How to Send an Email Campaign to People who've Received a Previous One

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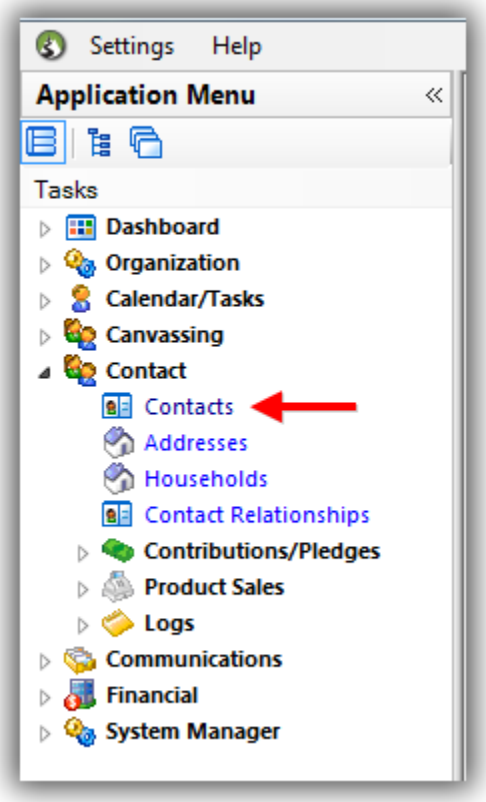
Overview

This article walks through the steps send an eblast to recipients who've **received another** one in the **past**.

Tip: Learn how to create email campaigns and schedule them to go out.

Steps

Open the **Contacts** (*Voters/Donors*) list.



Navigate to **General > Email Links**.

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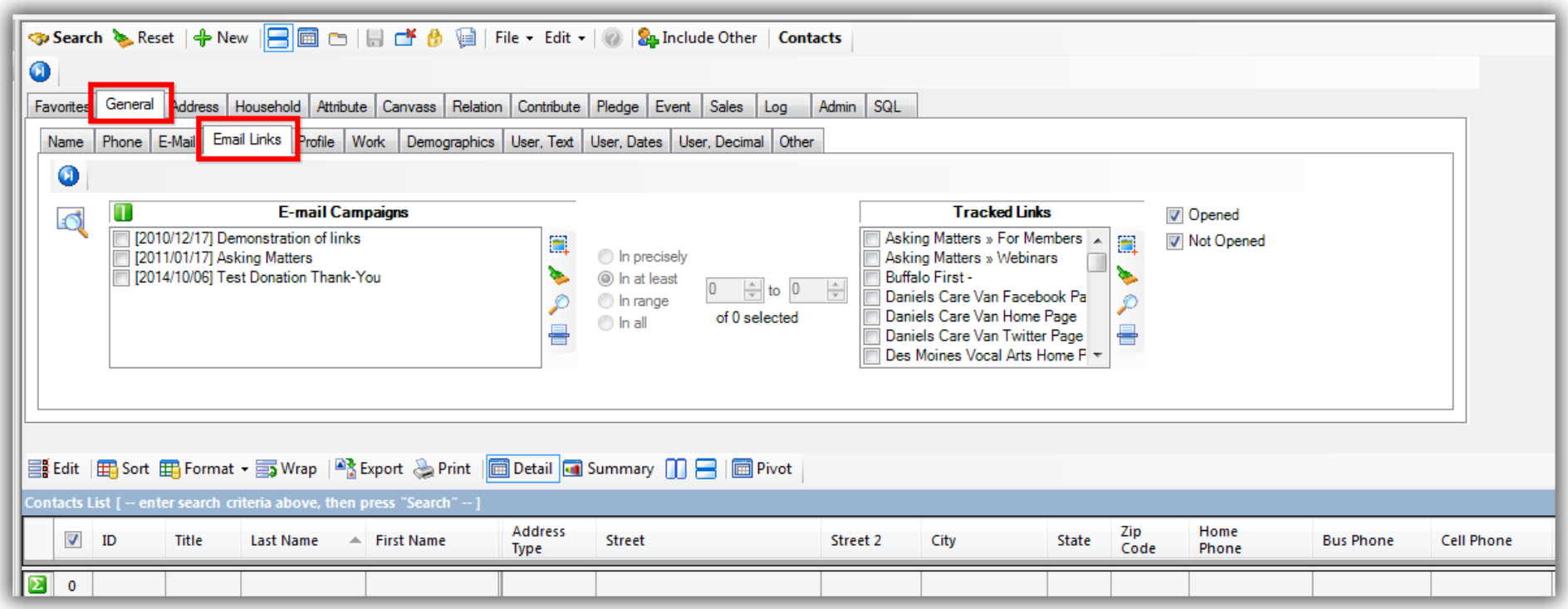

