

We have put together several videos to help you utilize the Ascent360 email platform. Below you will find a description of each video. Click on the image to begin watching.

## Edit properties

Learn how to edit the properties of an email. In this section you will find the following:

- Title
- Subject Line
- Pre-Header
- From Name
- From Email
- Reply to Email Address
- Preheader Visibility Checkbox
- Tracking Parameters

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## Preview email

Learn how to preview the email on both desktop and mobile layouts. This is helpful to check the design as you build without needing to send a live test every time.

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## Reporting

Learn about the different reporting options in the email platform. There are several ways to review the information from a send.

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## Save as a template

Learn how to save a design as a template that can be used on future sends. Templates allow you to build reusable designs that can speed up email building time by reducing duplicate work.

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## Sending a test

Learn how to send a test email to an individual email address or a test list. A test send must be completed before moving to a live send.

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## Design settings

Explore some of the design settings for different parts of the email builder. Jump to the times below for each section:

- Text Block 00:09 – 02:16
- Image 02:17 – 03:57
- Button 03:58 – 05:44
- Social 05:45 – 06:45
- Two Column 6:46 – 8:53

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