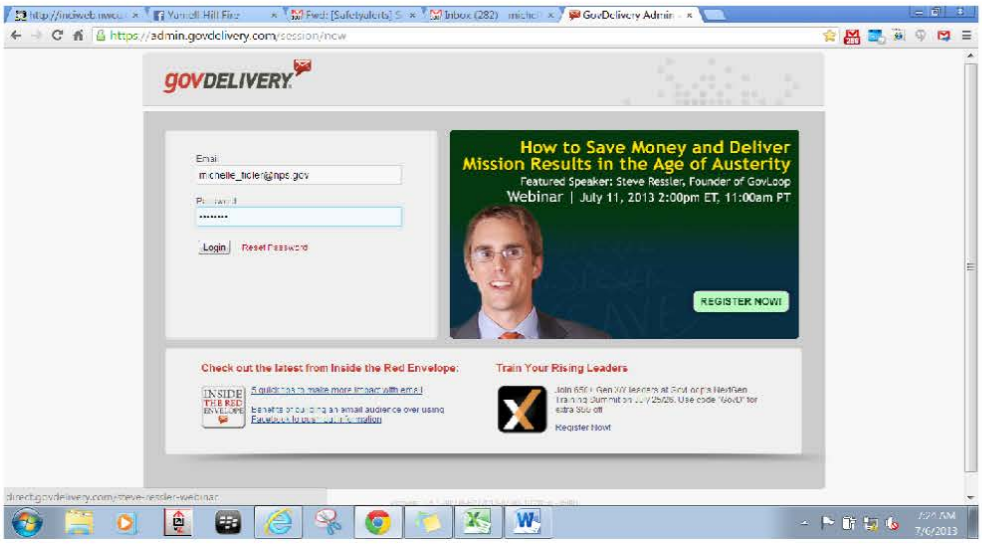
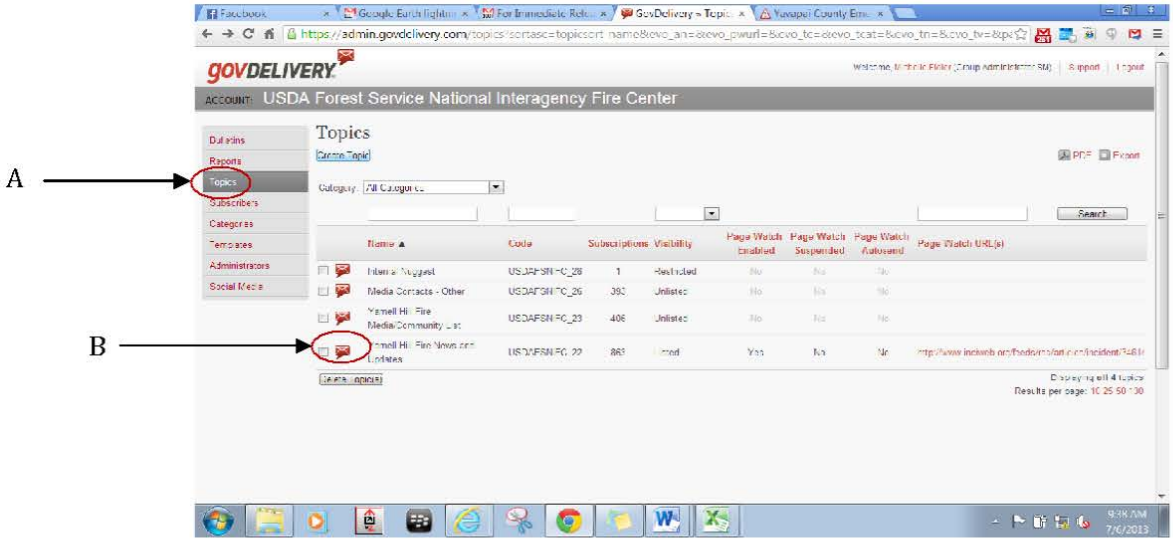
To Send a Message:

https://support.govdelivery.com/entries/22981591-Creating-a-Topic-Bulletin

1. Log into GovDelivery https://admin.govdelivery.com



2. Click **TOPICS (A)** on the left and click any one of the **Red Envelope icons (B)** next to the list/topic you want to send to.



3. Complete the Email Template

   a. Choose Recipient List (the media list that you selected will automatically be added. If you want to include all the lists click on the + sign and add them. The system will take out duplicates)
   b. Filter – Ignore - you will probably not use the feature right away
   c. From Address – This is already set up you do not need to touch
   d. Subject – Enter your subject

