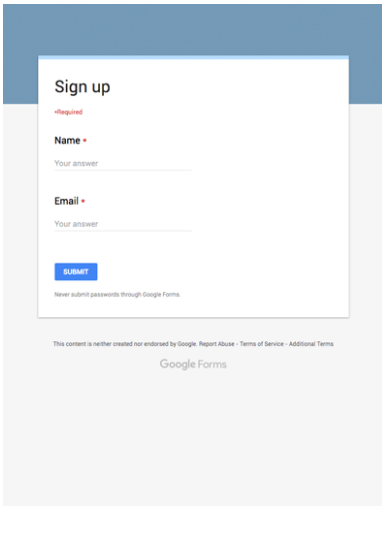
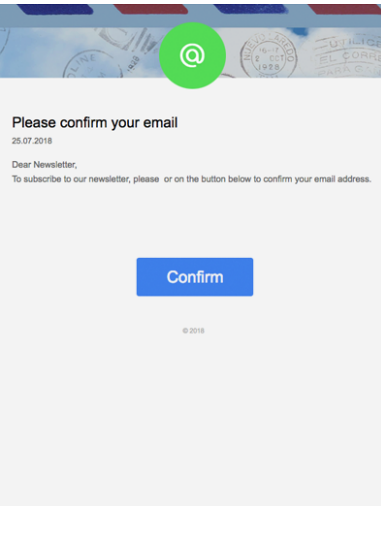
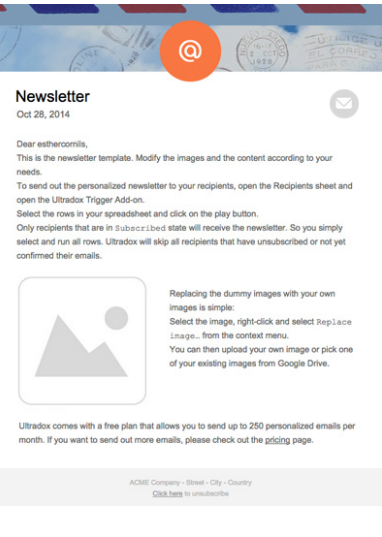


# Newsletter

Send newsletter to recipients managed with Google Sheets  
under construction ...

 <p>A Google Forms sign-up page with a blue header. The form has two required fields: 'Name' and 'Email', each with a 'Your answer' placeholder. A blue 'Submit' button is at the bottom. Below the form, it says 'This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Additional Terms' and 'Google Forms'.</p>	 <p>An email confirmation page with a blue header and a green '@' icon. The text says 'Please confirm your email' followed by the date '25.07.2018'. Below, it says 'Dear Newsletter,' and 'To subscribe to our newsletter, please or on the button below to confirm your email address.' A large blue 'Confirm' button is in the center. At the bottom, it says '© 2018'.</p>	 <p>A newsletter template with a blue header and an orange '@' icon. The title is 'Newsletter' with the date 'Oct 28, 2014'. The content includes a greeting 'Dear esthercomilla,' and a paragraph about the newsletter template. It includes instructions on how to use the 'Ultradox Trigger Add-on' to send personalized newsletters. There is a placeholder image for a logo and a text box for replacing dummy images. At the bottom, it says 'Ultradox comes with a free plan that allows you to send up to 250 personalized emails per month. If you want to send out more emails, please check out the pricing page.' and a footer with 'ACME Company - Street - City - Country' and a 'Click here to unsubscribe' link.</p>
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You are just a few clicks away from having your own newsletter system up and running! The following sections will help you getting started and to customize the example.

