



Quick Start Guide To:

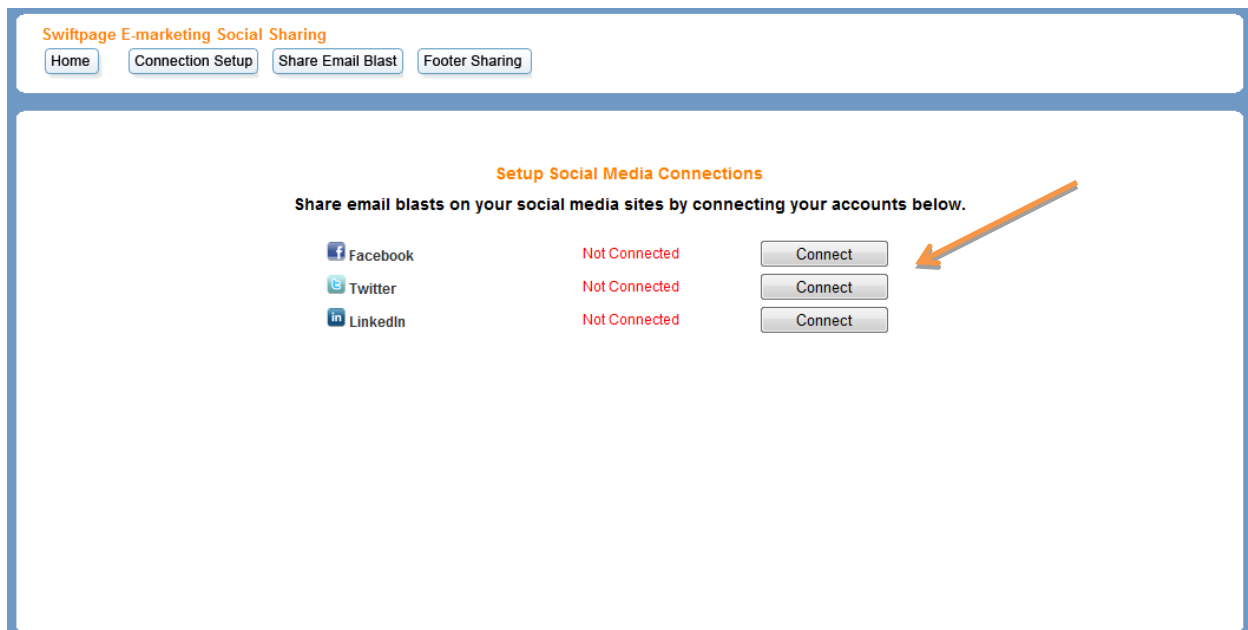
Swiftpage Social Sharing

This Quick Start Guide will guide you through how to set up and use the Swiftpage Social Sharing feature.

1. Go to www.swiftpage.com.
2. Input your account details at the top of the screen and click on Submit.
3. Once you are at the Home screen, click on Social Sharing.



When you open the Swiftpage Connect Social Sharing, you will see the following screen:






4. This is where you connect your Social Media Accounts (Facebook, Twitter, LinkedIn). Click the “Connect” button next to the Social Media Product you want to connect. You can choose one, two or all of them.
5. This will route you to a Log In and ask for you to allow permission to connect the services.

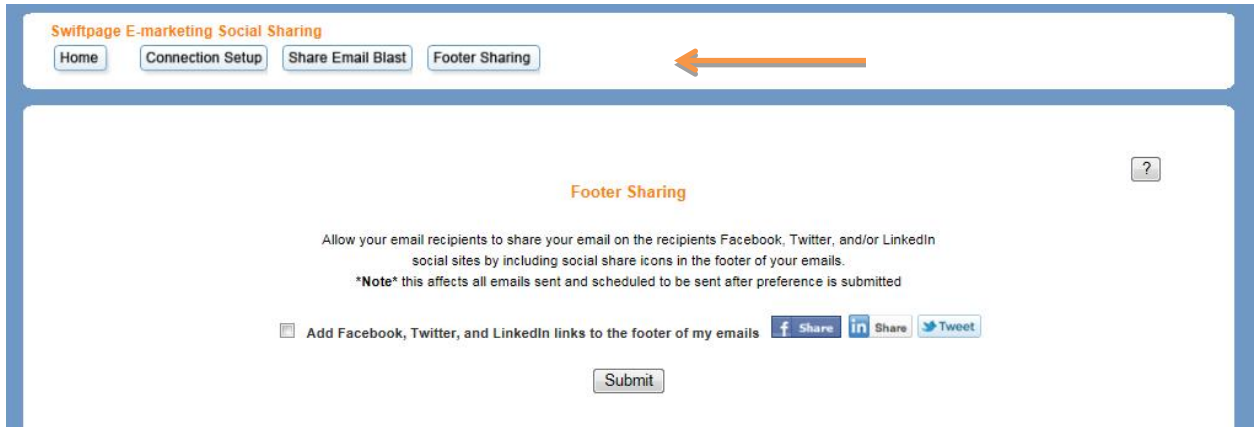
6. You'll follow the log in steps and see the below screen for your Connections status.

