

Newsletter Training


UHR Technical Training and
Professional Development
July 2009

CareWorks^{cms} Welcome Dana Pierce 00:59:55 Logout

NEWSLETTER CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT


Control Panel > Newsletter

Newsletter ?



Manage Newsletters

- Create Newsletters
- Edit Newsletters
- View Archived Newsletters



Reports

- Email Status

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To create a new newsletter, click on Create Newsletters from this screen.

To edit an existing newsletter (either current or archived) click on Edit Newsletters.

Create Newsletter ?

* denotes required information.

Category:

Training

Duplicate Past Newsletter:

Select an archived newsletter...

*Date To Be Sent:

7/7/2009



When the newsletter will auto-send

*Subject:

The subject of the email

*Email Address From:

dpierce@oakland.edu

The address of the mailer or mailing list

*Email Title Name:

Training

The name that will precede the address

Training<dpierce@oakland.edu>

Newsletter Content:



Launch rich text editor

Click here to add content to your newsletter (see next slide)

Additional Options

Greeting:

☐ Use Greeting

This adds a "Dear Name:" to the top of the email notification.

Subscriber List:

☒ Use Subscriber List

If you have added a subscriber list, you can send to it here.

Additional Addresses:

☐ Use Additional Addresses

Add more addresses than are on the subscriber list.

Send Test Newsletter:

Send



Send a test newsletter to one or more users.

(Separate multiple emails with commas)

Cancel



Save

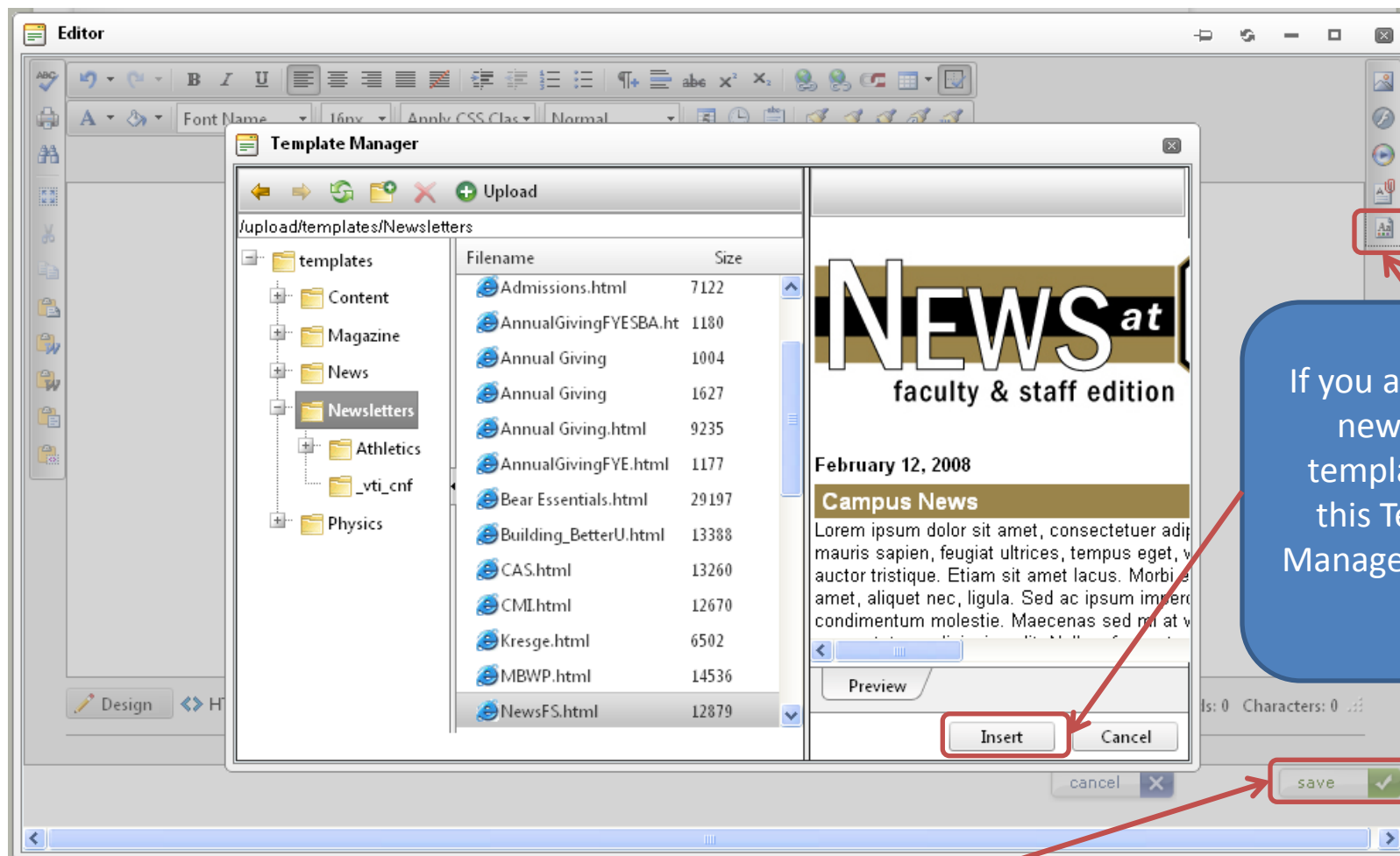


Send Now



Save for later or send now.

Total Subscribers: 0 [\[Manage\]](#)



If you are using a newsletter template, click this Template Manager to insert it.

After your template is inserted, replace the text and photos with your own materials and click SAVE. For more information on using the Rich Text Editor, please see the training materials for the Careworks CMS.

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NEWSLETTER CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT

Control Panel > Newsletter > Manage Newsletters > Create Newsletter

Create Newsletter ?

* denotes required information.

Category: Training

Duplicate Past Newsletter: Select an archived newsletter...

*Date To Be Sent: 7/7/2009


You can also choose to duplicate a past newsletter and modify the contents instead of choosing to start from scratch every time. This will save you time if the headings and/or content do not change too much from issue to issue.

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NEWSLETTER CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT

Control Panel > Newsletter > Manage Newsletters > Edit Newsletter

Edit Newsletter ?

* denotes required information.

Category: Training

Newsletter: ☒ Active Newsletters ☐ Archived Newsletters

Select a newsletter...


To edit an existing newsletter, choose it from the list and the Edit Newsletter page will appear. You will follow the same instructions as you did in pages 3 and 4 to edit. Editing an archived newsletter will present fewer options, and will not affect newsletters that have already been sent.

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NEWSLETTER CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT

Control Panel > Newsletter

Newsletter ?

 **Manage Newsletters**

- Create Newsletters
- Edit Newsletters
- View Archived Newsletters

 **Reports**

- Email Status

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NEWSLETTER CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT

Control Panel > Newsletter > Reports > Email Status

Email Status ?

☐ Report by date ☐ Report by category/newsletter

If you use the Subscriber feature, you can run reports to track who is reading your newsletter.

Adding Subscribers

- Subscriber List
 - Send Excel spreadsheet to C&M for upload
- List service
 - Have the list directed to your MailMan or other mailing list
 - You must currently own a mailing list account at lists.oakland.edu.
 - If you do not, you will need to have one set up for you. Information and forms required for this process are located at <http://www2.oakland.edu/uts/email.cfm> under the subtitle LISTS.