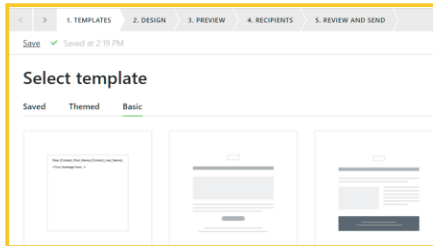# Using the Email Editor in Wild Apricot
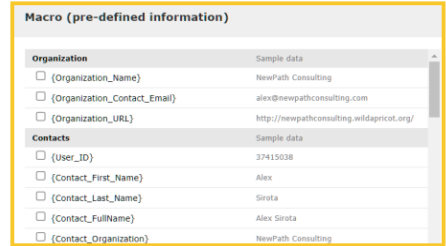
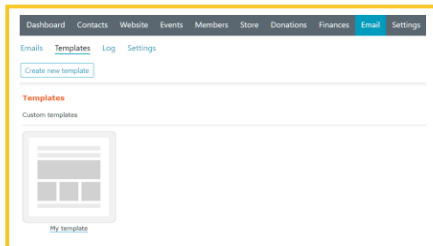## Featuring the new editor introduced in v7.6

1 Get familiar with the basic email templates. They are excellent starting points!
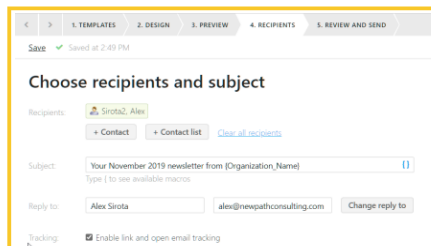
2 Compose the email by selecting layouts and gadgets, and check out the settings.
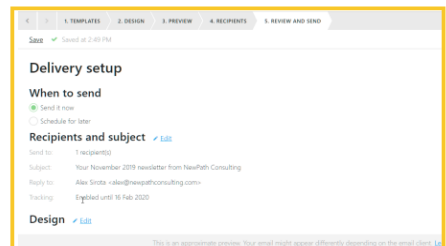
3 Use the macros tool to insert Wild Apricot fields to personalize your email.

4 Make your own custom template that can be reused many times with your own layout, text and images.

5 Select a list of recipients and set the subject. You can personalize the subject with macros too!

6 Finally, send the email or schedule it for a future time. You can track who opened the email and who clicked.

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