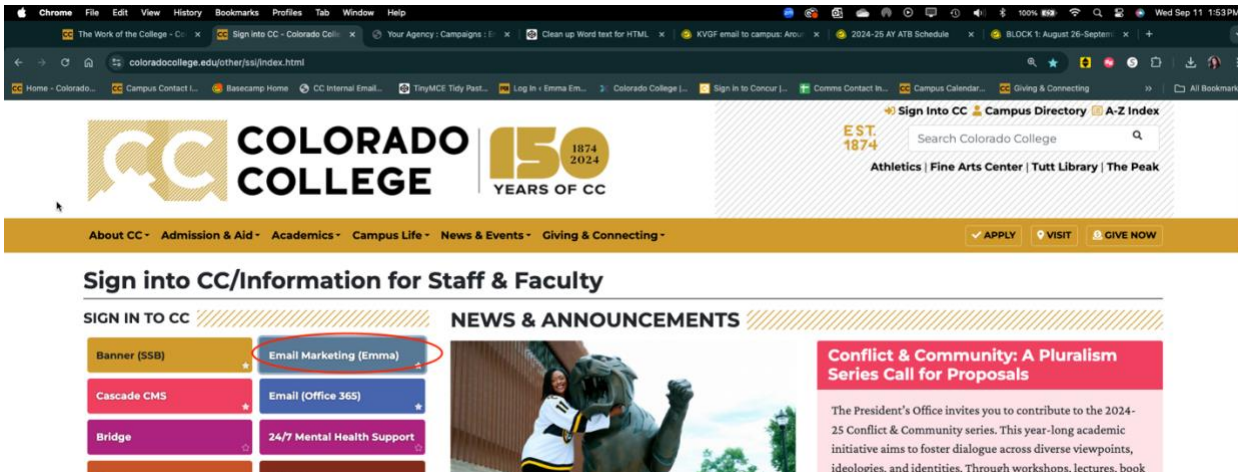
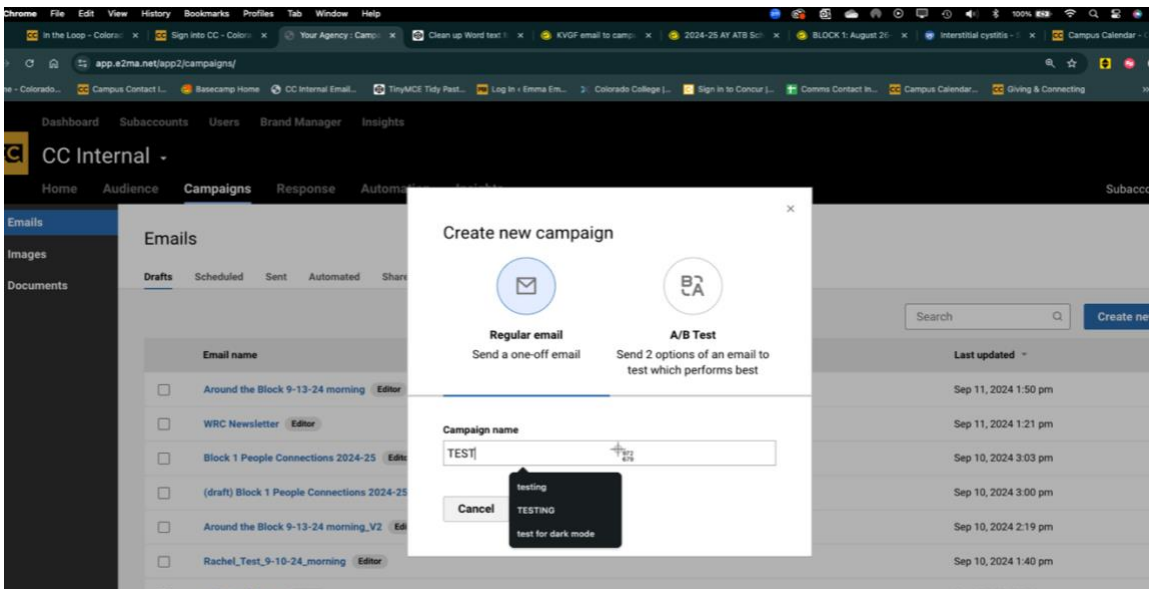


