

## KMail

HTML is here! Kitomba Series 5 now gives you the ability to create HTML emails send to your clients. To get to KMail - go to the Kitomba Website [www.kitomba.com](http://www.kitomba.com) on the top left hand side go to click on the KMail login link



A login screen will appear and ask you to put in your username and password.

Username

Password

If you do not know your KMail login details please contact the Helpdesk on 0800 161 101.

Once you have logged on you will now come to your KMail home page where you will be able to manage your HTML marketing from.



## Getting Started

Listed below are the reports for the most recent campaigns you have sent. We have also suggested some other things you can do with Campaign Monitor at the bottom of the page. You may want to create a new campaign, create a new template or edit an existing template or campaign.

### Would you Like to



Create a New Template



View/Edit Your templates

Campaign Name	Date	Emails Sent	Total Views
Kitomba Benchmark	2009-02-09 04:40 pm	41	120
Kitomba Series 5	2009-01-16 06:55 pm	10	53
Kitomba Series 5	2009-01-16 05:20 pm	8	16
Kitomba Series 5.0	2009-02-20 05:15 pm	576	390

You will be able to

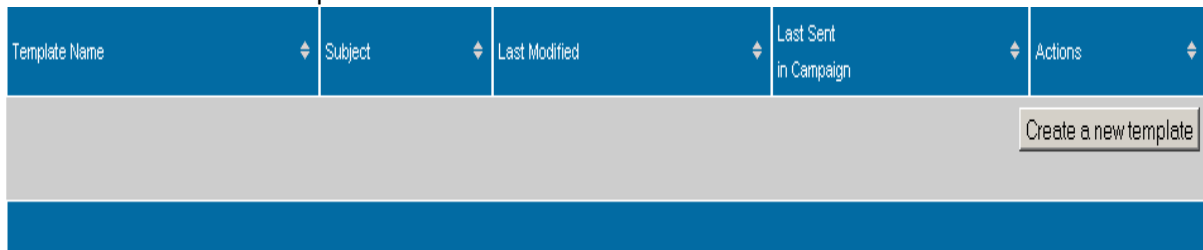
- Create new templates
- View existing templates
- Get help and tutorials

Create new Templates

To create a new template, click on the Templates link.



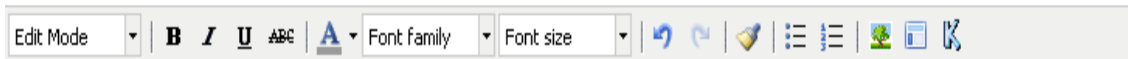
Click on Create a new template



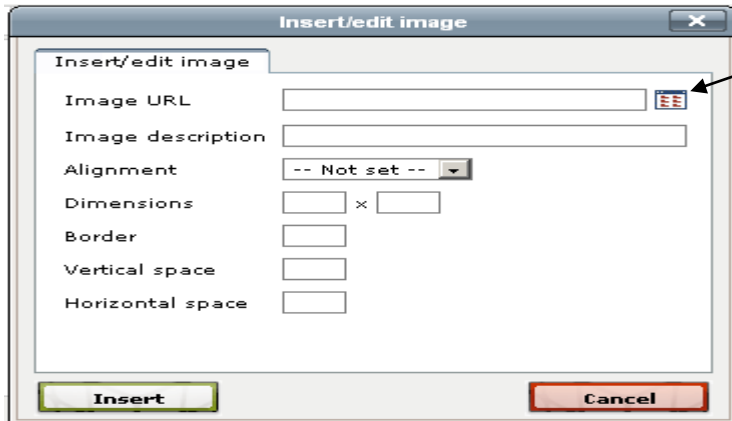
Remove the enter email body text and give your template a name and subject heading