Here you can select from the **e-mail campaign(s)** you've sent in the past. **Check of the box(s)** for the ones you want to **search by**, and click **[Search]**.

*In my example I selected a campaign called 'Asking Matters' that was sent to **5,906** people. You can filter this search further by only going after people who **opened**, did **not open**, or **clicked** on certain **links** in the eblast(s) you've sent previously.*

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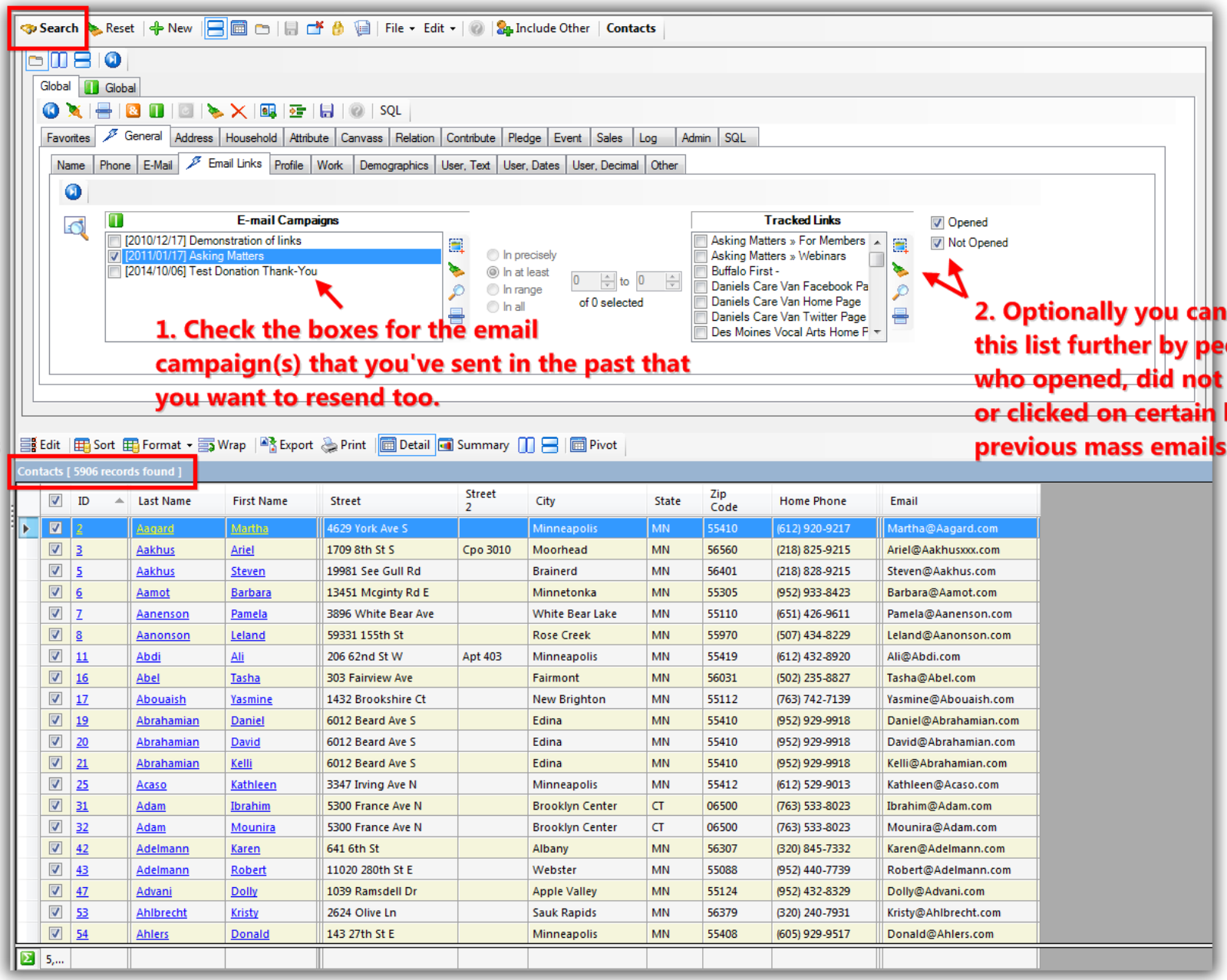