# How to Build an Email in MyEmma

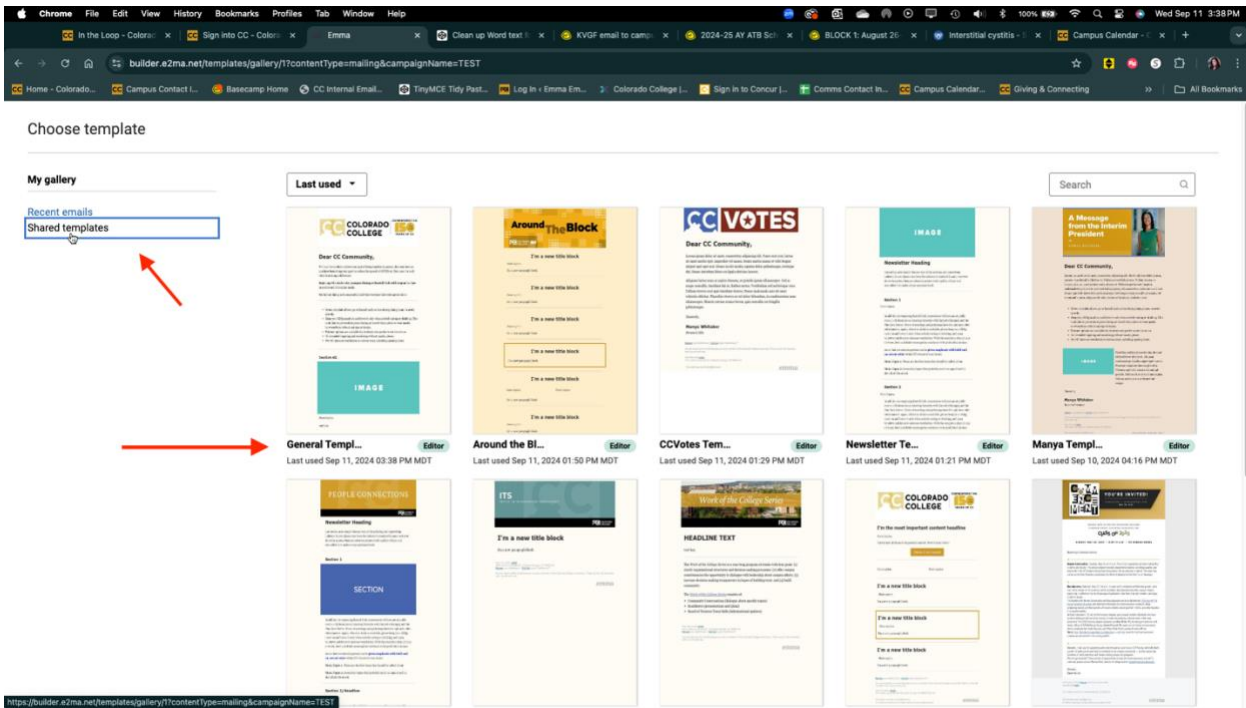
## Sign into Emma via the Single Sign-In Page



