

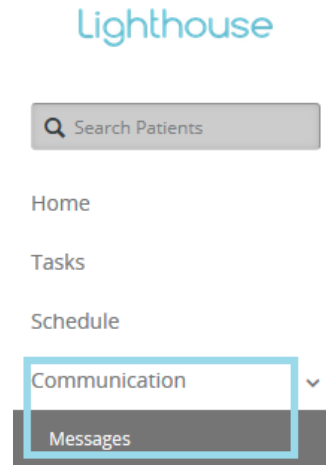
# CREATING AND SENDING AN EMAIL BLAST

1

Login to [home.lh360.com](http://home.lh360.com)

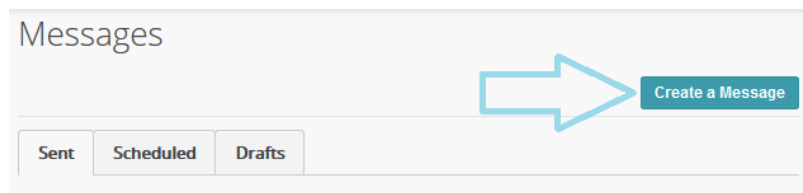
From the menu bar on the left of your Dashboard, click **COMMUNICATION**

Under Communication, click **MESSAGES**



2

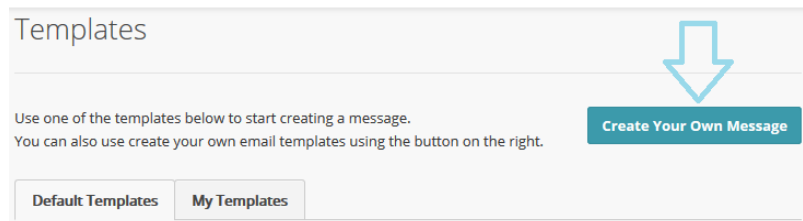
In the upper right, click the **“Create a Message”** button.



3

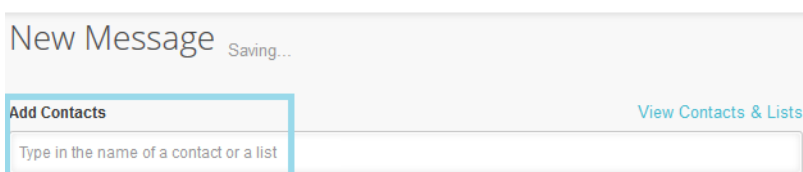
From Templates:

- Choose an existing template
- **\*OR\* “Create Your Own Message”**



4

In the **“Add Contacts”** field, enter an email address, patient name, or name of a patient list.

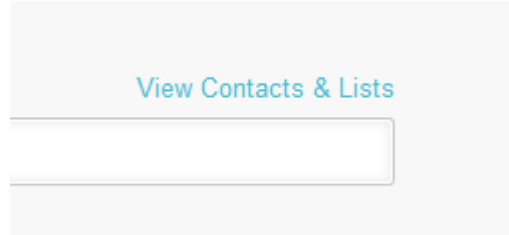


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## 5

To see available Patient Lists and Patient Names, click **“View Contacts and Lists”** on the right hand side.

(View Contacts & Lists continued in step 6...)

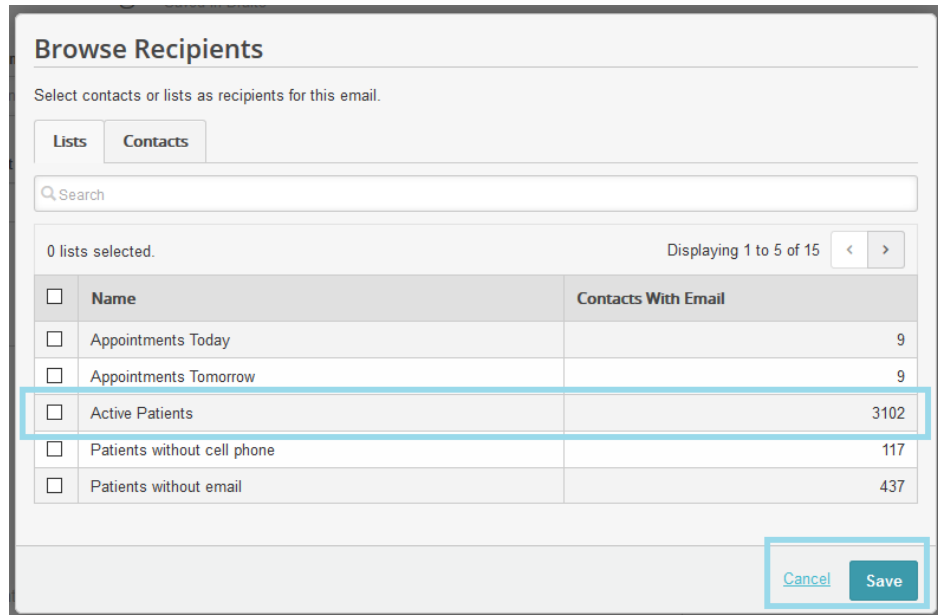


## 6

Use the **Lists** tab to select groups of patients such as **“Active Patients”**

**Check the box** beside the list(s), then click **SAVE**

(Use the arrows in the upper right to see more Lists)



**Browse Recipients**

Select contacts or lists as recipients for this email.