Results

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
3	Aakhus	Ariel	1709 8th St S	Cpo 3010	Moorhead	MN	56560	(218) 825-9215	Ariel@Aakhusxxx.com
5	Aakhus	Steven	19981 See Gull Rd		Brainerd	MN	56401	(218) 828-9215	Steven@Aakhus.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
8	Aanonson	Leland	59331 155th St		Rose Creek	MN	55970	(507) 434-8229	Leland@Aanonson.com
11	Abdi	Ali	206 62nd St W	Apt 403	Minneapolis	MN	55419	(612) 432-8920	Ali@Abdi.com
16	Abel	Tasha	303 Fairview Ave		Fairmont	MN	56031	(502) 235-8827	Tasha@Abel.com
17	Abouaish	Yasmine	1432 Brookshire Ct		New Brighton	MN	55112	(763) 742-7139	Yasmine@Abouaish.com
19	Abrahamian	Daniel	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	Daniel@Abrahamian.com
20	Abrahamian	David	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	David@Abrahamian.com
21	Abrahamian	Kelli	6012 Beard Ave S		Edina	MN	55410	(952) 929-9918	Kelli@Abrahamian.com
25	Acaso	Kathleen	3347 Irving Ave N		Minneapolis	MN	55412	(612) 529-9013	Kathleen@Acaso.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
47	Advani	Dolly	1039 Ramsdell Dr		Apple Valley	MN	55124	(952) 432-8329	Dolly@Advani.com
53	Ahlbrecht	Kristy	2624 Olive Ln		Sauk Rapids	MN	56379	(320) 240-7931	Kristy@Ahlbrecht.com
54	Ahlers	Donald	143 27th St E		Minneapolis	MN	55408	(605) 929-9517	Donald@Ahlers.com

Tip: If you want to further filter a search by what links someone clicked, this article will teach you how to rename trackable links for this purpose.

Once you've run your search query to pull up people who received a previous email, click **File > Utilities > Create Mass Email…**

