

1 MOSHI-TOSHI QUICK-TRAINING

Adding text and images.

Result : You are able to prepare and send newsletters on your own!

Duration : < 15 minutes 🕒



Welcome to Moshi-Toshi, the most simple and complete email newsletter platform on the Internet! Our team is happy that you have chosen this system and is happy to help you get underway. By following the steps outlined within this basic manual you will be able to send out your first email newsletter – including text, company logo and / or photo material - within 15 minutes. Have fun!

1 IN THE MAIN MENU SELECT 'E-MAILINGS'

You can choose from two options. If you have composed mailings with Moshi-Toshi before then you will see an overview of these mailings here. If that is not the case then you can select 'new e-mailing'.

2 CLICK ON 'NEW E-MAILING'

A (pop-up) window will open up. The Moshi-Toshi library will open up automatically. Here you will find an enormous selection of ready to go templates. Select 'new templates' in order to get to see the newest designs.

3 CLICK ON 'CLOUDS 3' IN ORDER TO SELECT THAT TEMPLATE

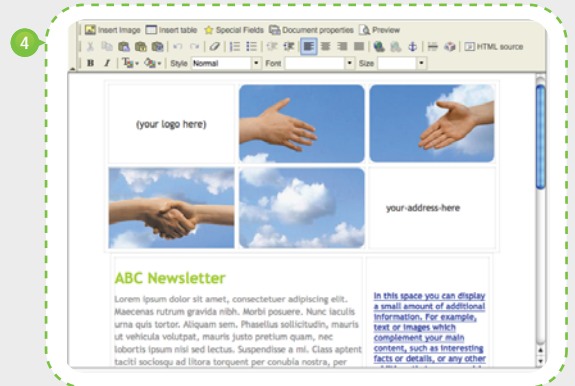
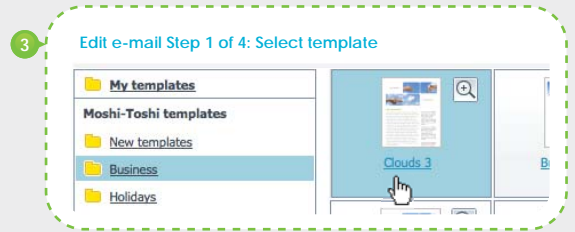
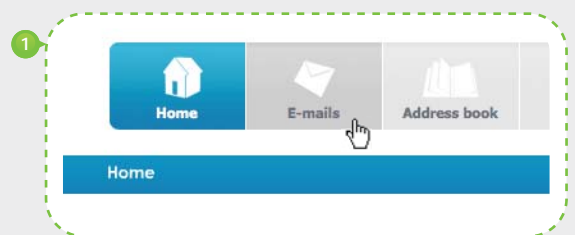
The template you have selected (in our example 'Clouds 3') can now completely be adjusted to your liking. This occurs through the use of the editor screen, which opens up automatically. As you can see, this screen is very similar to a word processor, like Microsoft Word. And it is just as easy to operate!

4 ADD YOUR TEXT

In the different text areas you can include your own text, like the latest news about your organization or product information. Type the text directly into the text editor or copy text from your word processor by using the buttons specifically intended for this purpose. Just like with Word you are now able to easily prepare your text. You can, for example, select to use the italic or bold print in order to attract attention, as well having the option to choose the font style which best fits your house style.

5 ADD IMAGES OR PICTURES

Are you happy with the content? Spruce up your newsletter with some pictures or images, like your company logo or photographs of your products for example. You can use all the images and photographs, which are available on your computer (PC and / or MAC). Be careful; Moshi-Toshi accepts exclusively *JPEG* (.jpeg or .jpg) and *GIF* file formats. Keep the file formats of the pictures and images smaller than 100kb. Click on the button 'add image'.



TIP!

It is recommended to give the image or picture the correct size before saving it to the system.

