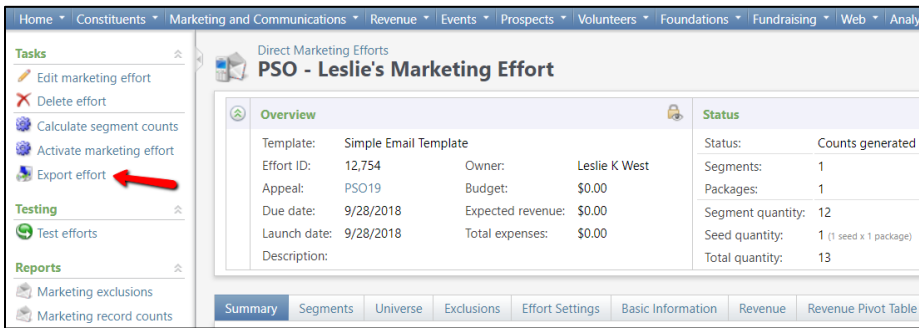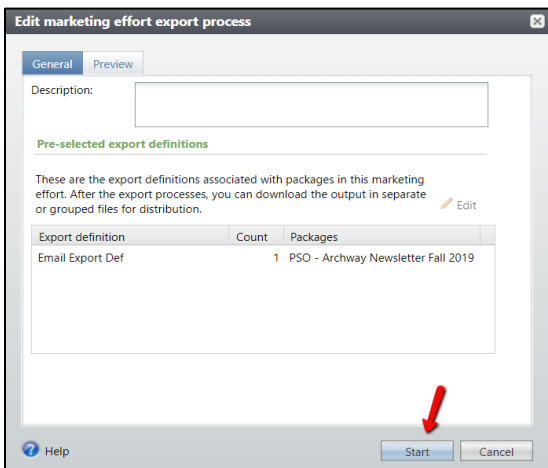# How to Export & Send an Email Marketing Effort

**Step 1.** Click **Export Effort** in the top-left corner of your marketing effort.

**Step 2.** When the new pop-up window appears, click **Start**.

Step 3. When the export process is complete, click the drop-down arrow next to *Email Export Def* and choose *Download Output.* You are responsible for checking your data before sending any mass communication through GAIL. If you are using an email salutation field, be sure to review that column of output as well as the email address column.
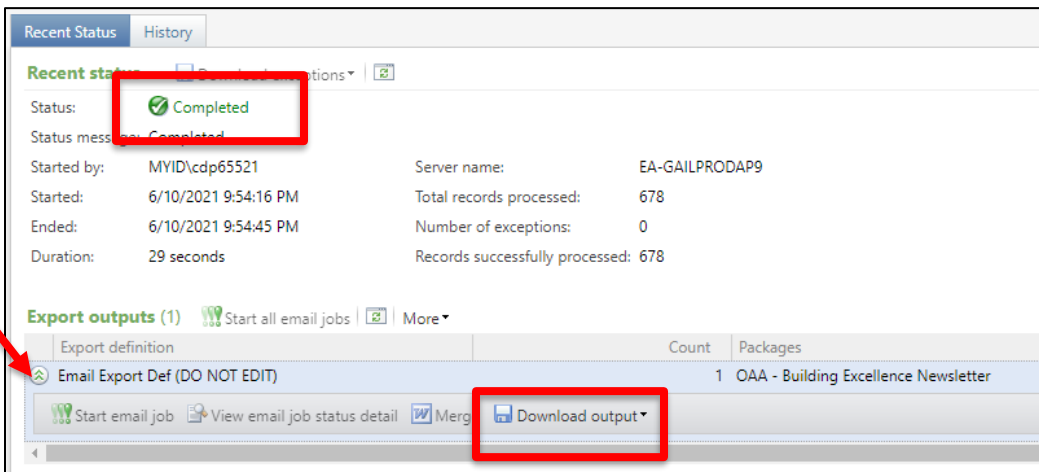
Step 4. Once you have reviewed the file, click **Start Email Job**.
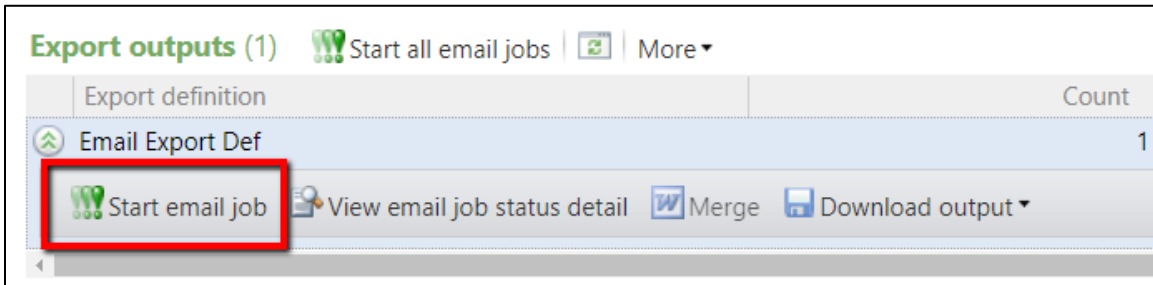
Step 5. When the new window appears, confirm the send date and time. (You can pre-program these options to send the email at a future time.) Click *Start* to send the email.
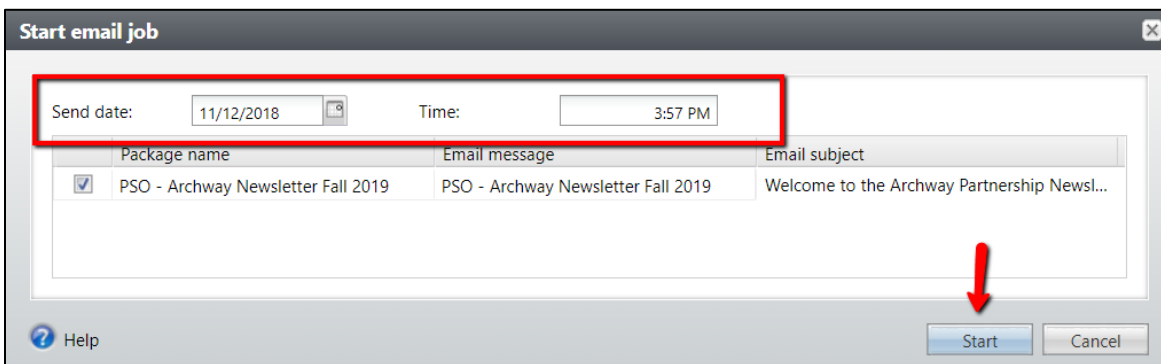
Important Note: Once you click start, you won't be able to "un-send" the email, so please make sure you have carefully reviewed your email content in BEE.

If you have any questions about this instructional guide or need additional assistance, please contact Client Services at askit@uga.edu.

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