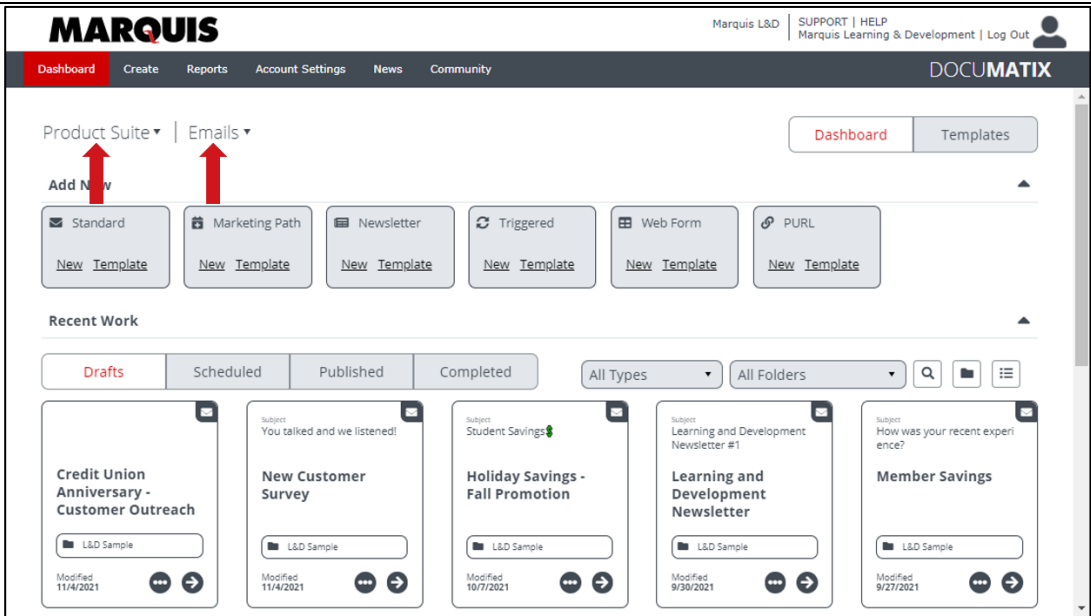


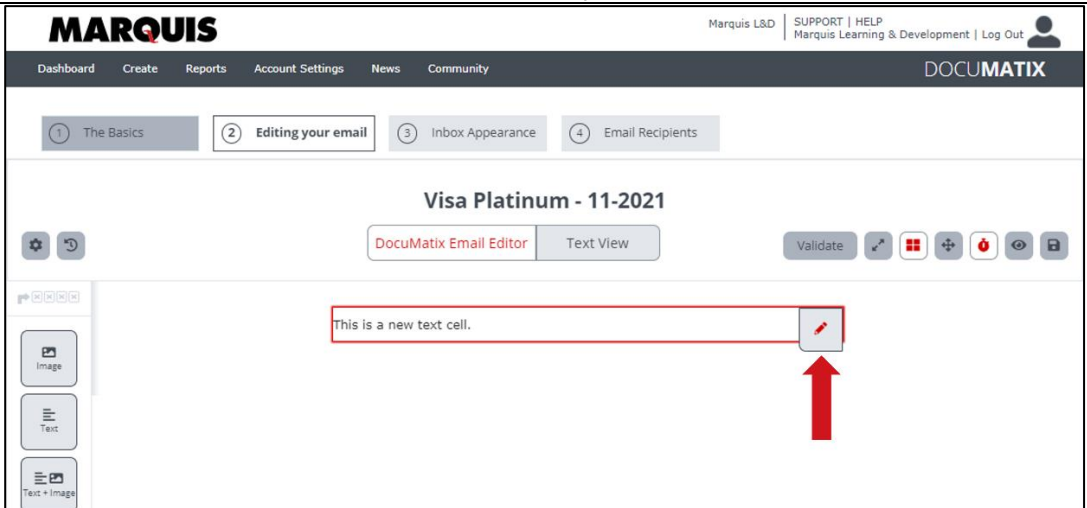

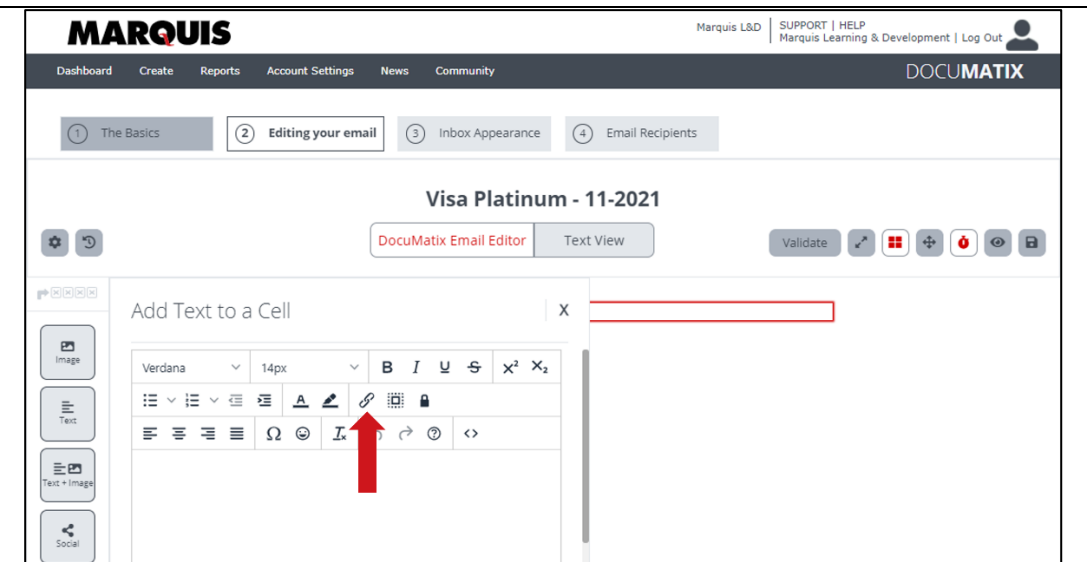