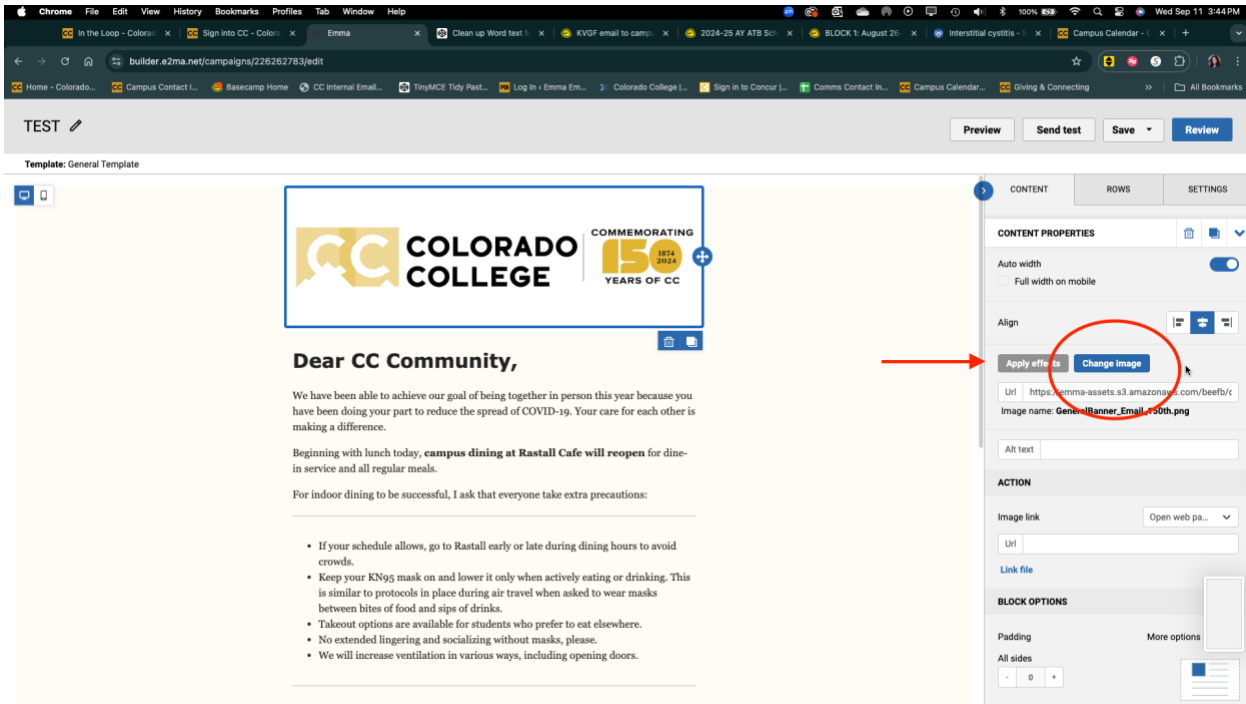
## Go into the CC Internal Subaccount, click on Campaigns Create new campaign