Template Name

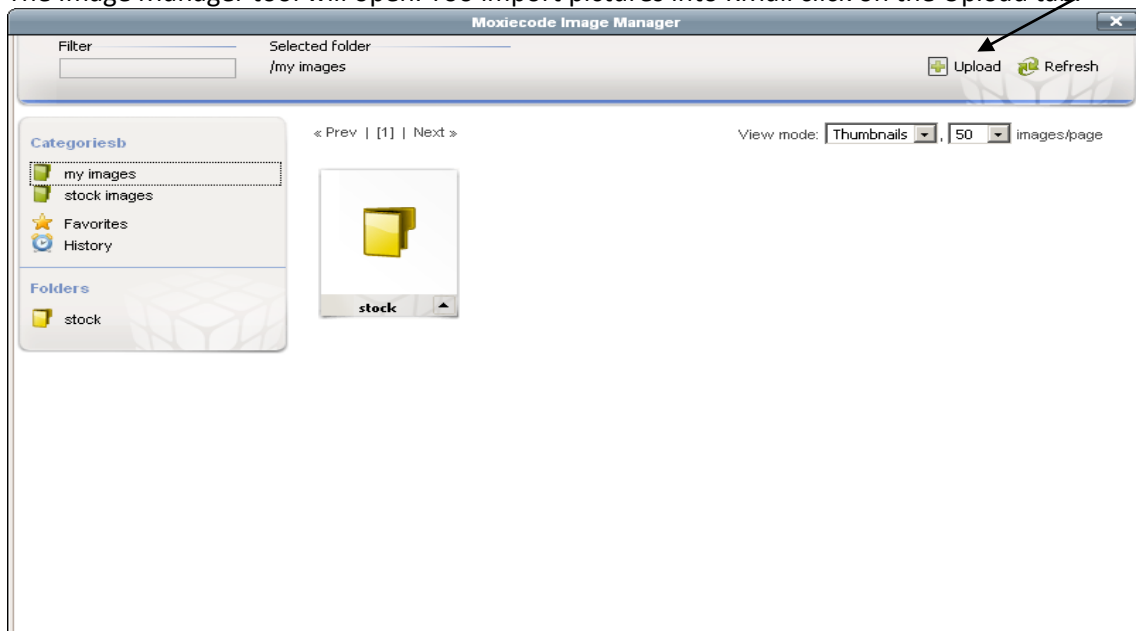
Email Subject



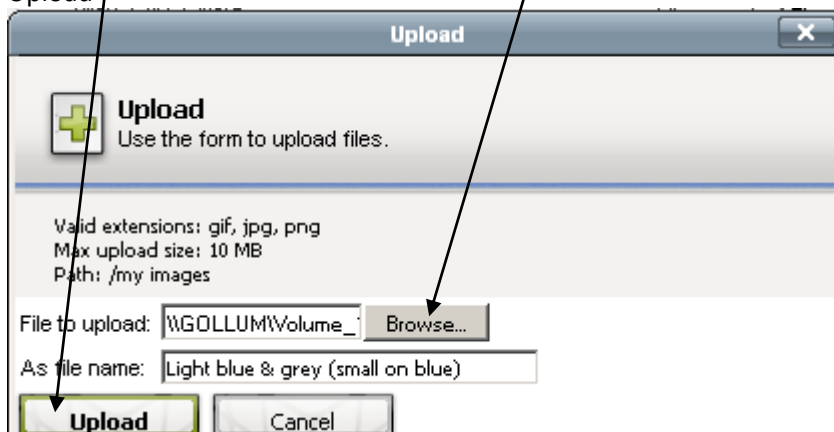
To add a picture, click on the insert/edit image tab. The Insert/edit image box will appear. You can access images from the computer you are working on by clicking on the Browse tab below.



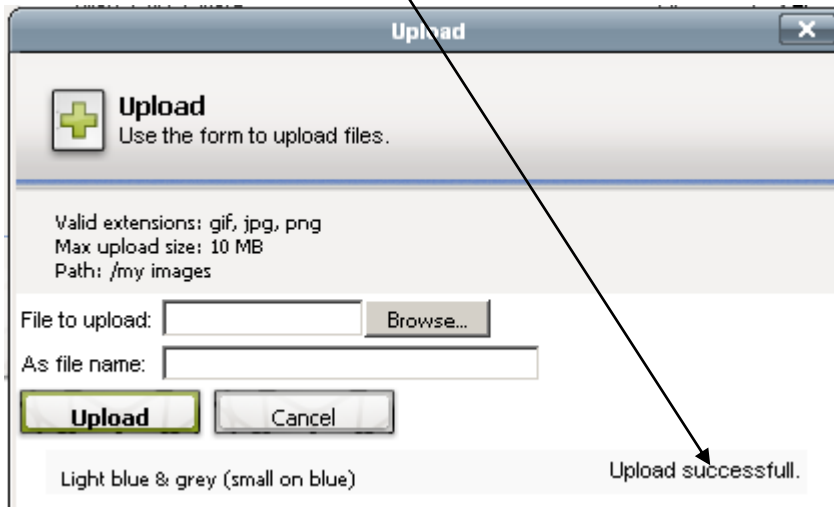
The Image Manager tool will open. To import pictures into KMail click on the Upload tab.