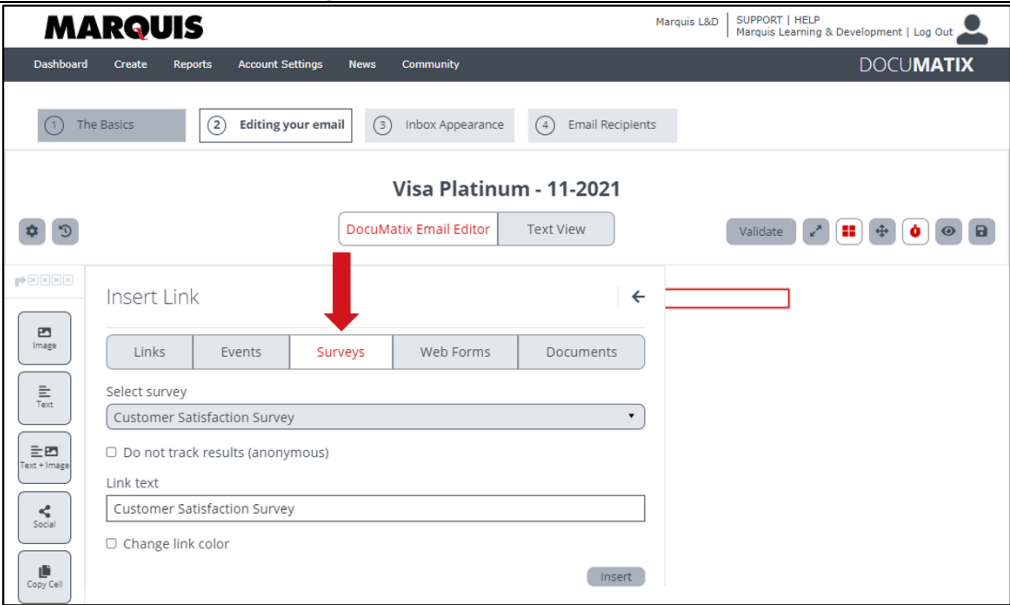
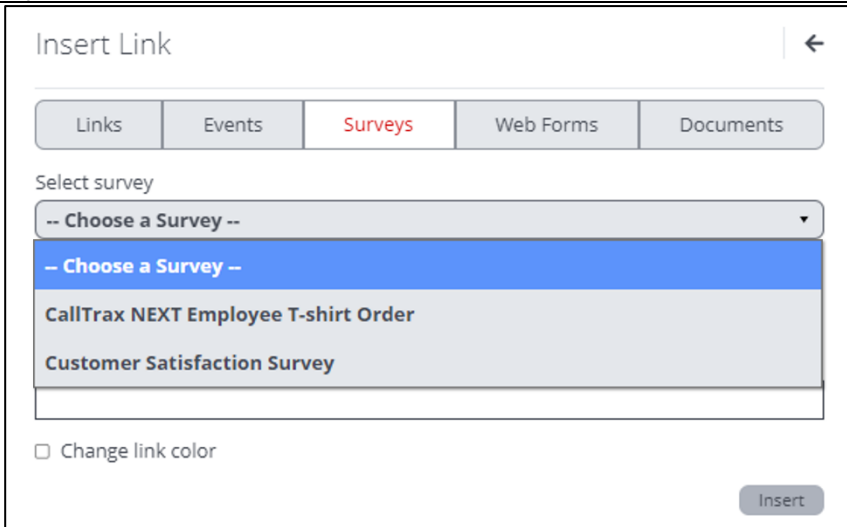
MARQUIS