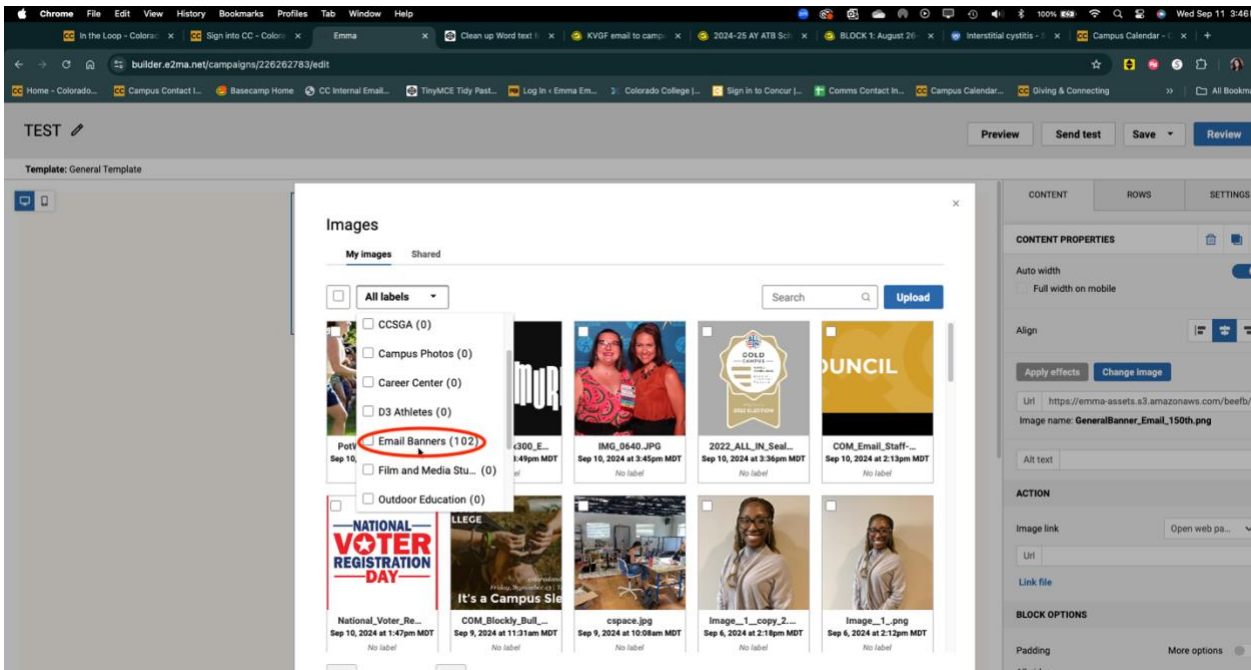


## Click onto Shared Templates and choose one of the templates

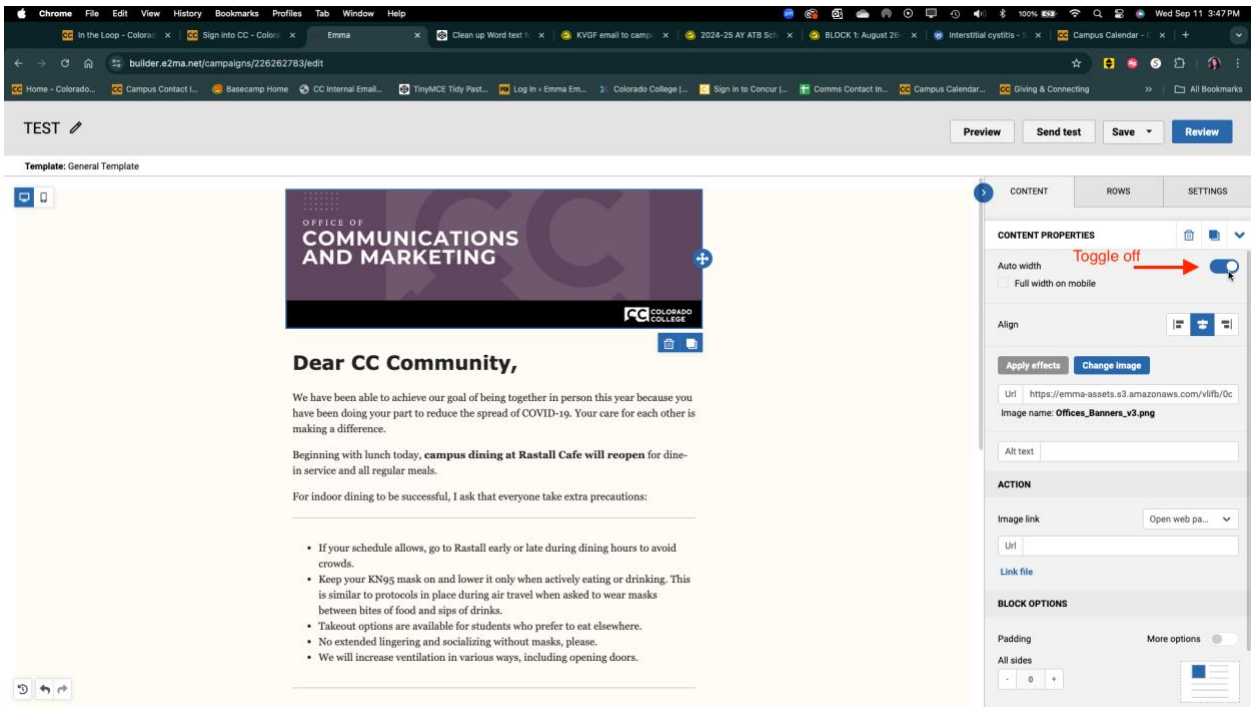


## How to change the Email Banner (and also insert a photo)





## How to change Image Size




Chrome File Edit View History Bookmarks Profiles Tab Window Help

builder.e2ma.net/campaigns/226262783/edit

TEST Preview Send test Save Review

Template: General Template



**Dear CC Community,**

We have been able to achieve our goal of being together in person this year because you have been doing your part to reduce the spread of COVID-19. Your care for each other is making a difference.