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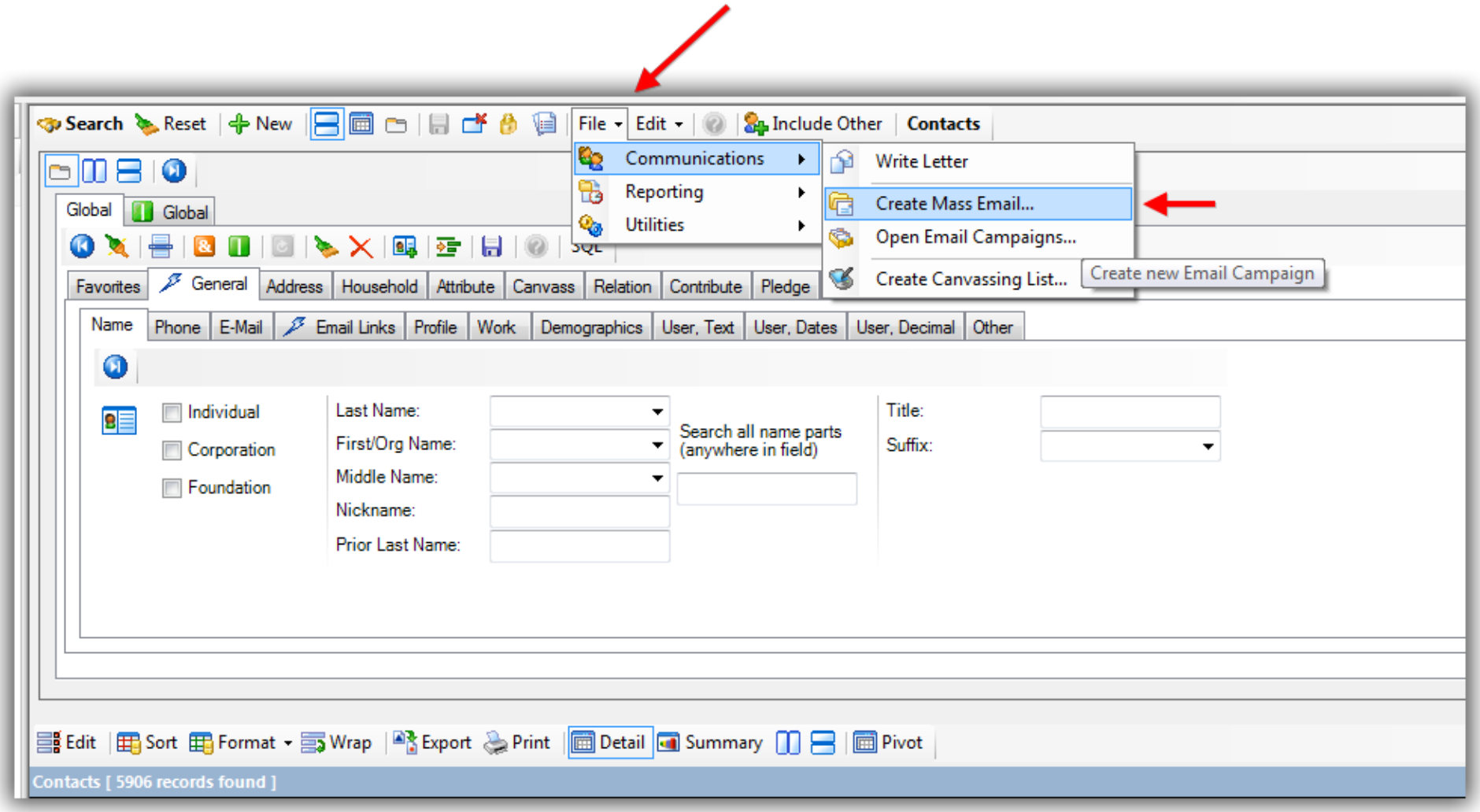

Give the email campaign a **name** and click **[OK]**. *If you leave the defaults as is it will send to everyone in the current list that has an email that's* ***subscribed*** *and* ***enabled****.*