Lists Contacts

Search

0 lists selected. Displaying 1 to 5 of 15 < >

<input type="checkbox"/>	Name	Contacts With Email
<input type="checkbox"/>	Appointments Today	9
<input type="checkbox"/>	Appointments Tomorrow	9
<input checked="" type="checkbox"/>	Active Patients	3102
<input type="checkbox"/>	Patients without cell phone	117
<input type="checkbox"/>	Patients without email	437

Cancel Save

## 7

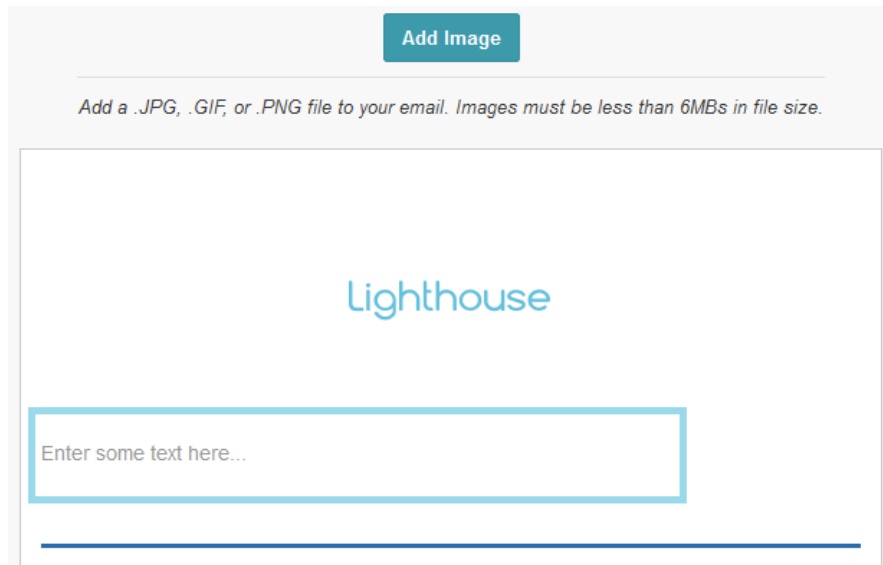
Add a **Subject** to your message – This is required.

**Subject** (Characters remaining 200)

# CREATING AND SENDING AN EMAIL BLAST

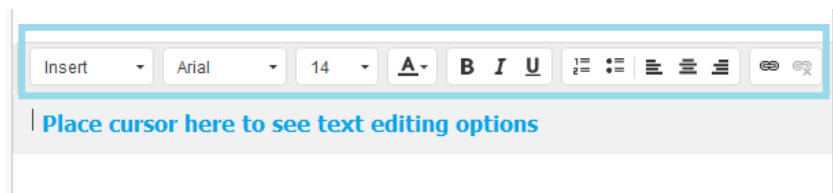
8

Start your message body by placing your cursor in the space that says “Enter some text here...”



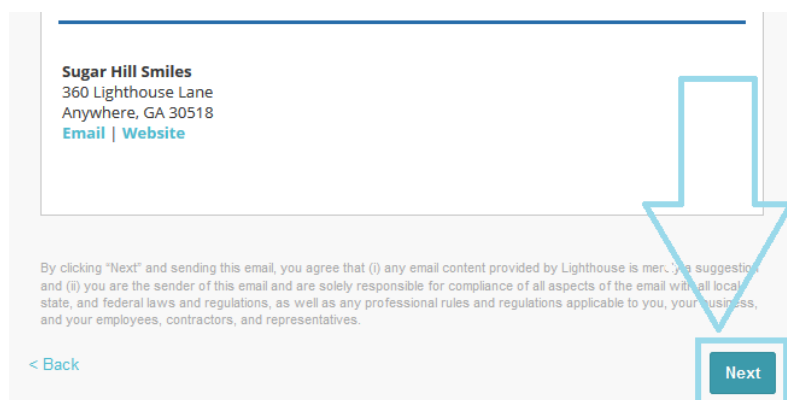
9

Once your cursor is in the message body box, you will see a text editing toolbar at the top of the message body area.



10

Click **NEXT** in the lower right when your message is ready.



# CREATING AND SENDING AN EMAIL BLAST

## 11

Click **SEND NOW** to send your message today, OR Select a Date to send in the future.

**Schedule your message**

Would you like to test your email before you send it? [Send a test to my inbox](#)

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Email will be sent on: 3/12/2020

Recur Annually

< Back Cancel **Send Now**

