

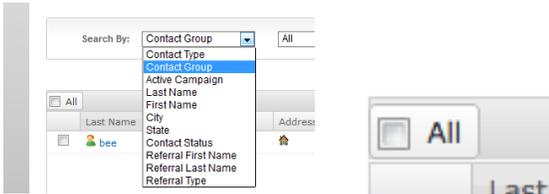


# TUTORIAL: iConnect How to Send an Email

Sending an email from the iConnect library is very easy. Just follow the steps below:

**STEP 1: Login to iConnect** Login to: <https://www.afniconnect.com/secure/login.aspx>  
(Don't know your username/password? Email: [iConnect@afncorp.com](mailto:iConnect@afncorp.com))

**STEP 2: Choose Contacts.** Click on the **Contacts Tab** >> Use the search tools or the drop down menu **to find or create your contact group.** >> Once you have the view you want, simply **choose ALL** to select the entire list.



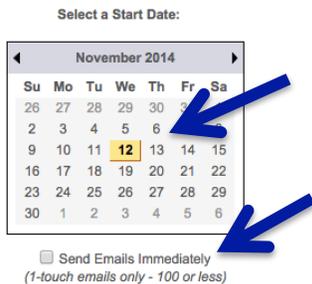
Then go to the bottom of the page and choose the **Start Marketing Campaigns** Button.



**STEP 3: Choose Your Email.** Select the **EMAIL** Thumbnail >>> Then choose a **Section** >>> Then a **Sub-Section** to locate the email message. **Click on the email** to choose it.



**STEP 4: Schedule or Send Email.** Use the schedule calendar to **choose a date**, or click **Send Emails Immediately.** Click the **Start Marketing Campaigns** Button.



## That's It! You're Done!