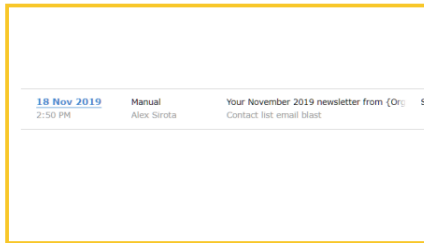


Creating and Managing a Newsletter Center

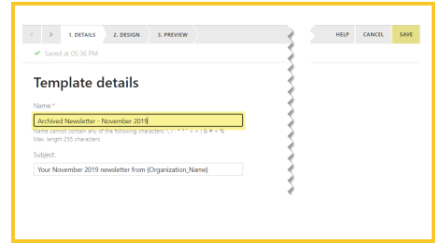
Making it easy to archive manual emails in Wild Apricot



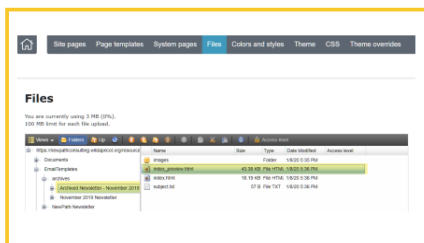
1 Find your manual sent emails you wish to archive, found under Email/Log



2 Create a new template from the sent email. This will create an archive of your sent email



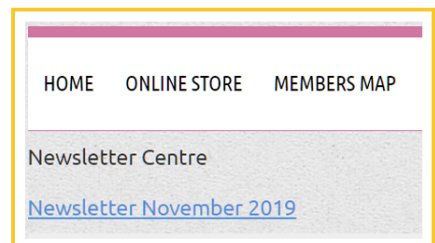
3 Name the email template so you can find it later in the File manager.



4 Go to Files section, and move the saved template into a new folder for archived newsletters.



5 Double click the file index_preview.html. Copy and paste the link.



6 Link to the email in a content gadget on a page. You can restrict access to this page to members.