Setup Social Media Connections

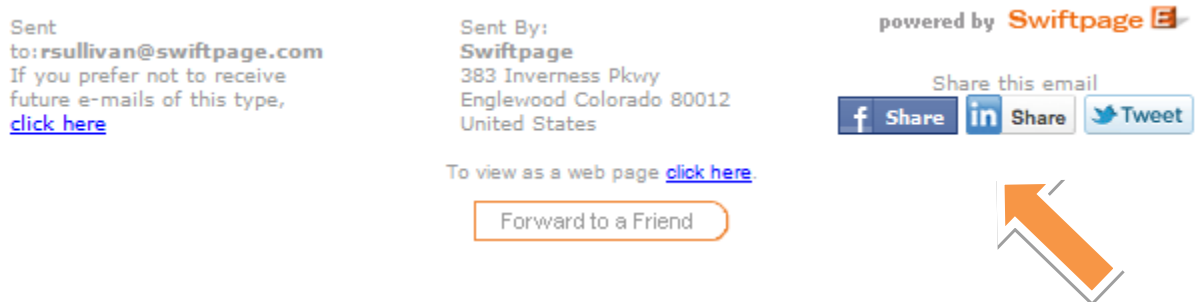
Share email blasts on your social media sites by connecting your accounts below.

 Facebook	Connected	Ryan Sullivan	<input type="button" value="Disconnect"/>
 Twitter	Not Connected		<input type="button" value="Connect"/>
 LinkedIn	Not Connected		<input type="button" value="Connect"/>

7. Now, if you want to have the Social Sharing icons located in your Email Footer so that your contacts can click and have them share to their Social Media site, you will want to click "Footer Sharing" at the top of the page.



This will appear in your Email Footer (shown below).



8. When sending out the email blast, you'll go through the normal Send Email Blast steps.

Send an Email Blast

Select Contacts

Current Contact - JH

Current Lookup - Selected Contacts (Contains: 1 Contact)

Group:

All Contacts

Email Template:


Email Subject: *required


*Blast Name: *optional


9. The following step will ask you if and what Social Media connections you want to attach with this Email Blast. Select the one(s) you want > Continue.

Share Email Blast

Share this email blast on your social media sites by selecting the sites below.
If you have not setup your connections, select Connect Account to cancel this email blast and setup your connections prior to sending.

 Facebook Ryan Sullivan

 Twitter [Connect Account](#)

 LinkedIn [Connect Account](#)

10. This is the Email Blast Confirmation. It will show you the details of the send. Now including the Social Sharing information.

Email Blast Confirmation

Sending To:	1 Contact (JH)
Send Time:	Now
Template:	Sample
Subject:	Test SS Footer
Name:	Test SS Footer
Share Email on these Social Media sites:	Facebook
Allow recipients to share:	true (social site icons will appear in email footer)

11. If you elected to not share your Email Blast to your Social Media during the send state, you can still go in to share that previously sent template by clicking the Share Email Blast at the top of the Social Sharing page.


12. Here, you will want to select the Email Blast > Next

Swiftpage E-marketing Social Sharing

[Home](#) [Connection Setup](#) [Share Email Blast](#) [Footer Sharing](#)

Share Email Blast

View Email Blasts from the last days

Sent	Email Subject	Template Name	Facebook Post 	Twitter Post 	LinkedIn Post 
10/14/11	Test SS Footer	Read Only zzz_Brochure 01			
10/13/11	test	Read Only zzz_aStart	10/13/2011 4:12 PM		
10/13/11	test	Read Only zzz_aStart	10/13/2011 4:10 PM		
10/13/11	testing	Read Only zzz_aStart	10/13/2011 4:20 PM		
10/12/11	Sample Campaign	Read Only zzz_Company News	10/13/2011 4:04 PM		

13. Confirm Email Blast Sharing and select the correct Social Media site(s) you want to share the blast template to > Click Share.

Confirm Email Blast Sharing

Email Sent Date: 12/13/11

Email Subject: Sample Campaign

Preview of Email: [Click here](#)

Your email subject line and a link to your email template will be posted to your connected social media sites. Select which social media sites to share on:

- Facebook Ryan Sullivan
 Twitter
 LinkedIn

Share

Cancel

14. This is a confirmation page that will summarize the details of your Social Media Sharing.

Social Media Sharing Confirmation

Your social media sites will be updated shortly. You will receive an email confirmation upon completion.

Share Time: 10/14/2011 8:16 AM

Template: Read Only zzz_aStart

Subject: test

The following social media sites will be posted to:

 Facebook

Share Another Email Blast