DMX308	How to add a link to an email (Events, Surveys, Web Forms, Documents)
	Use this process to learn how to link an existing, published Event, Survey, Web Form, or Document in an email.
Order of Steps	Tasks
	Note: The Event, Survey, Web Form, or Document must be published in order to be linked within an email.
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Emails module
	
Step 3	Under the Add New section, click New or Template on the card of the desired email type
Step 4	Complete the The Basics page
	Note: Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.
	<ul style="list-style-type: none"> • Name • Description (optional) • Marketing Path • Store your email in a folder • Layout Mode
	Note: Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.
Step 5	Click Continue to advance to the Editing your email page
Step 6	To add a new text cell to your email, "Click, Drag, and Drop" the text icon  into the body of the email

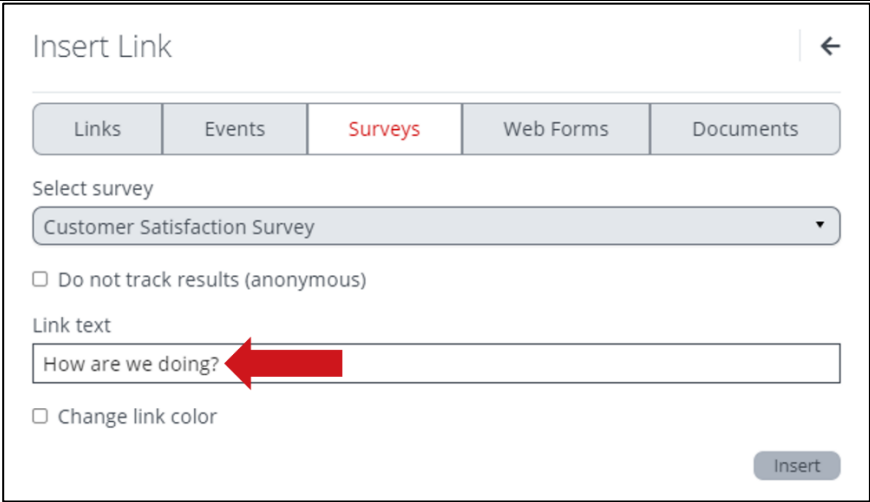
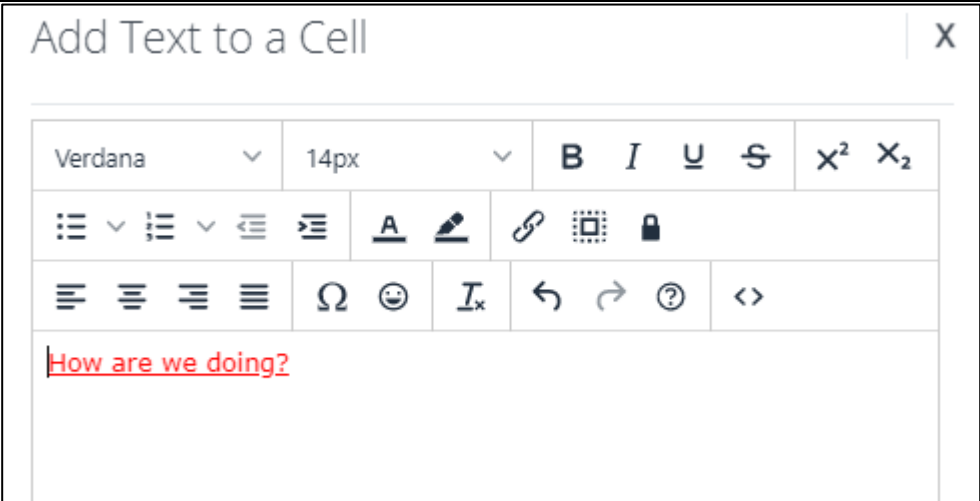

MARQUIS

Step 7	Hover the mouse over the text cell and click the pencil icon  
Step 8	Click the Link icon  

MARQUIS

Step 9	Click the desired tab containing the item to be linked 
Step 10	Click the drop-down arrow to select the desired item to be linked 
Note: Results will be tracked unless the 'Do not track results' checkbox has been selected. (Applicable only for surveys).	

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Step 11	Add the desired hyperlinked text that will replace the full survey link
	
Step 12	Enable the available tracking and color settings, if desired
Step 13	Click Insert to add the link
	
Step 14	Click the X to exit the Edit Cell window
Step 15	Continue making any additional modifications and updates to your email if desired
Step 16	Click Save  at the top right of the screen