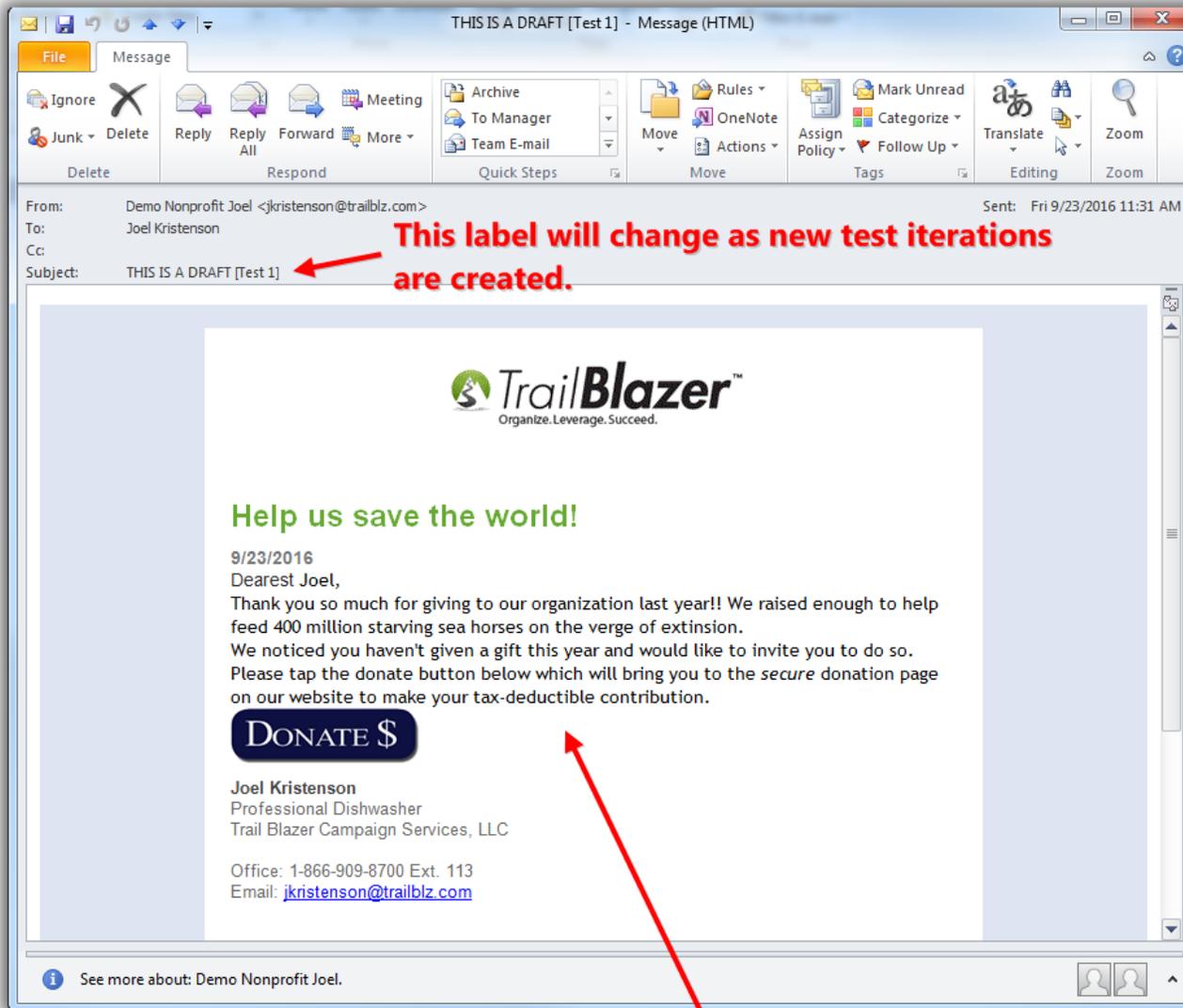
You'll get a popup message once the test has been submitted, click **[Close]**.



Once the test has been submitted you can click [Close].