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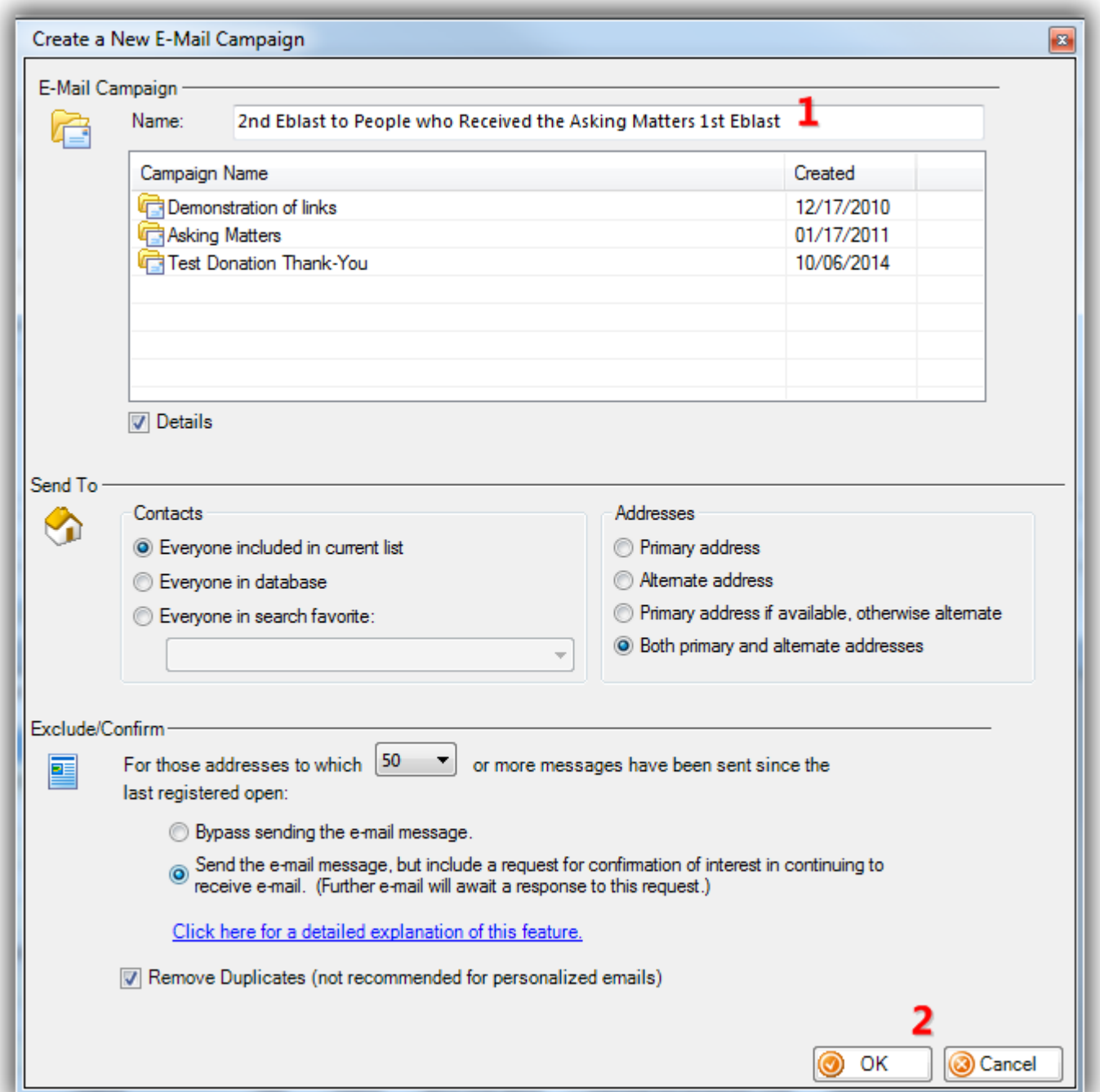
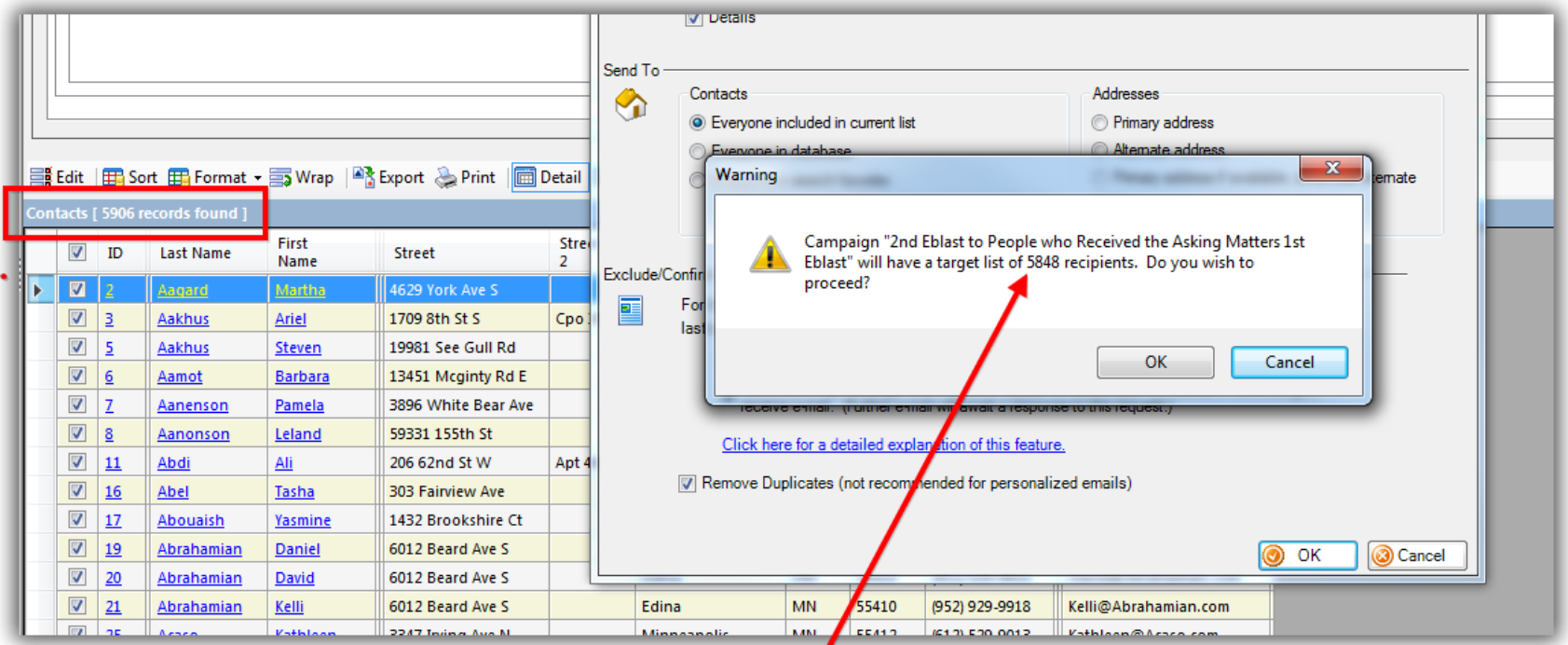