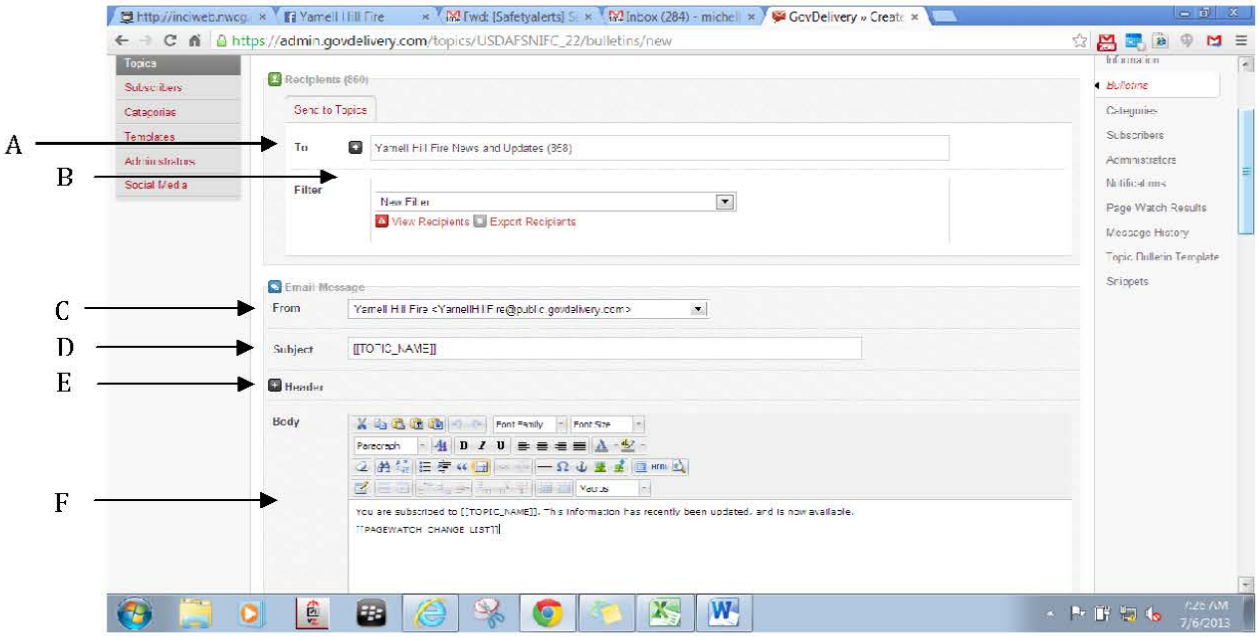
e. Header – This is already set up and includes the Sharing links and the #Hashtag - to view header press +

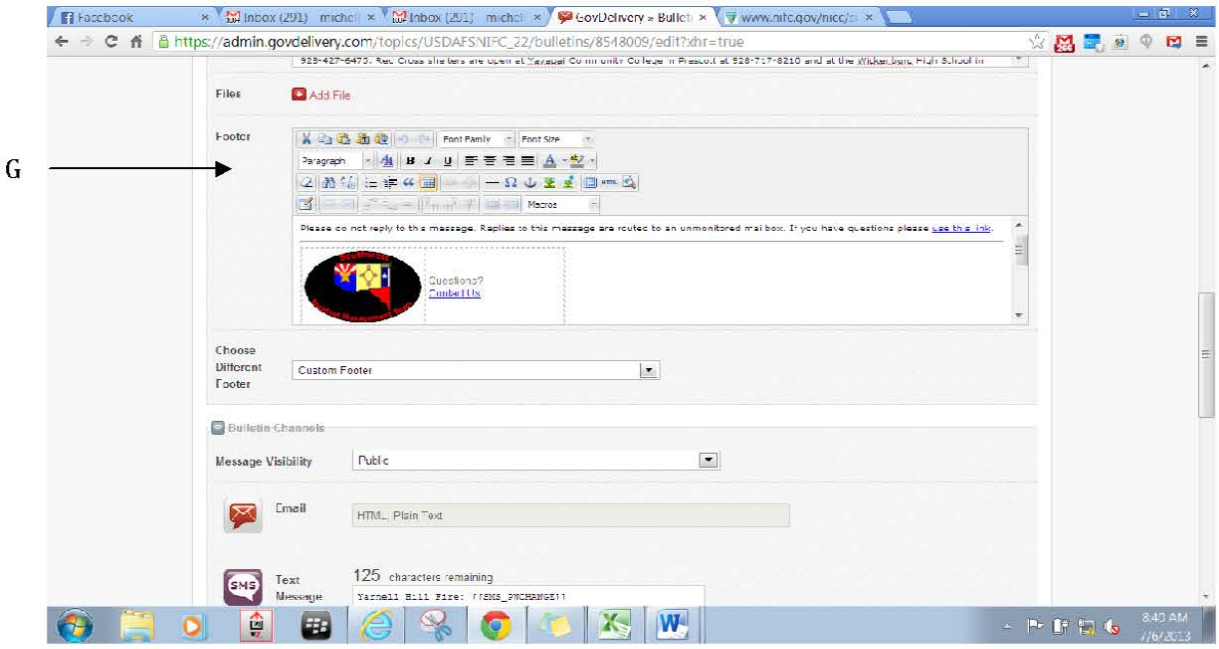
f. Body – Copy and paste the message here

