


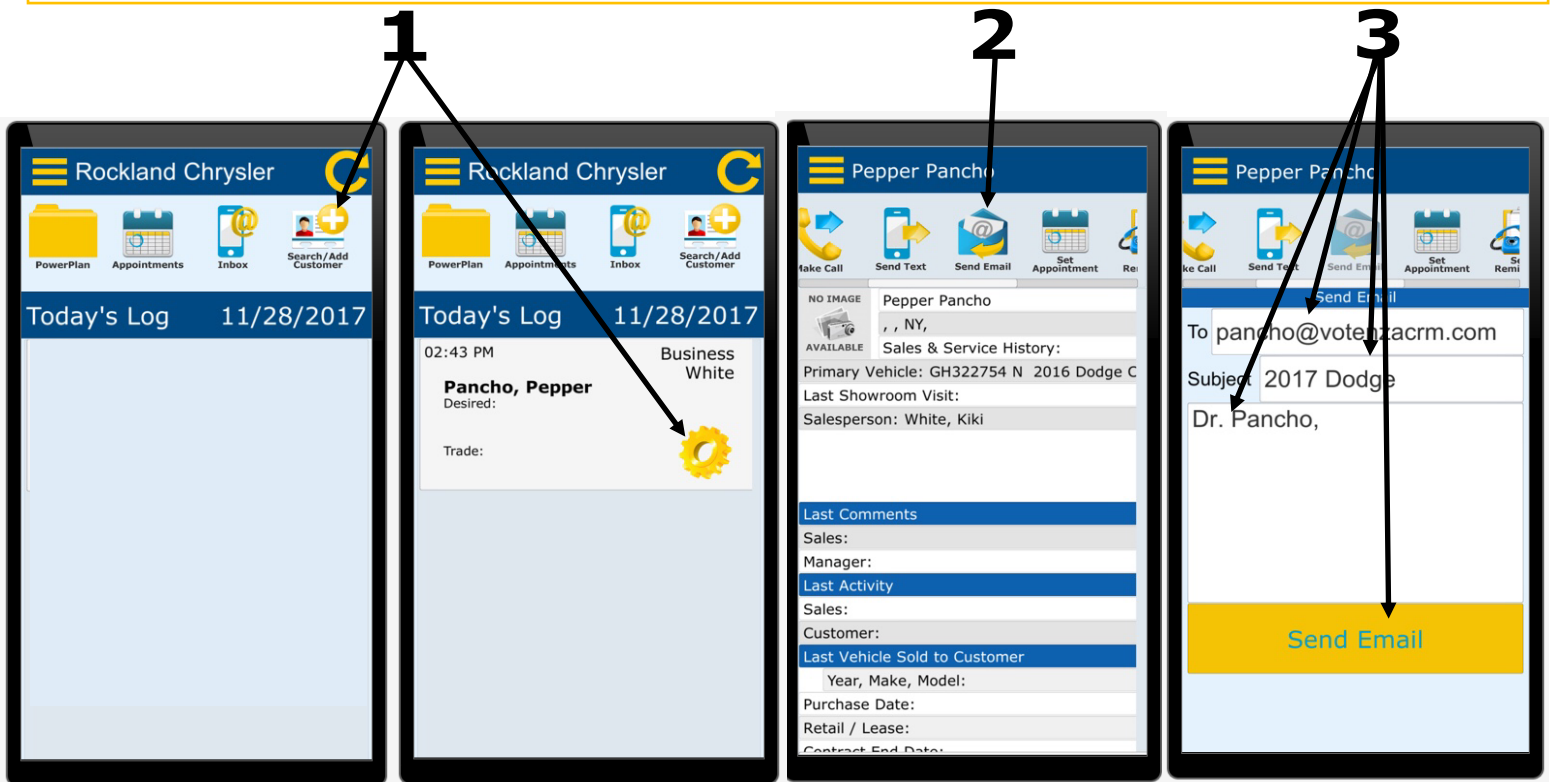


# MDL autoEquity

## How to Send an Email

### Mobile Email Instructions

1. Tap the Golden Gear icon  Or tap Search/Add Customer  ( if the customer is not listed under Today's Log)
2. Tap "Send Email" 
3. If the customer's email does not auto-populate enter/edit the customer's email address. Type in the subject line and your email. Tap " Send Email"



*PROOFREAD YOUR EMAIL  
BEFORE YOU CLICK SEND.*

*When using the mobile app to send an email, review  
your email for spelling errors before you send.*


*This email editor does not have Spellcheck*


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## How to Send an Email


### Desktop Email Instructions

1. There are 3 ways to open the customer's email trail

From the Homepage or anywhere you see the @ sign 

From the Golden Gear  [Send Email](#)

From the Customer Profile [Email/Text Trail](#)

2. Click the envelope with the green arrow 

3. Select a template, e-brochure template or create a manual email. If you create a manual email, do not forget to add a subject line. ( Avoid using \$, !, CAPS, in the subject line to prevent your email going to the spam folder)

4. Click " Send Email"

[Send Email](#)



Click this icon to insert a hyperlink

To prevent the email going to your customer's spam folder Click [Check for Spam Flags](#)

Make sure all 4 categories have checks before you click "Send Email"

Content	Weight	Links	Subject Line
			

### Upload New Attachment:

[Choose File](#) No file chosen

[Upload Attachment](#)

You can attach one file to your email. There is a file size restriction. Choose the file and click upload attachment.

Questions? Call or Email Support (833) 766-5053 - [autoequity@MDLautomation.com](mailto:autoequity@MDLautomation.com)

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