Below is an example of my 1st test, opened it MS Outlook (desktop version). The formatting didn't come exactly how I wanted so it's another example of why to run lots of tests! The next section shows how to test a single email template to anyone in the database who has an email address (not necessarily a user).

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template



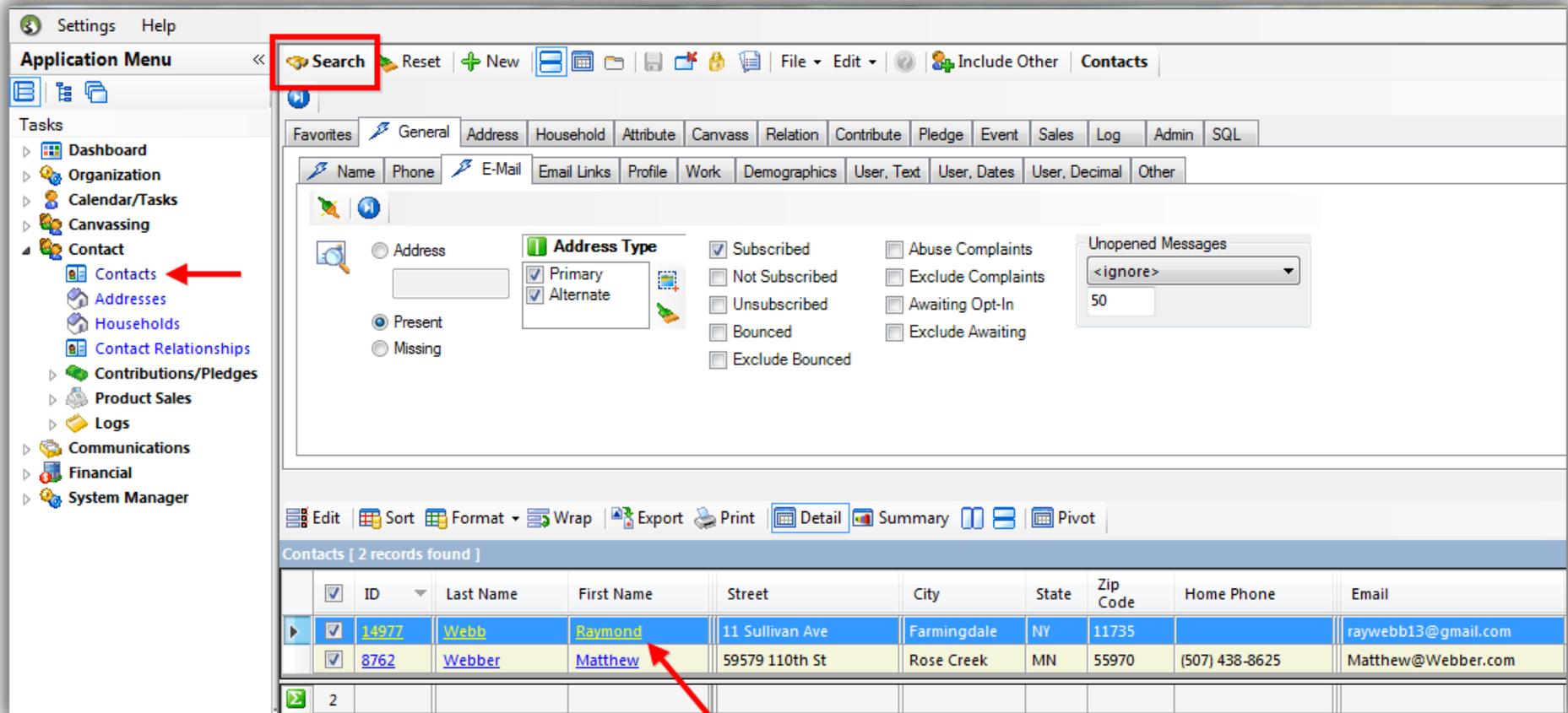
This label will change as new test iterations are created.