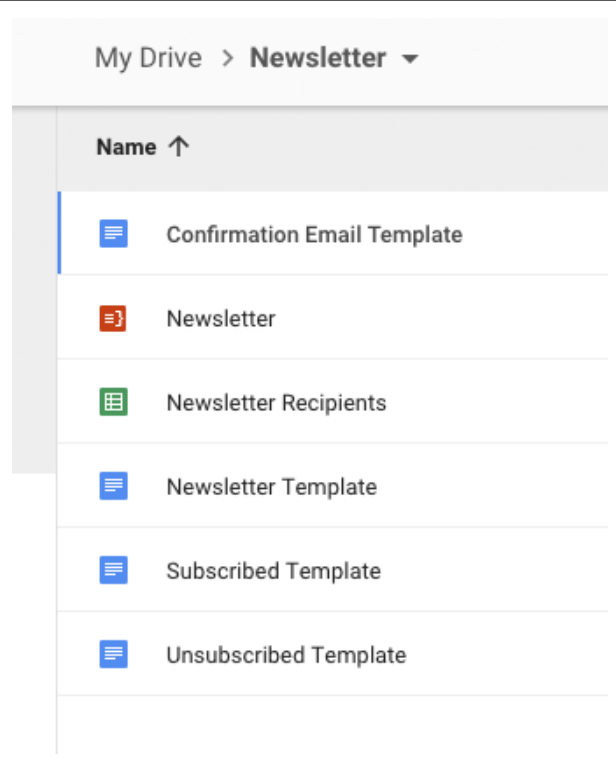
Get your free copy of the [Newsletter\[extern\]](#)

## Getting started

After you have logged in to [Ultradox\[extern\]](#) and copied the example to Google Drive, you will find the following files in your project folder:

Open the project folder on google drive

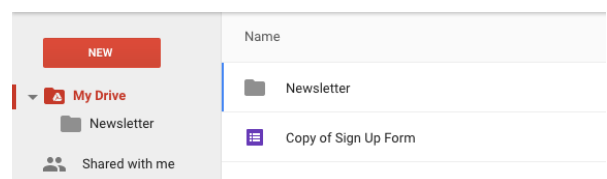
You will find the **Newsletter Template** that will be used to generate your newsletter, the **Confirmation Email Template** which contains the contents of the e-mail sent to new subscribers to confirm their e-mail address, the **Subscribed Template** that users will see after confirming their email and the **Unsubscribed Template** that will be shown when users unsubscribe from your newsletter.



You will also find a Google Sheet called **Newsletter Recipients** that will contain the recipients of your newsletter survey and the footer with your Company address. Enter your company address in the worksheet **Footer** so that it appears at the end of the newsletter. In the worksheet **Recipients**, the subscribers of your newsletter are automatically listed.

The red **Newsletter** file is the Ultradox Automation that contains all the actions to be performed whenever a user submits the form.

On the root level of your Google Drive you will also find a file called **Copy of Sign Up Form** which is the Google Form that the users will fill out to sign up. You may want to rename this file and move it into the **Newsletter** project folder to keep all files in a single place.



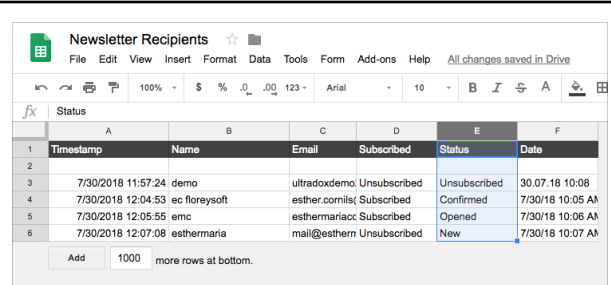
## Customize

### Newsletter Recipients (Google Sheet)

Enter your company address in the Google spreadsheet **Newsletter Recipients** in the worksheet **Footer** so that it appears at the end of the newsletter.

## Activate the Ultradox Trigger

If a new user subscribes to your newsletter via the subscription form, he or she is automatically entered in the **Recipients** worksheet in the **Newsletter Recipients** spreadsheet document and the respective status (New, Subscribed, Opened, Unsubscribed) is updated and displayed.

