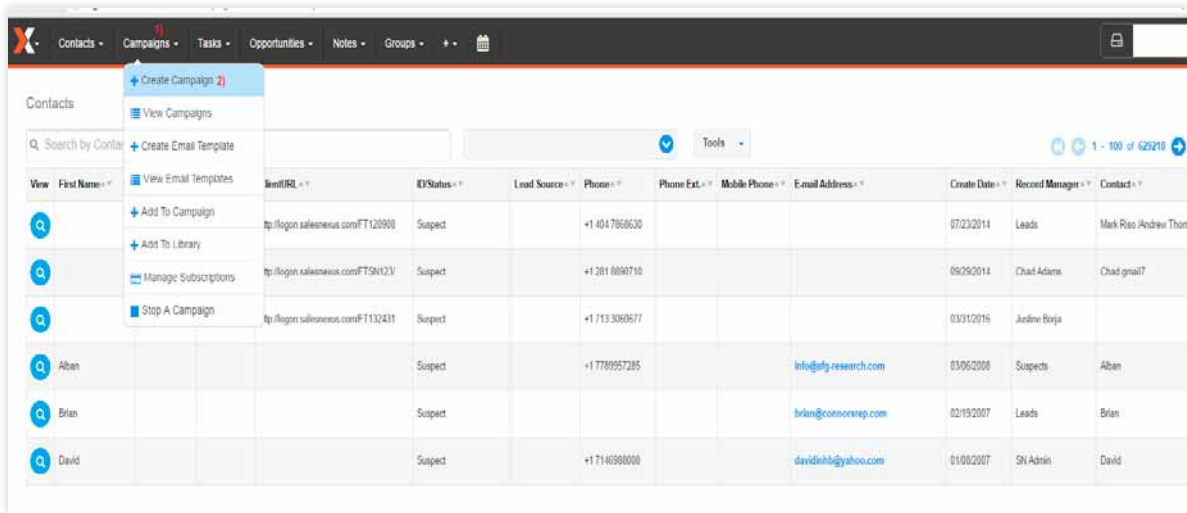# Creating
Multistep
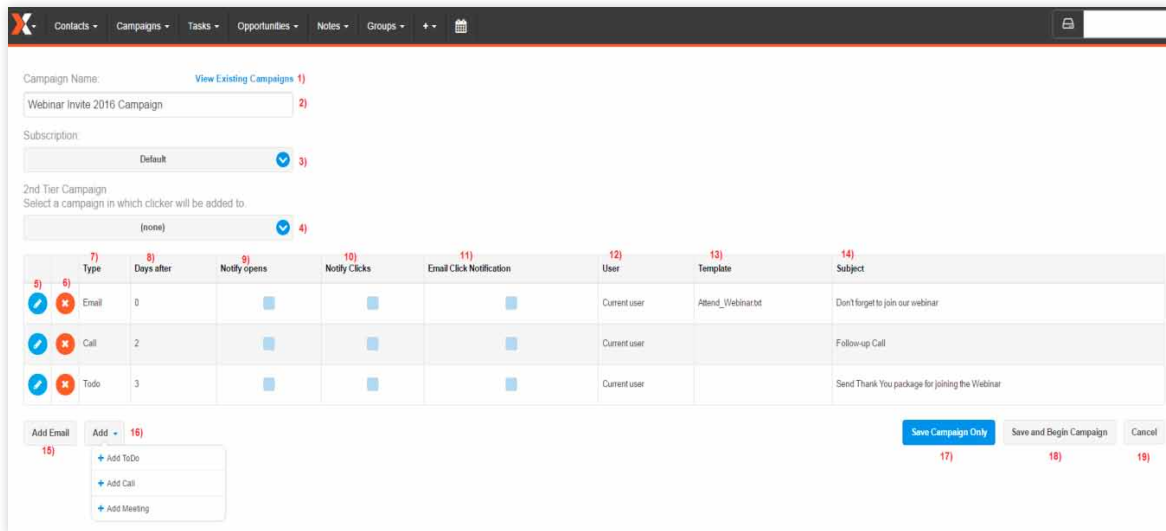# Email Campaigns

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Note: Creating your multistep email campaigns, must only be done in the presumption that you've already done the steps to create your email template(s) for use in scheduling the campaigns.

Access the campaign creation section, by clicking on the 1) Campaigns tab on top in the menu bar, and Choosing 2) Create Campaign in the option.

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Follow numbered items below in the screen shots:

1) To view the existing campaigns in your system.

2) Indicate a name for your campaign.

3) Choose a subscription to point your campaign to, but most of the time, this is best left to the Default mailing list.

4) For your recipients in this campaign, when they click a hyperlink in your email, set the 2nd tier campaign in this field to which they will automatically be assigned with.

5) Click on the pencil icon to edit the current task item.

6) To delete a specific item click on the orange X icon in line with that item.

7) Type column indicates the type of activities in this campaign. E-mail, to-do, call or meeting.

8) Indicates the number of days, counting from the day you scheduled the campaign (start date), on when the activities will be due.

9) Tick the box should you opt to have a notification task every time someone opens your email.

10) Tick the box should you opt to have a notification task every time someone clicks a hyperlink in your email.

11) Tick the box should you opt to receive an email notification every time someone clicks a hyperlink in your email.

12) Shows which person/user the task is scheduled for.

13) For email activities, this column will display the email template in use.

14) Shows the subject/regarding line of the email/task.

15) To add an email activity to this campaign click on the Add Email button.

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16) To add other items to this campaign such as a call, meeting or a to-do, click on the Add button.

17) When you are done creating your campaign, to save your work, click on the Save Campaign Only button.

18) When you are done creating your campaign and you want to schedule it to your contacts, click on the Save and Begin Campaign button.

19) To cancel or discard the campaign that you were creating and not to save it, use the Cancel button.

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