My first example test, since the spacing got clipped out in MS Outlook I would continue fixing the code in Trail Blazer

#3 – Send Out a Test of an Individual Email Template to an Individual Contact (Anyone in the Database with an Email Address, Not Necessarily a User)

Search for the contact you want to send a test email to. The person must have an **email address present** that's currently '**enabled**'. *In my example I searched for a person named 'Raymond Webb'.*

Search for an open the contact record you want to send a single test email to.



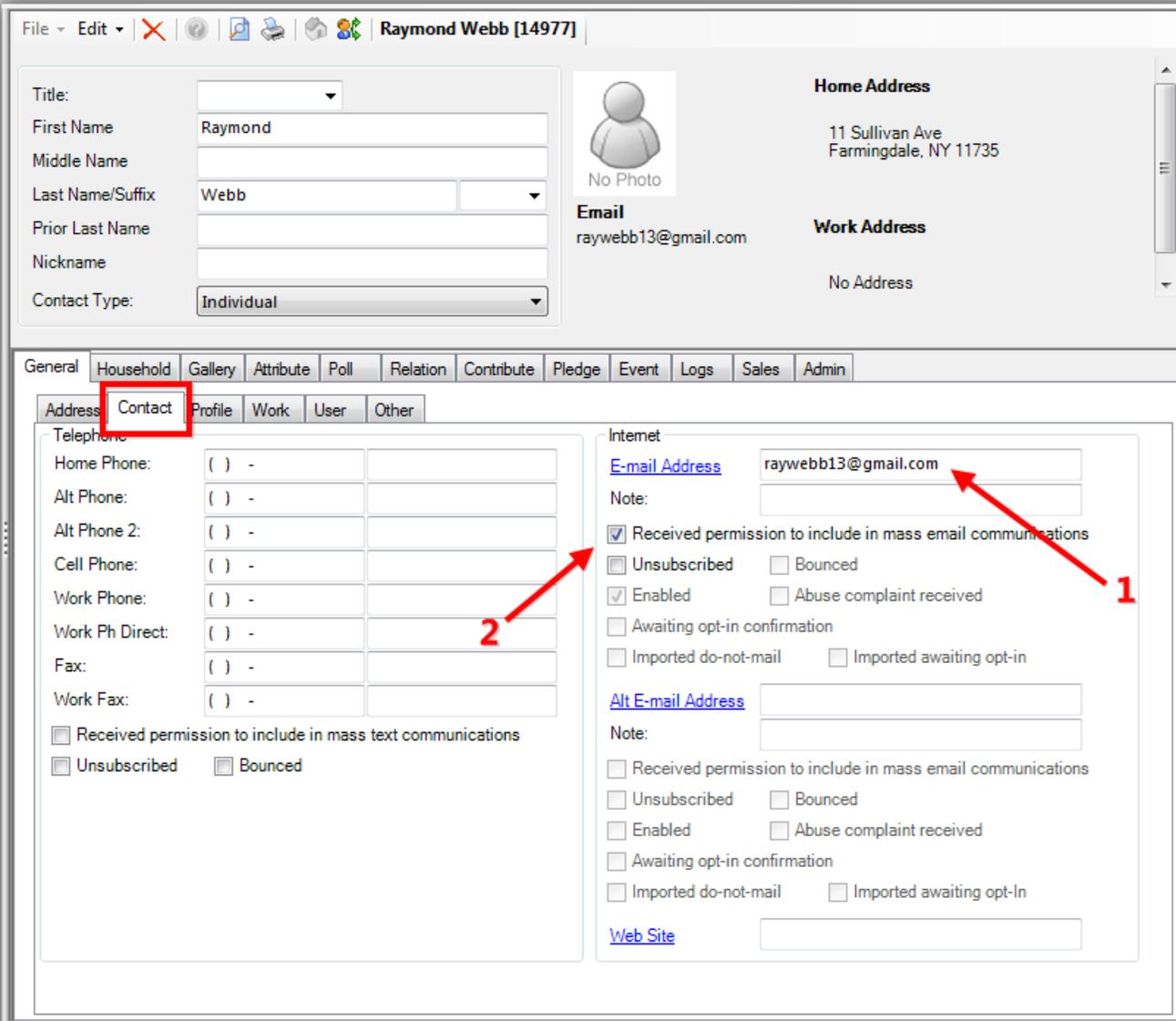
The screenshot shows the TrailBlazer software interface. The 'Search' button in the top navigation bar is highlighted with a red box. In the left-hand 'Tasks' menu, the 'Contacts' option is highlighted with a red arrow. Below the menu, a search results table is displayed with the following data:

ID	Last Name	First Name	Street	City	State	Zip Code	Home Phone	Email
14977	Webb	Raymond	11 Sullivan Ave	Farmingdale	NY	11735		raywebb13@gmail.com
8762	Webber	Matthew	59579 110th St	Rose Creek	MN	55970	(507) 438-8625	Matthew@Webber.com

A red arrow points to the 'Matthew' entry in the 'First Name' column of the table.

Verify the contact has an email address, that it's enabled, and then click the **[Email]** button in the bottom-right.

Verify the contact has an email address present, that it's enabled, and then click [Email...] in the bottom-right.



File Edit X [Icons] Raymond Webb [14977]

Title: [Dropdown]
First Name: Raymond
Middle Name: [Empty]
Last Name/Suffix: Webb [Dropdown]
Prior Last Name: [Empty]
Nickname: [Empty]
Contact Type: Individual [Dropdown]

Home Address
11 Sullivan Ave
Farmingdale, NY 11735

Work Address
No Address

Email
raywebb13@gmail.com

General Household **Contact** Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Address **Contact** Profile Work User Other

Telephone
Home Phone: () - [Empty]
Alt Phone: () - [Empty]
Alt Phone 2: () - [Empty]
Cell Phone: () - [Empty]
Work Phone: () - [Empty]
Work Ph Direct: () - [Empty]
Fax: () - [Empty]
Work Fax: () - [Empty]