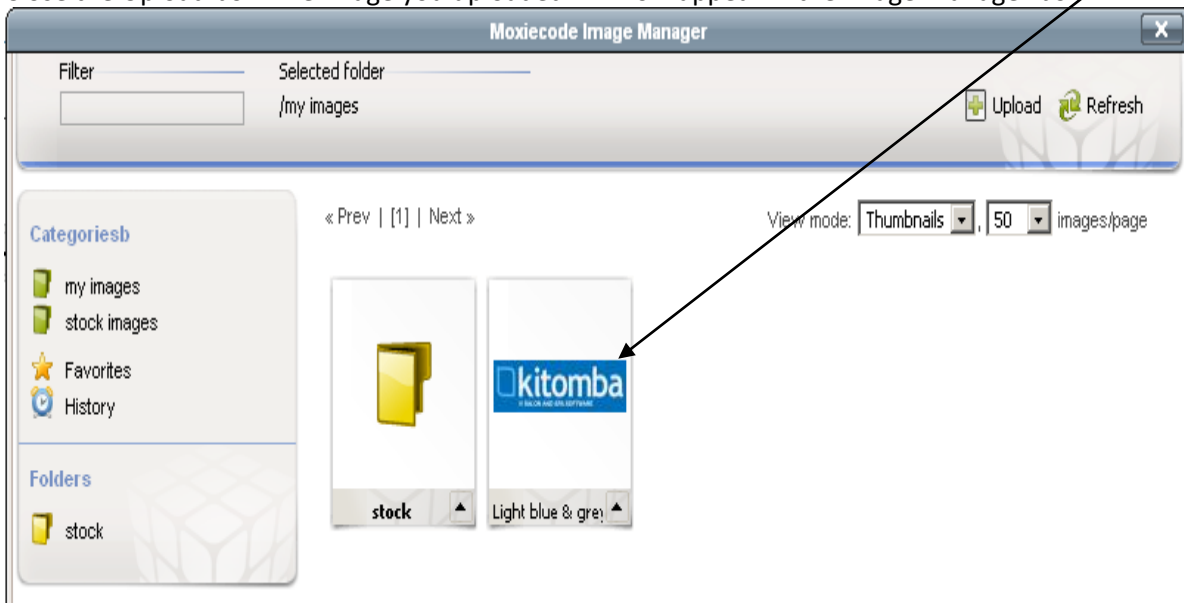
The Upload box will appear. Click on Browse, locate the image to upload, click on Open then click on Upload.



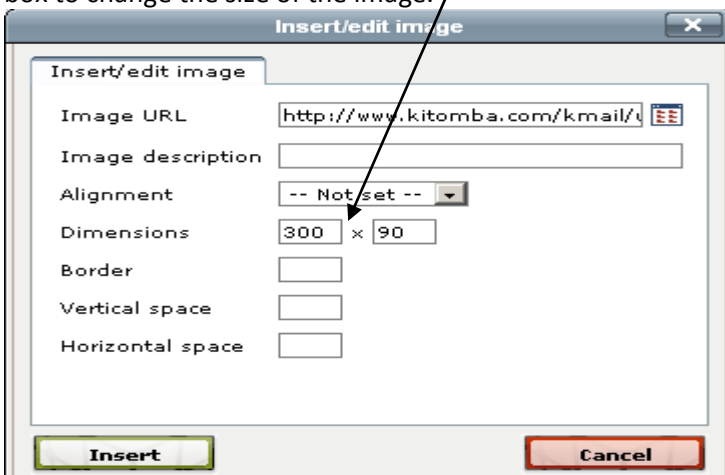
The upload successful message will appear if the image uploaded. **Be aware the maximum upload file size is 10MB.**



Close the Upload box. The image you uploaded will now appear in the Image Manager box.



