

# How to Upload Schedule Email on Active Campaign

### 1. What is Active Campaign??

Active Campaign is one of the platform which we use to Send and Schedule our Email campaigns.

It also helps us to Automate our Email marketing process and to give us Detail analytics like Numbers of people who opened our Email, Number of People who clicked on our Email Etc. for all our Emails.

### 2) How to Schedule an Email on Active Campaign??

1. To Schedule an New Email ,we need to first Login into Active Campaign and click on Campaigns option.

B) Then you need to Duplicate one of the Email which we have Send Earlier.

C) After this You need to click on continue and in the Type option you need to Change the Email Campaign name. And Click on Standard Type option. As shown in the ScreenShort.

D) You need to Select the list Depending on the type of Software EX- For online software online list,For offline select offline list.

E) After that you need copy your Email and Paste it in Design option

F) After this you need to make your Important points into bold .To make it bold you need to select the text and click on Bold option.

G) Next you need to Add link for the you need to select the text to which you are going to Add link and then click on the Pin shown in the menu bar and Add the link.

H) Then you need to Click on the Setting options

1. To Add the Subject line and change From and Reply Email idea to – [Prady@sitestrokes.com](mailto:Prady@sitestrokes.com)

2) To test the email – To check Whether your Email is landing in Updates or in Promotions.

I) Then you need to ON- Rely Tracking,Link tracking & Google Analytics.And also need to Change Campaign Archiv From public to private.



J) The last thing Which we need to Do is Schedule our Campaign .Most of put Campaigns are on 10:30 Or 11:30 AM EST which is 8:30 or 9:30 PM IST. So we need to schedule Accordingly.

And Lastly you need to Click on Finish and your Email is thus Schedule.