Beginning with lunch today, **campus dining at Rastall Cafe will reopen** for dine-in service and all regular meals.

For indoor dining to be successful, I ask that everyone take extra precautions:

- If your schedule allows, go to Rastall early or late during dining hours to avoid crowds.
- Keep your KN95 mask on and lower it only when actively eating or drinking. This is similar to protocols in place during air travel when asked to wear masks between bites of food and sips of drinks.
- Takeout options are available for students who prefer to eat elsewhere.
- No extended lingering and socializing without masks, please.
- We will increase ventilation in various ways, including opening doors.

CONTENT PROPERTIES

Auto width Slide to change size

Width

5%  Full width on mobile

Align

URI <https://emma-assets.s3.amazonaws.com/vifb/0c>

Image name: Offices\_Banners\_v3.png

Alt text

ACTION

Image link

URI

Link file

BLOCK OPTIONS

Padding

## How to enter Alt Text and insert a link for the photo

Chrome File Edit View History Bookmarks Profiles Tab Window Help

builder.e2ma.net/campaigns/226262783/edit

TEST Preview Send test Save Review

Template: General Template

is similar to protocols in place during air travel when asked to wear masks between bites of food and sips of drinks.

- Takeout options are available for students who prefer to eat elsewhere.
- No extended lingering and socializing without masks, please.
- We will increase ventilation in various ways, including opening doors.

**Section #2**




Photo Caption

text box

Sincerely,

**Manya Whitaker**  
*Interim-President Elect*

CONTENT PROPERTIES

Auto width

Width

5%  Full width on mobile

Align

URI <https://emma-assets.s3.amazonaws.com/vifb/34>

Image name: RS79216\_072224\_MANYAOFFICE\_JCOTTEN\_0046x.jpg

Alt text

ACTION write alt text here for screen readers

Image link

URI Insert hyperlink attached to image

Link file

BLOCK OPTIONS

Padding



**TEST** [Preview] [Send test] [Save] [Review]

Template: General Template

**Section #2**

Photo Caption

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ultrices nunc vitae tellus aliquam, ut feugiat nunc volutpat. Curabitur sed elementum dui. Vestibulum mauris erat, feugiat nec vestibulum vitae, ultrices sed lectus. Mauris blandit dui vitae elementum varius. Mauris consectetur mi vitae magna molestie commodo.

Sincerely,

**Manya Whitaker**  
Interim-President Elect

Use to change text color, add bold or italics

Toggle to change padding in content box

## How to add new elements into the message

**TEST** [Preview] [Send test] [Save] [Review]

Template: General Template

**AND MARKETING**

**Dear CC Community,**

We have been able to achieve our goal of being together in person this year because you have been doing your part to reduce the spread of COVID-19. Your care for each other is making a difference.

Beginning with lunch today, **campus dining at Rastall Cafe will reopen** for dine-in service and all regular meals.

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- No extended lingering and socializing without masks, please.
- We will increase ventilation in various ways, including opening doors.

**Section #2**

You can add a new element using the click and drag found here

## How to send a test draft

ry Bookmarks Profiles Tab Window Help

emma x Clean up x Campfire x 2024-25 x BLOCK 1 x Lorem l... x Campus x Ohio Ma x Campfire x COMMS x Project x FORECA x +

et/campaigns/226262783/edit

Basecamp Home CC Internal Email... TinyMCE Tidy Past... Log In + Emma Em... Colorado College L... Sign In to Concur L... Comms Contact In... Campus Calendar... Giving & Connecting All Bookmarks

No proofing errors Preview **Send test** Save Review

**Send test**

The word "TEST" will be added to the subject.