Our support department is always standing by to support you: moshi@moshi-toshi.com

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A new (pop-up) window will open up. Select **'Browse'** and navigate to the image on your computer that you want to use. Found it? Then click on **'send to server'**. Your image has now been copied to Moshi-Toshi. On the screen you will be able to see a miniature version of it (on the subject of downloading images there is also a speed-training course available).

6 SELECT THIS IMAGE BY DOUBLE CLICKING ON IT

Your image will now be included into the newsletter. So, now you have just added your first image or picture!

7 ADJUST THE FORMAT

You can easily increase or decrease the size of your pictures. This can furthermore be done in two different ways. If you click on an image little squares will appear in the corners. By clicking on one of these squares and by moving the mouse around you will be able to drag the image to the desired size. You want even more control? Right click on the image and select **'picture properties'**. Here you can change the exact values for height and width. By clicking on the button with right-turning arrow you can make the changes undone.

8 ENTER A SUBJECT IN THE AREA 'SUBJECT'

Watch out: recipients can read this subject!

9 TEST THE NEWSLETTER

On the bottom right hand side you can fill in your own email address. By pressing the button **'send'** you will receive an example of your mailing so that you can make sure that everything is as it should be.

10 CHECK YOUR DATA

Your personal data, like your email address and the name of the sender of the mailing is displayed at the top of the editor screen. Check before you continue to make sure that this data is correct and make adjustments if required. After that click on **'continue'**. Your mailing will not be sent yet but it is ready nonetheless.

11 SETTING UP THE SENDING OPTIONS

The **'send screen'** will open up automatically. Select the contact list to which you want to send this mailing. If you want to have the mailing sent out at a different time then this can be adjusted here. Once all the sending options have been filled out then click on **'continue'** in order to get the mailing ready to go.

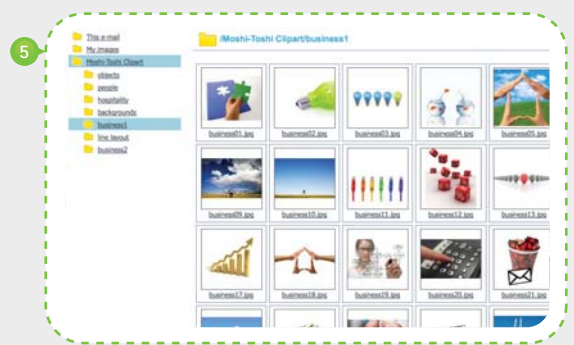
12 TIME TO SEND THE MAILING

The mailing is ready to go. Are there any changes you would like to make? Then click on **'back'** on the blue bottom corner. Satisfied? Then click on **'send e-mailing'** (the red button) and send out your mailing.

CONGRATULATIONS!

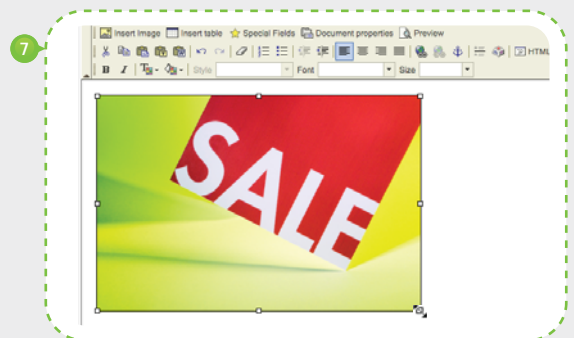
You have just sent out your first e-mailing! And that's how simple it is to prepare HTML newsletters. From now on you will be able to keep all your contacts perfectly informed and up to date. Whenever and however you want!

With pleasure!
Moshi-Toshi



TIP!

Moshi-Toshi contains a large selection of pictures and images to which you have unlimited access. You will find these under **Moshi-Toshi clip-art** after clicking on **'adding picture'**.



TIP!

Would you like to view an example of your newsletter? Then click on **'view example'** within the editor screen and you will be able to see exactly how the e-mailing looks like at that moment.

Experiment as much as you like! Your e-mailings will only be sent out once you specifically give the command to do so. This means you will be the exclusive recipient of the test mails!

