ContactMonkey Sending Checklist

Before you hit "Send now" and distribute your important communications, use this checklist to ensure everything is perfect.

Before you send:

☐ **Select your Email Design:** Click "Choose from library" to import the finalized, reviewed and approved email into your email.

☐ **Send a Test:** Send a test to yourself and/or colleagues before sending to your recipient list. This gives you the chance to preview the layout without tracking engagement.

☐ **Insert Subject Line:** Is your Subject Line clear, compelling, and ready to go? A subject line is required for your email to send.

☐ **Select Tracking Type:** Make sure you've selected the appropriate tracking type for your email in the "Additional Settings" section. Click here to read more about tracking.

☐ **Add your Recipients:** Select how you want to add your recipients: Google Group(s), individual address(es), CSV upload, or List Management Contact List(s)

☐ **Verify your "From" field:** If you're sending as another user or shared mailbox, ensure your "Send from" field is correctly set.

Ready to send!

☐ **Click "Send now":** This is the most important step!

☐ **Or, Schedule for Later:** This option allows you to set a future send date and time. Your email will send automatically, even if you've closed your dashboard.

Contact Monkey