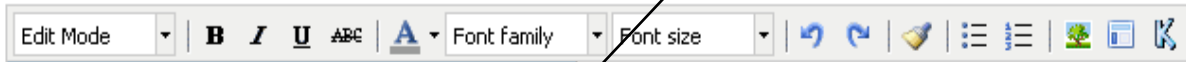
Click on the image you uploaded. The Insert/edit image box will appear. You can edit the dimensions box to change the size of the image.



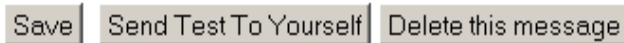
Click on insert and the image will appear in your KMail template.

Template Name

Email Subject

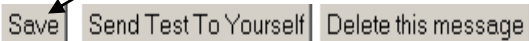


Path:



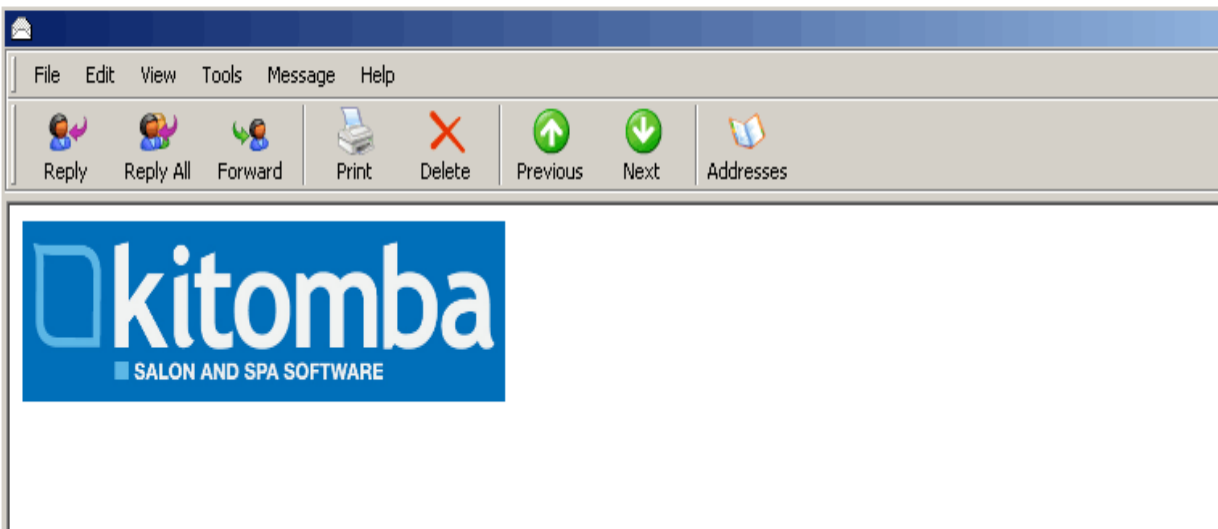
Add the text you'd like to send. Please be aware you can copy and paste from Word. You need to use the Advanced Edit mode to copy and paste from Word.

Click on Save and the image will appear in the Email Preview box below the email template.

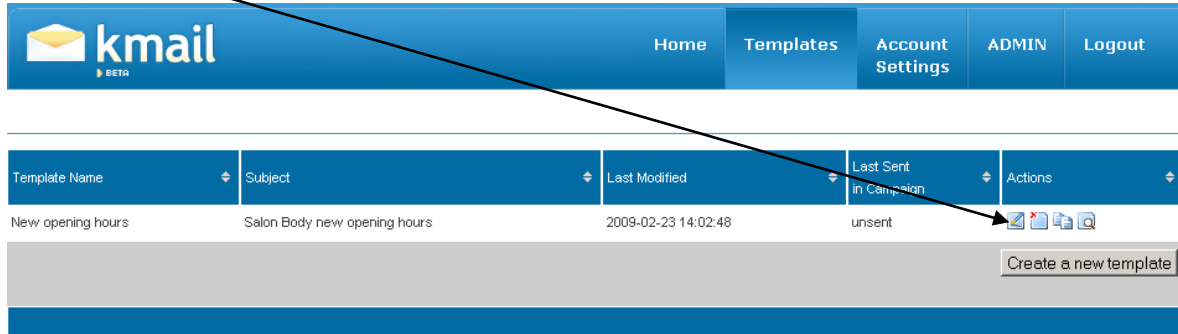


### Email Preview

This is a preview of your email template. While all email programs are different, this is approximately what they will see.