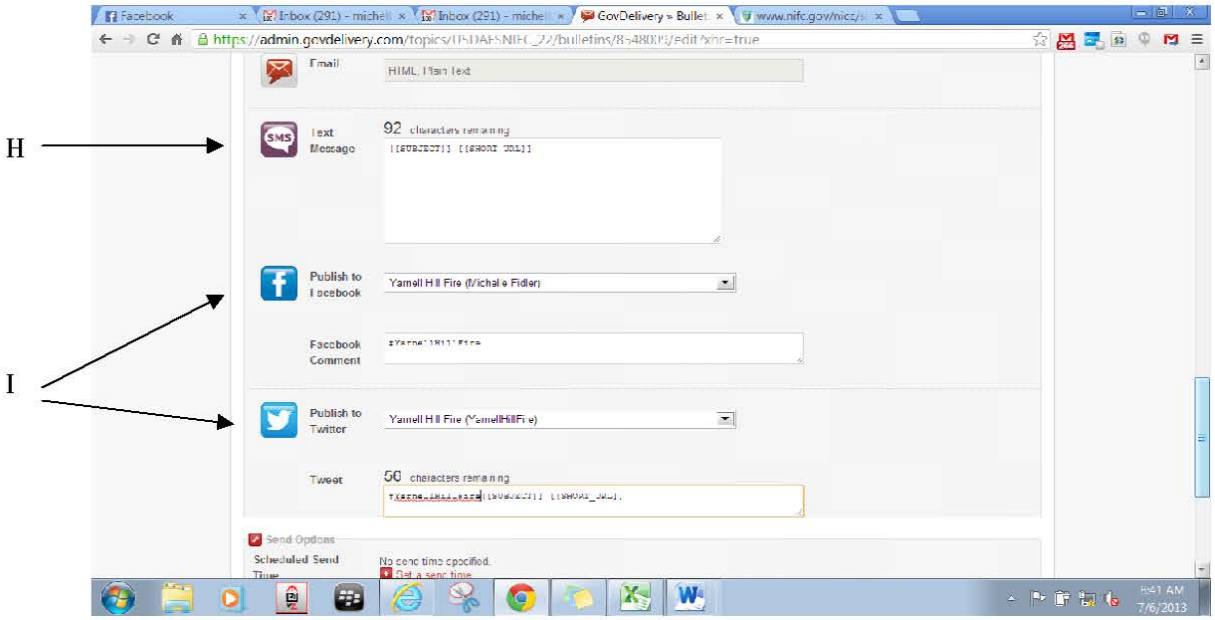
g. Footer – already set up

h. Text Message – include a message or leave blank if you don't want to include a text message

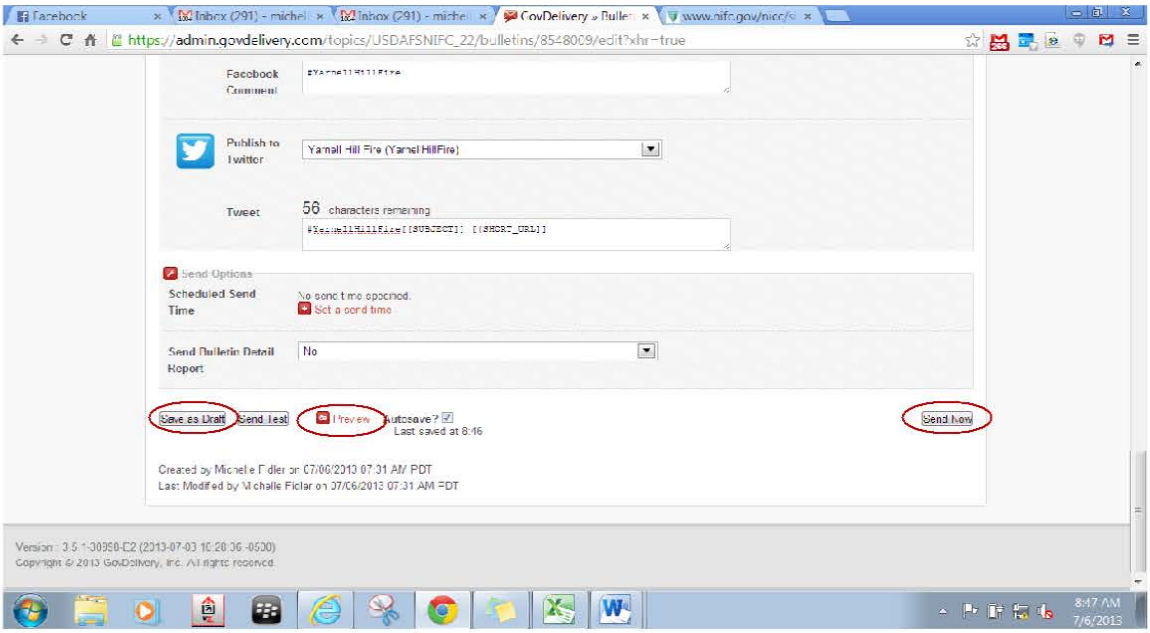
i. Social Media – you can create a custom comment or tweet. By default the Facebook post will include a link to the full message







4. You can preview the message before you send it or send yourself a test message. You can also save it as a draft and come back and work on it later.



5. **DRAFTS** and **SENT** Messages will be found under the **BULLETINS** tab on the left.