\* = fields are required

**insert names emails for those who will be receiving the draft**

To \*  
email@url.com, email@url.com

Separate email addresses with a comma. 10 recipients or less

**Note**

This note will display for your recipients and will appear at the top of your email

**make sure to change the From name and the email address.**

From \*  
CC Communications  
communications@coloradocollege.edu

Set a separate reply-to email address

**Subject \* enter the subject line**

Subject line

Preheader text (optional, max 75 characters)

Cancel **Send test**

CONTENT ROWS SETTINGS

TITLE PARAGRAPH LIST

IMAGE BUTTON TABLE

DIVIDER SOCIAL HTML

VIDEO ICONS MENU

RSS EVENTS

## How to schedule the send

Chrome File Edit View History Bookmarks Profiles Tab Window Help

Financial x Sign In: x Emma x Clean up x Campfire x 2024-25 x BLOCK 1 x Lorem l... x Campus x Ohio Ma x Campfire x COMMS x Project x FORECA x +

builder.e2ma.net/campaigns/226262783/edit

Home - Colorado... Campus Contact L... Basecamp Home CC Internal Email... TinyMCE Tidy Past... Log In + Emma Em... Colorado College L... Sign In to Concur L... Comms Contact In... Campus Calendar... Giving & Connecting All Bookmarks

TEST

Template: General Template

Preview **Send test** Save **Review**

click Review to schedule the sending

OFFICE OF COMMUNICATIONS AND MARKETING

**Dear CC Community,**

We have been able to achieve our goal of being together in person this year because you have been doing your part to reduce the spread of COVID-19. Your care for each other is making a difference.

Beginning with lunch today, **campus dining at Rastall Cafe will reopen** for dine-in service and all regular meals.

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- No extended lingering and socializing without masks, please.
- We will increase ventilation in various ways, including opening doors.

CONTENT ROWS SETTINGS

TITLE PARAGRAPH LIST

IMAGE BUTTON TABLE

DIVIDER SOCIAL HTML

VIDEO ICONS MENU

RSS EVENTS

**TEST** General Template Save Back to Editor

**Recipients** choose recipients here.

**Subject line**

**Preheader text** optional

**Sender name** CC Communications

**Sender email** communications@coloradocollege.edu

Format: HTML (recommended)  
Signup form: Affiliates  
Google Analytics

00 TEST (455)  
Archive (1)  
C & D (0)  
Class of 2021 (52)  
Class of 2022 (67)  
Class of 2023 (36)  
Class of 2024 (578)  
Class of 2025 (463)  
Class of 2026 (571)  
Class of 2027 (530)  
Class of 2028 (487)

Class of 2028 (487)  
Faculty (456)  
Faculty+Staff (1282)  
Loomis Hall (243)  
MAT (39)  
Mathias Hall (265)  
Not CC (0)  
South Hall (250)  
Staff (827)  
Students - all (2662)  
Students - Off-campus Program (125)

**TEST** General Template Save Back to Editor

**Recipients** always include Archive on the sending

**Subject line**

**Preheader text** optional

**Sender name** CC Communications


**Sender email** communications@coloradocollege.edu

Format: HTML (recommended)  
Signup form: Affiliates  
Google Analytics

00 TEST (455)  
Archive (1)  
C & D (0)  
Class of 2021 (52)  
Class of 2022 (67)  
Class of 2023 (36)  
Class of 2024 (578)  
Class of 2025 (463)  
Class of 2026 (571)  
Class of 2027 (530)  
Class of 2028 (487)

**TEST** Save Back to Editor

General Template



**Format**  
HTML (recommended)

**Signup form**  
Affiliates

**Google Analytics**  
Add Google Analytics

Add preheader text that will display for some recipients in their inbox preview. Use it to tease email content and encourage opens. Maximum of 75 characters.

**Sender name** CC Communications  
 Make this the default sender name

**Sender email** communications@coloradocollege.edu  
 Make this the default sender email

Your Sender and Reply-to email address must be working, monitored mailboxes in order to comply with federal regulations.

Set a separate reply-to email address. By default, we use your sender email address.

**These are the buttons for sending**

Send now or Schedule for later

make sure the sender name and email are correct.

DO NOT CLICK THIS!

These are the buttons for sending

