How to use our Connective email templates in Mercury

Before you start emailing, make sure your email signature is set up correctly. Click here to learn how. We recommend you send a test to yourself first before sending out to your list of contacts. This way you can ensure everything is appearing as it should.

> = Select   > = Next

1	CRM > Pull up people you want to email by selecting them in blue
2	When highlighted, Email Merge in the top pane
3	Select the subject line button to select your email template
4	Select your email template and Choose
5	Send Merged Emails to send

Compliance tip: Always remember that you require your Licensing statement, Privacy Short Form Statement and Disclaimer statement on your marketing campaigns, so please ensure they are included in your Mercury email signature before you press send!

Please note, as this is HTML code, you do not have the chance to edit the code, it will simply merge with your email signature.

Having trouble? Submit a Mercury helpdesk ticket for more assistance.

connective