Verify the final recipient **count** is **close** to what the **query results** were, and then click **[OK]**. *If it's substantially less you'll **need** to put in a request to support that your emails get enabled for mass email, this is common if you've recently [imported email lists](#).*



The email composer will open. **Create a new email**, insert a [standard template](#) to start with, or use one of your own **saved templates**. *My example is below.*

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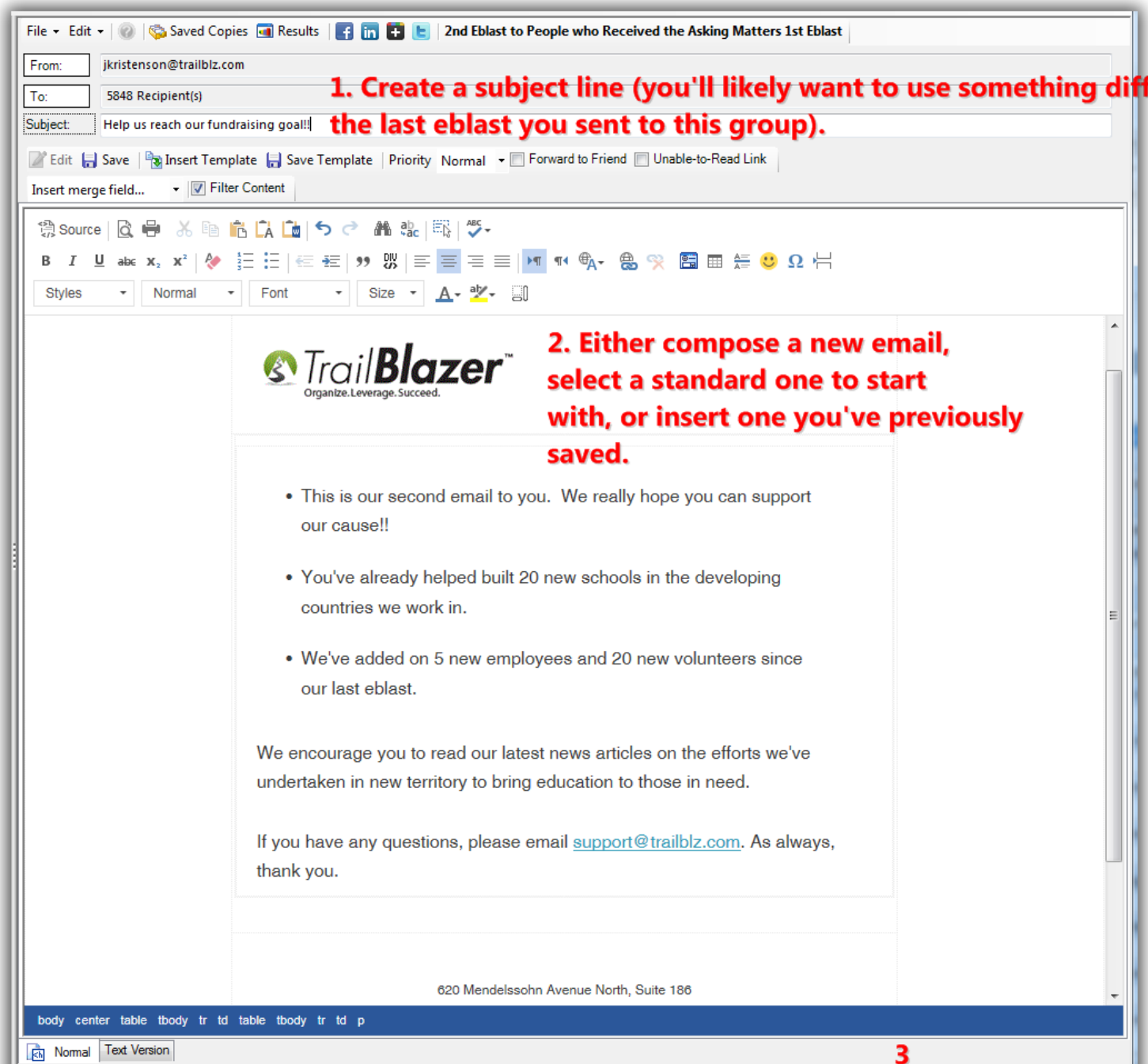