Received permission to include in mass text communications
 Unsubscribed Bounced

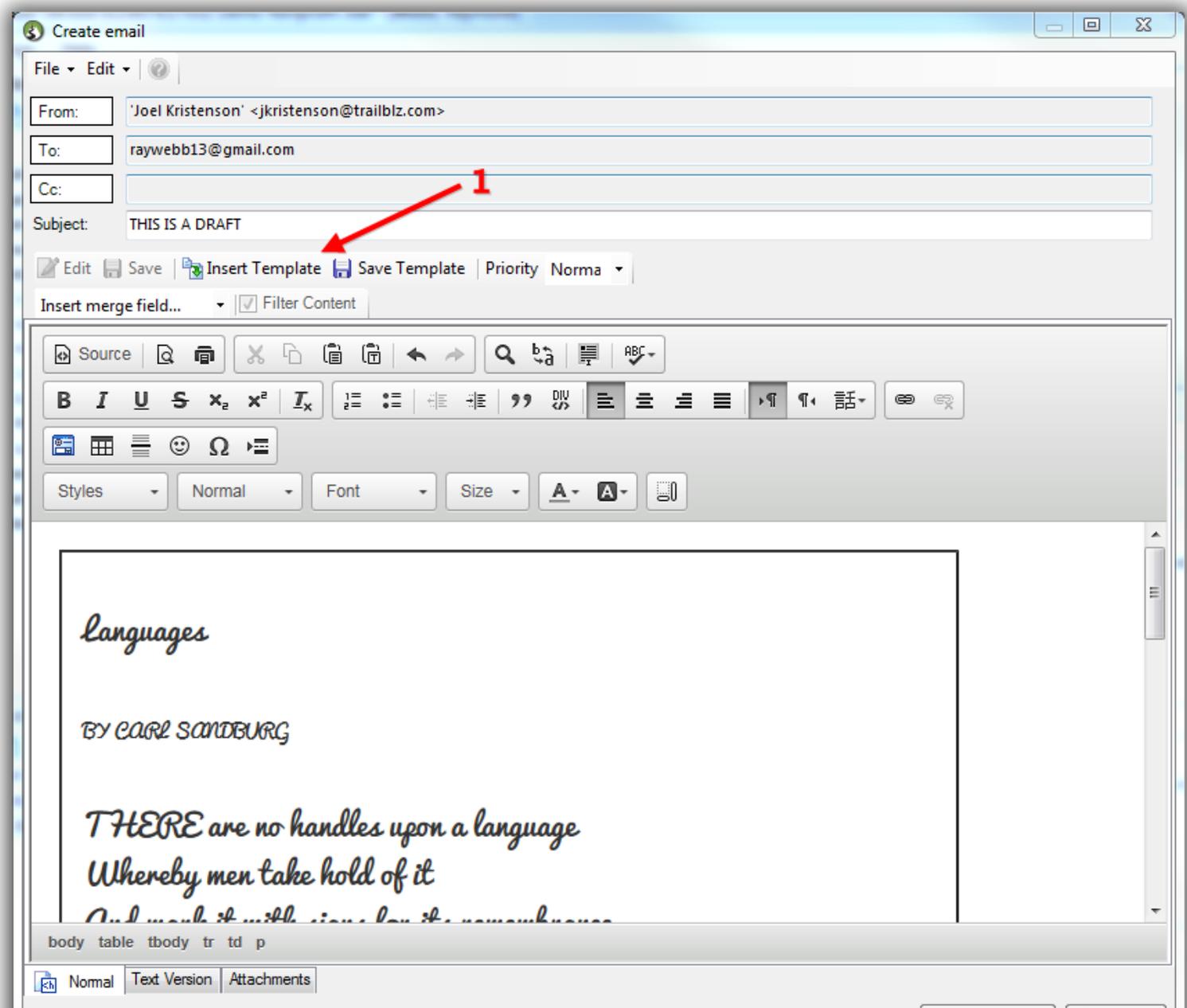
Internet
E-mail Address raywebb13@gmail.com
Note: [Empty]
 Received permission to include in mass email communications
 Unsubscribed Bounced
 Enabled Abuse complaint received
 Awaiting opt-in confirmation
 Imported do-not-mail Imported awaiting opt-in
Alt E-mail Address [Empty]
Note: [Empty]
 Received permission to include in mass email communications
 Unsubscribed Bounced
 Enabled Abuse complaint received
 Awaiting opt-in confirmation
 Imported do-not-mail Imported awaiting opt-in
Web Site [Empty]

Logon = Joel Kristenson [Email...] Save Save and Close Cancel

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

Insert your template that you've previously created, create a new message, or insert a standard template, then click **[Send]** in the bottom-right. *In my example I inserted a template that was already saved.*

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template



Click **[OK]** once the email has been sent.



Click [OK] when you get this message that your email test has been sent.

You can verify the test has been sent and when the recipient opens it (*as long as they download an image*) by navigating to the **email log** section of their record card:

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

File Edit ✕ 🔍 📄 📧 🌱 👤 Joel Anders Kristenson [12796]

Title:

First Name:

Middle Name:

Last Name/Suffix:

Prior Last Name:

Nickname:

Contact Type:

No Photo

Email
jkristenson@trailblz.com

Home Address
9110 Golden Valley Rd
Apt 10
Beware of cats (street 3 merge field)
Golden Valley, MN 55427
718-447-1919

Work Address
No Address

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Log Notes Email Log Clicked Links

Export Print Refresh

Email Log [305 records found]

