How and when to use Mass Broadcasting

Welcome to this guide on using the Mass Broadcast feature in Mailvio. To access this feature, you need to contact support at support@mailvio.com to enable it for your account.

Step 1: Log in to your Mailvio account
Step 2: On the dashboard page, choose the option "Continue to Dashboard" for your agency or personal account.
Step 3: Click on "Mass Broadcast" in the left sidebar.
Step 4: Request account approval for Mass Broadcast by clicking on "Request for Account Approval."
Step 5: The status of your account approval requests will be shown here. If you don't have any approved accounts yet, click on "Request Approval."
Step 6: An approval request will be generated and displayed. As a client, check your email for an approval request from Mailvio. Click on the approval link in the email.
Step 7: After clicking the link, the status will change from "Pending" to "Approved" in the Mass Broadcast section.
Step 8: Return to the Mass Broadcast section and click on "Create and Send Campaigns."
Step 9: Choose a campaign template from the available options. Click on the desired template to select it.
Step 10: Select the account(s) you want to use for the email campaign. If you have multiple approved accounts, they will be listed here.
Step 11: Select the groups you want to send the email campaign to. All groups within the selected account(s) will be displayed.
Step 12: Optionally, choose a sending domain for the email campaign. You can select from the available sending domains associated with the client's account.
Step 13: Click on "Check" to confirm the campaign details.
Step 14: Click on "Add/Edit Template" to customize the email template. You can add custom links and make other edits as needed.
Step 15: Once you're satisfied with the template, click on "Save."
Step 16: Proceed to the "Schedule" tab to set the date and time for sending the email campaign.
Step 17: Click on "Send Campaign" to schedule the campaign for sending.
Step 18: The email campaign will be sent on the specified date and time based on the client's account time zone.
Step 19: After the campaign is sent, you can view statistics such as sent emails, opens, clicks, hard bounces, and junk reports in the Mass Broadcast section.

That's it! If you have any questions or need further assistance, please contact us at support@mailvio.com. We're here to help.

Thank you for using Mailvio!

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