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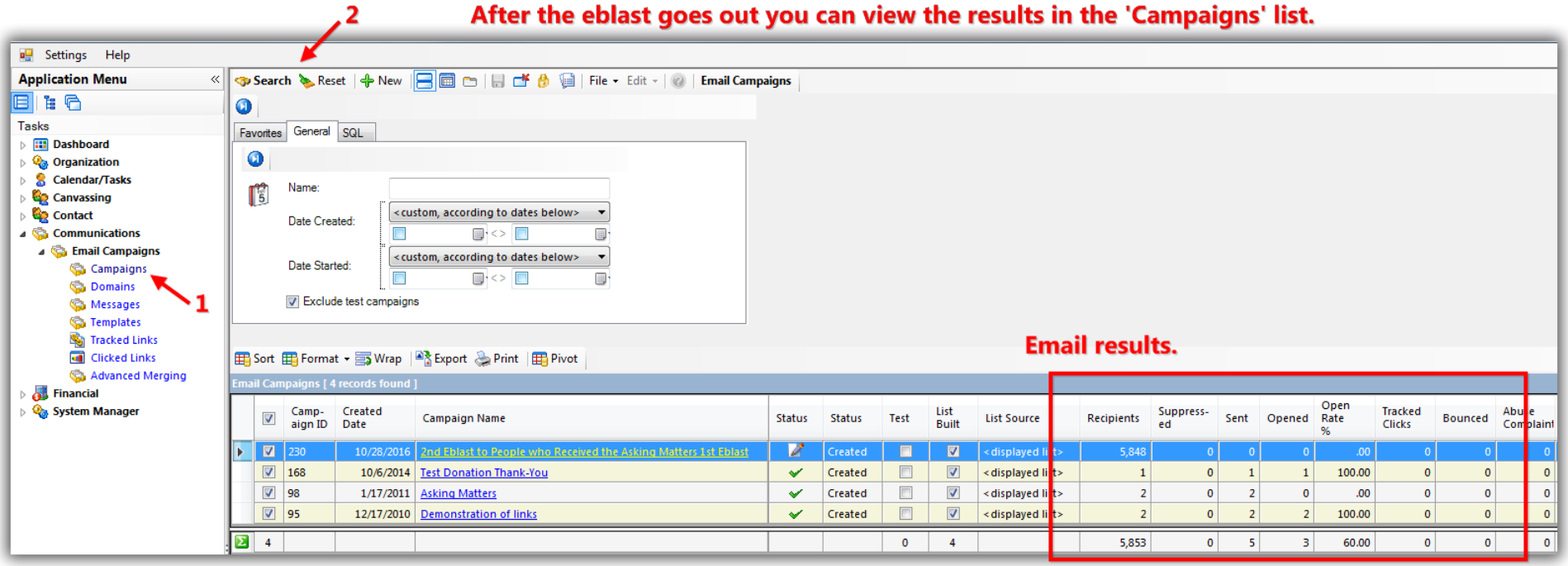
Click **[Test]** in the bottom-right and send some tests to your 'testers' until you're satisfied. Then click **[Send]** and **schedule** the eblast.

After the email goes out you can **analyze the stats** by searching the **Campaigns** list.



The **related resources** below link to a variety of articles and videos on the mass email system.

Related Resources

Article: Setup a User to Receive Test Emails, How to Send Out Tests of a Mass Email Campaign, and How to Test an Individual Email Template
Article: Editing Tracked Links for Mass Email Campaigns – Creating Names for those Missing a Name
Article: How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign

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Article: How to Delete Unsent Email Campaigns, Test Email Campaigns, and Email Templates
Article: Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! *(*requires access to your web host)*
Article: How to Import a Google Web Font into your Trail Blazer Email Template
Article: How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade
Article: How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form
Article: How to Access and Use the Standard Trail Blazer Email Templates as a Starting Point for Template Creation and Mass E-Mail Campaigns
Article: Running an Import of Contact Data from Excel into your Database – Basic Overview
Article: How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template
Article: How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document
Article: How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, Etc.
Article: How to Find Duplicate Contact Records by Identical *Primary* Email Address, and Automatically Merge them Together
Article: Configuring your From and Reply Email Address Settings
Article: How to Cancel a Mass Email Campaign as it's Going Out & How to Reschedule a Queued Email Campaign
Article: Sample HTML Email Templates with Inline CSS
Article: Fix your HTML email formatting
Article: Sending Mass Emails
Video: Thank you's using mass email
Video: Eblasts Configure email settings before mass emailing
Video: Eblasts –Setting people up to receive test (draft) emails
Video: Scheduled Emails
Video: Eblasts Create and Send Eblasts – Includes Image Management

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