Message ID	Date Submitted	From	To	Subject	Bulk Mail	Date Opened	Clicked Link Count	Confirmation Re-quested	Date Confirmed
54623	8/10/2016 11:20:06 AM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54624	8/10/2016 2:28:57 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/10/2016 2:30:02 PM	0	<input type="checkbox"/>	
54625	8/10/2016 2:45:49 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/10/2016 2:54:02 PM	0	<input type="checkbox"/>	
54626	8/11/2016 8:59:25 AM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/11/2016 9:28:53 AM	0	<input type="checkbox"/>	
54627	8/11/2016 9:28:42 AM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54628	8/11/2016 9:41:16 AM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/11/2016 9:41:45 AM	0	<input type="checkbox"/>	
54632	8/11/2016 12:20:04 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/11/2016 12:25:02 PM	0	<input type="checkbox"/>	
54633	8/11/2016 1:56:04 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54634	8/11/2016 1:59:01 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/11/2016 1:59:26 PM	0	<input type="checkbox"/>	
54635	8/11/2016 2:01:19 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54636	8/12/2016 9:43:39 AM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/12/2016 9:45:43 AM	0	<input type="checkbox"/>	
54637	8/12/2016 1:11:49 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/12/2016 1:12:33 PM	0	<input type="checkbox"/>	
54638	8/12/2016 1:12:46 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54639	8/12/2016 1:37:06 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54640	8/15/2016 4:11:18 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/15/2016 4:11:56 PM	0	<input type="checkbox"/>	
54641	8/16/2016 2:11:16 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/16/2016 2:28:34 PM	0	<input type="checkbox"/>	
54642	8/16/2016 2:20:45 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/16/2016 2:29:51 PM	0	<input type="checkbox"/>	
54643	8/16/2016 2:34:48 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54644	8/16/2016 3:12:48 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/16/2016 3:26:48 PM	0	<input type="checkbox"/>	
54645	8/17/2016 3:46:24 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/17/2016 3:47:12 PM	0	<input type="checkbox"/>	
54646	8/17/2016 4:11:51 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	8/17/2016 4:12:53 PM	0	<input type="checkbox"/>	
54647	8/17/2016 4:17:04 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>		0	<input type="checkbox"/>	
54648	9/14/2016 12:41:44 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	9/14/2016 12:42:32 PM	0	<input type="checkbox"/>	
54649	9/14/2016 12:43:45 PM	jkristenson@trail...	jkristenson@trail...	THIS IS A DRAFT	<input type="checkbox"/>	9/14/2016 12:44:36 PM	0	<input type="checkbox"/>	

From: jkristenson@trailblz.com

To: jkristenson@trailblz.com

Cc:

Subject: THIS IS A DRAFT

This will always be Helvetica

Outlook will display Times New Roman

Outlook will display Helvetica

 **Tip:** It's recommended to test **many iterations** of an email to different people who will view it in **different email clients/devices** i.e. Gmail, Outlook, Hotmail, mobile, desktop etc., this tends to yield the best result and will point out any major anomalies. Also, it's good to have a very **'strong subject line'** that doesn't look 'spammy' – you can search Google for good info on the topic.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! \(*requires access to your web host\)](#)

Article: [Query by Email](#)

Article: [Deleting an Email Campaign](#)

Article: [Sample Custom Email Signup Form to Get you Started](#)

Article: [How to Import a Google Web Font into your Trail Blazer Email Template](#)

Article: [Configuring your From and Reply Email Address Settings](#)

Article: [How to Cancel a Mass Email Campaign as it's Going Out & Reschedule a Queued Email Campaign](#)

Article: [How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade](#)

Article: [How to Use the Event Contribution Total Merge-Field in a Mass Email to Thank Attendees for the Total Amount they Gave at a Specific Event – 2016 Upgrade](#)

Article: [How to Access and Use the Standard Trail Blazer Email Templates](#)

Article: [How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form](#)

Article: [Mobile Responsive Email Template – Constant Contact Reference](#)

Article: [Sample HTML Email Templates with Inline CSS](#)

Article: [Fix your HTML email formatting](#)

Article: [Sending Out Test Emails](#)

Article: [Delayed email messages](#)

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Article: [Exporting Email Addresses from 3rd Party Mass Email Systems – Notes on CAN-SPAM Policies](#)

Article: [How to Find Duplicate Contact Records by Identical *Primary* Email Address, and Automatically Merge them Together](#)

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Video: [Eblasts 101 – How do I send an Eblast](#)

Video: [Eblasts 102 – Setting people up to receive test \(drafts\) emails](#)

Video: [Scheduled Emails](#)

Video: [Donation Auto Responders with Merge Fields](#)

Video Playlist: [Eblasts](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

Setup a User to Receive Test Emails, How to Send Out Tests of Mass Email Campaigns, and How to Test an Individual Email Template

 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

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