USER MANUAL
Email

Configuration and 1st use

AFILNET

Cloud Marketing & communications
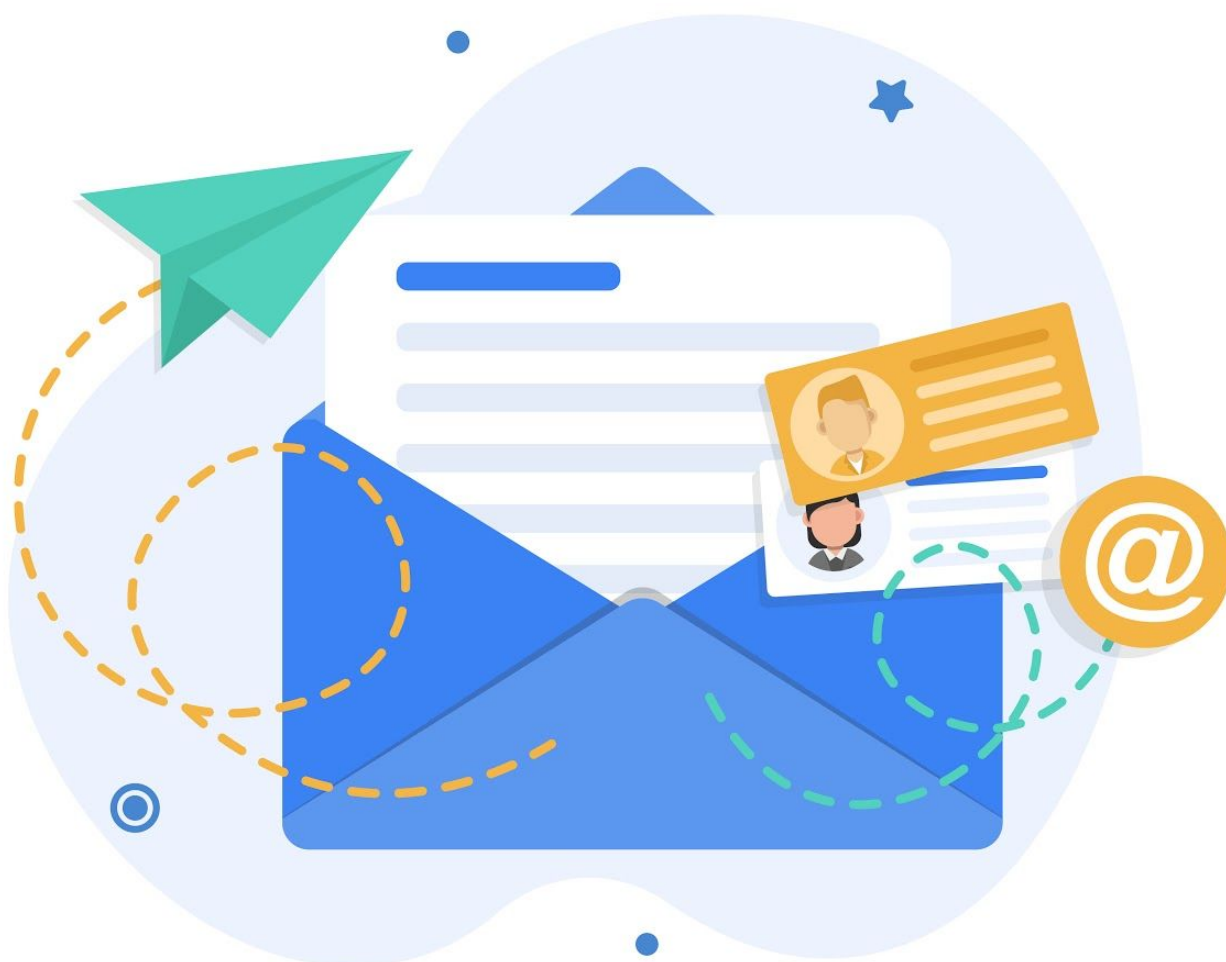
V.1.0 - November 2020

1.- Introduction

In this manual you will learn how to send emails through Afilnet **without prior knowledge**. We will guide you step by step on what actions to take.

To be able to send emails you must have an email account, these accounts must be your company accounts contracted with your domain and hosting, and not free email services such as hotmail or gmail. If you do not have a private email account, we can provide one, see more details on our website or contact us.

Remember that Afilnet offers trial credit every month for sending emails, so you can use this service for free until you cover the credit offered.

2.- Registration as an Afilnet client

In order to access the service, it is mandatory to be an **Afilnet client**, for this you only have to register through our website or at the following link:
https://www.afilnet.com/uk/client/register/

Once registered, an email will be sent to verify your email account, proceed to verify said email.

After validating your email account, you will be able to **access as a customer** to Afilnet, including your email and password.

3.- Setting up your Email account

To set up a new email account, go to the option **"Channels"** in the administration panel on the left of your screen.

When you are in **"Channels"**, click on the upper right tab: **"Add a new channel".**

In the type of channel drop-down, you must select the option: **"Email"** and click on Set up a new email account. If this option does not appear, check that you have the email channel active by accessing "Options"> "My Channels".

Now you will be asked for the data related to your email account.

Once you have completed this action, you will see that the email you have just configured appears in the channel list.

4.- Send my first email

To send emails using the Afilnet platform, there are multiple options, the first thing we will do is send a simple test email, to check that everything works correctly, for this, we return to Home and in Quick Message select Channel> Email, once this is done the editor will load and we can compose our message.

To do this, we will ask the following information:

- **Email Title**, the title will email you're sending
- **destination email**,whom we want send
- **Ship date,** if we send the email now or schedule for another time
- **field message**, this is where you will include all the content related to your email, our editor allows you to upload images, load predefined templates and load templates previously saved by you.

Quick message

channel	Email
Subject	
Destination:	
Sent date:	☑ Send now

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☐ Save as a template for future SMS

Send email

Once you have made your shipment, you will be shown a confirmation message and you will be able to see the result in the sent tab:

And your recipient will have received your email:
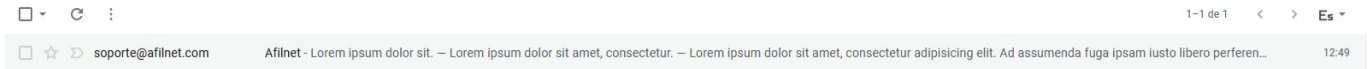
Once this is done, you will be able to carry out email campaigns and track your shipments, to do this, consult our "User Manual", which you can find on your user panel or any of the help resources that Afilnet provides.