All saved templates will show in the Templates tab. To open an existing template, click on the edit tab.



### Linking templates to your Kitomba

Although KMail will change the way your email messages look, the way in which you send them has not changed and the 4 basic Automessage rules still exist -

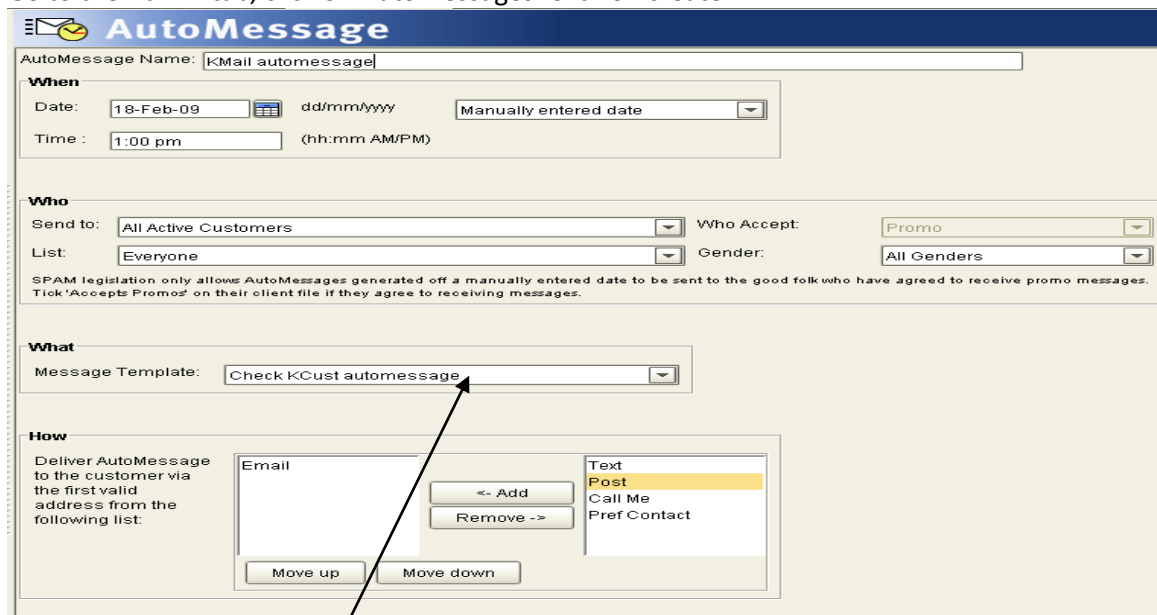
- When you want the message
- What message you want to send
- Decide who you want the message to go to
- Decide how you want the message to go out

Once you have decided on these you just need to go through the Automessage process as you normally would.

Go to the Admin Tab click on Message Templates. All KMail message templates will show with a blue K as below. It can take several minutes for KMail templates to appear.

- Business Awards 2008
- Check KCust automessage

Go to the Admin tab, click on AutoMessages. Click on create.



Set up your AutoMessage as normal. The name of the KMail Message Template will appear in the Message Template field.

Change your KMail account settings

Click on Account Settings to modify your KMail password and email address to send preview emails.



The navigation bar features the KMail logo on the left and five menu items: Home, Templates, Account Settings (highlighted), ADMIN, and Logout.

**Username:**

**Password**

**Password Confirm**

**Email Address**

Submit

If you edit any details remember to click on submit to update and save any changes.

KMail Admin Tab

The KMail Admin Tab shows all current and historic campaign stats.



The navigation bar features the KMail logo on the left and five menu items: Home, Templates, Account Settings, ADMIN (highlighted), and Logout.

## Campaign Stats

Business Name	Campaign name	sent date	first opened	last opened	unique pcs	unique opened	forward rate	open rate	total views	total sent	id