How to create a Table of Contents in your email

We understand the importance of organizing your email content effectively to enhance reader experience. Follow these steps to seamlessly create a table of contents in your emails and simplify navigation for your recipients.

Step 1: Open Your Email Builder

- Access your email builder within Mailvio by creating a Campaign or adding a Template.

Step 2: Insert Table of Contents Placeholder

- Drag a new text element or select an existing one in your email.
- Type in ''{{__TOCSUMMARY}}'' as your table of contents placeholder.
    - Alternatively, you can search for the name of the table of contents merge tag by accessing it through the ''Merge Tags'' button.

Step 3: Highlight Email Sections and Format

- Highlight each section, click ''Formats,'' select ''Table of Contents,'' and click ''Continue.''

Step 4: Preview and Verify

- Before sending your email, preview it to ensure all sections and the table of contents appear as intended.

Why is a table of contents beneficial in emails?
A table of contents helps readers navigate lengthy emails efficiently, providing a quick overview and direct access to specific sections.

Can I customize the appearance of the table of contents?
Unfortunately, the customization options for the table of contents in emails are limited due to email client constraints. However, you can adjust font sizes and styles to some extent.

How can I test the functionality of the table of contents in different email clients?
It's recommended to test the table of contents across various email clients to ensure consistent performance. Use email testing tools or send test emails to different accounts for verification.

That's it! Enhance the readability of your emails by incorporating a user-friendly table of contents. Streamline navigation and engage your audience effectively with this simple yet powerful feature. If you have further questions, please reach out to us here.

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Your Email Campaigns

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