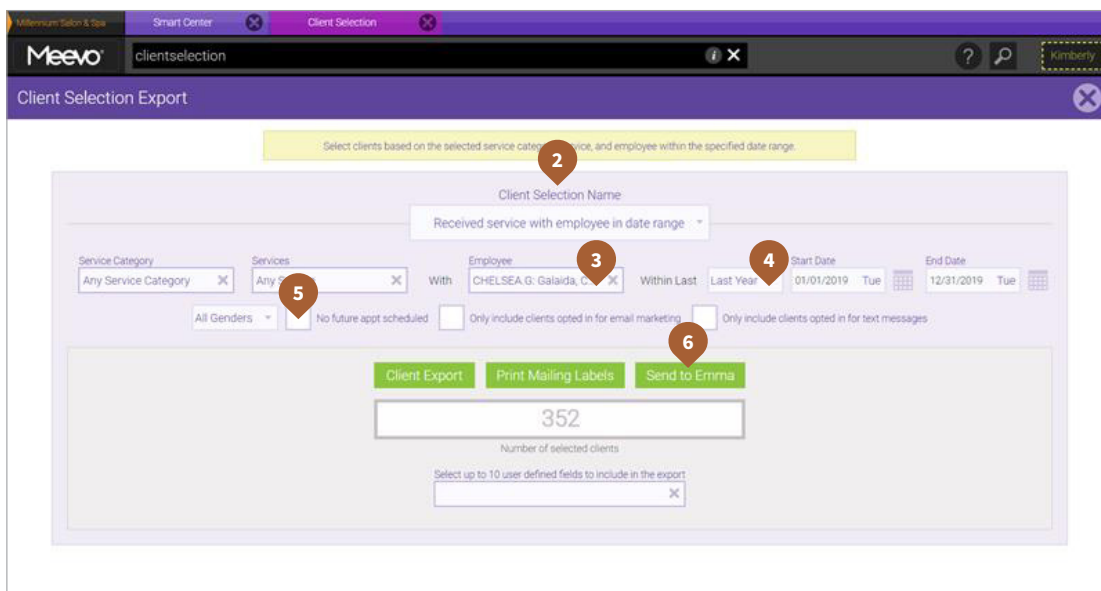


How do I create a one-time email campaign for an employee's client list if they are going on maternity leave or no longer work at the business?

Create this email campaign in two easy steps. Learn how to first export the employee's clientele from Client Selection Export and then how to create your email campaign in Email Marketing.

Step 1: Create a Client Select Export

1. Go to Meevo → Management → Client Selection Export or type "clientsselection" into the Convobar®
2. Under Client Selection Name, select Received service with employee in date range
3. Under Employee, select an employee
4. Choose length of time in Within Last field
5. Deselect No Future appt scheduled
6. Select Send to Emma
7. Create Group Name
8. Select OK



Step 2: Create a Campaign

1. Select the Campaigns tab
2. Select the Create new campaign
3. Enter the Campaign name
4. Select Continue
5. Choose a Template or Start from Scratch
6. Customize your campaign
Refer to the Email Marketing Powered by Emma course for more information on customizing your campaign.
7. Select Review
8. Select the group created in step one under Choose recipients
9. Enter a subject in Enter a subject line field
10. Enter Sender name
11. Enter Sender email
12. Select Send Now or Schedule for later

Tip: Select **Send Test** to send a test to view how your final email will appear.

