How to Export & Send an Email Marketing Effort

Step 1. Click *Export Effort* in the top-left corner of your marketing effort.

Step 2. When the new pop-up window appears, click *Start*. 

![Export Effort in the top-left corner of the marketing effort](image1.jpg)

![Edit marketing effort export process](image2.jpg)
Step 3. When the export process is complete, click the drop-down arrow next to *Email Export Def* and choose *Start Email Job*.

![Image of Export Process Complete]

Step 4. When the new window appears, confirm the send date and time. (You can pre-program these options to send the email at a future time.) Click *Start* to send the email.

![Image of Start Email Job]

**Important Note:** Once you click start, the email will be sent to the Blackbaud server. We won’t be able to “un-send” the email, so please make sure you have carefully reviewed your email.