Creating a Campaign for 100+ Contacts

This guide will cover:

- Completing the process of creating a campaign for a one-time bulk email communication using a cloned and edited UC email template.
- Please Note: Creating a campaign for mass emailing 100+ contacts is based on user security access and permissions in the system.

Step One

Select Campaigns from the Marketing Module.

Click and enter a Campaign Name.

Under Type, select Direct.

Under Channel, select Email.

Under Status, leave selected as Planned.

Under Approval Status, select Submitted.

Next to the Approver field, click the icon (Approver Lookup).

Note: After entering in one of the following Approvers, please email Ted Magdzinski (Undergraduate Admissions), Emily Kregor (Graduate School Admissions), John Stiles (UC Clermont Admissions) or Chris Powers (UC Blue Ash Admissions) with your intended target audience and time frame to schedule.

Leave the Mailing Code blank.

Under Publication Type, leave selected as General.

Click . Additional tabs will now display.

Step Two
Click the **Select Target List** tab.

Search for your Target in the Target search field.

![Select Target List](image)

Click **Save This Tab**.

**Step Three**

Click the **View & Edit Message** button.

Leave the Mail Profile, From and Reply-To Address with their default information. Your respective Business Process will dictate if you should select a general mail profile (i.e. Undergraduate Admissions).

Enter a subject in the Subject field.

Leave Email Address to Send to as **Default Email Address**.

Under Email Template, select a cloned and edited UC email template you’ve created.

![View & Edit Message](image)

Click **Save This Tab**.