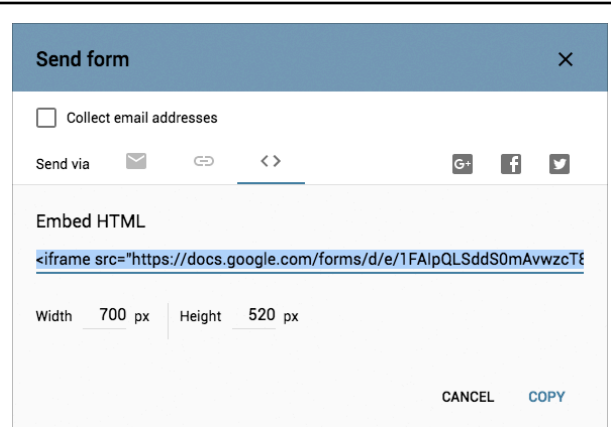


	A	B	C	D	E	F
1	Timestamp	Name	Email	Subscribed	Status	Date
2	7/30/2018 11:57:24	demo	ultradoxdemo	Unsubscribed	Unsubscribed	30.07.18 10:08
3	7/30/2018 12:04:53	ec floreysoft	esther.comils	Subscribed	Confirmed	7/30/18 10:05 AM
4	7/30/2018 12:05:55	emc	esthermaria	Subscribed	Opened	7/30/18 10:06 AM
5	7/30/2018 12:07:08	esthermaria	mail@esther	Unsubscribed	New	7/30/18 10:07 AM
6						

In order to perform these functions, the table document must be connected to the Ultradox Automation **Newsletter** via the [Ultradox Trigger](#). Open the **Newsletter Recipients** document and [activate](#) the trigger.

## Embed the signup form into your Website

To embed the signup form into your website click on the **Send** button in Google Forms, choose the **< >** tab and copy the **iframe source code** into your website.



**Send form** [X]

☐ Collect email addresses

Send via [Email icon] [Link icon] [Code icon] [G+ icon] [Facebook icon] [Twitter icon]

Embed HTML

`<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSddS0mAvwzcTf" />`

Width  px Height  px

CANCEL COPY

## Make it yours

To complete your newsletter system, customize the Google Docs templates in text and image to your needs. To preview how your templates will look in the email, open the [Ultradox Email Designer](#) in the Google Docs sidebar. The Ultradox Email Designer also makes it easier to work with [variables](#).

## The Test-Mode

The Automation **Newsletter** is preset in **Test Mode**, so the workspace is green. In this mode, all emails will be sent to your own email address that you are currently logged into your Google account with. Before switching to **Live Mode**, you should test the newsletter system in this mode, e.g. by subscribing to the newsletter with three different email addresses, sending your news and unsubscribing from the mailing list.

## Run

The automation is executed in the same way in both modes.

`icon:icon-batch` Open the Automation **Newsletter**, click on the **Batch** button in the Automation menu bar and select the recipients of your newsletter via the **Pick items** dialog.

If you want to send out a newsletters to a large number of recipients, just select the first row and click on the last row while holding down the **Shift** key and hit the play button.

Ultradox will only send out newsletter to recipients that are subscribed to the newsletters. All users with any other state than **Subscribed** will be skipped automatically.

`icon:icon-spreadsheet` Also, the process can be triggered in the **Newsletter Recipients** document via the **Ultradox Trigger** in the sidebar. To do this, select all the corresponding rows and click on the arrow symbol at the bottom right in the **Rows selected** button.

The screenshot shows a spreadsheet titled "Newsletter Recipients" with columns: Timestamp, Name, Email, Subscribed, Status, and Date. Two rows are highlighted in blue. To the right, the "Ultradox Trigger" sidebar is open, showing a "Newsletter" trigger that is active. Below the trigger, it says "Whenever a user submits a form the connected Ultradox will be triggered: Newsletter". At the bottom of the sidebar, it says "Rows 4 - 5 selected" with a play button icon.

	Timestamp	Name	Email	Subscribed	Status	Date
1						
2						
3						
4	2/27/2019 9:10:15	ultradox2018	mail@esthermarl	Subscribed	Sent	2/27/19
5	2/27/2019 9:10:40	emc	esthermarlacoml	Subscribed	Sent	2/27/19

## Send out newsletter

After a successful test run, you can switch the automation to **Life-Mode**. The **Test | Life** button is located in the toolbar at the top right. The workspace is now displayed in white.

**That's it!** You have successfully set up your newsletter system.