

# Email Builder : 2016-05-24 Debra Earl

- Email Checklist**
- Email Details
  - Choose Template
  - Build Content
  - Send Preview
  - Choose Recipients
  - Schedule Email
  - Release Email

Build a recipient list by configuring at least one of the 3 list types below. All totals given are estimated. Any changes made will not be saved until you click **Save & Continue** or **Done**.

**Data Viewer**

Data Viewer is not currently in use for this recipient list.

[Configure...](#)



**Custom Lists**

No Custom Lists have been created.

**Email Address File**

No file of email addresses has been uploaded.

**Total Estimated Recipients**

Admin Tools - Cornell University

[https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=45&control\\_id=701&mode=em&infra](https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=45&control_id=701&mode=em&infra)

## Email Recipients - Build Mailing List

- Include all records (includes non-member/guest records)
- Create a new query
- Use a saved query

Name	Description	Creator	Date
Cornell Club of Pittsburgh		<a href="#">Debra Earl</a>	4/28/2016 9:14:26 AM
Cornell Club of Pittsburgh - Alumni & Alumni Non degreed only		<a href="#">Debra Earl</a>	5/24/2016 9:25:58 AM
Pittsburgh		<a href="#">Elie Track</a>	3/9/2016 8:39:06 PM

- Use a criteria template
- Upload Constituent ID file



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 **Data Viewer**

Data Viewer is currently configured to return a list of 925 members to email.

Edit...

Reset

 **Custom Lists**

No Custom Lists have been selected.

Configure...

 **Email Address File**

No file of email addresses has been uploaded.

Configure...

**Total Estimated Recipients: 925**

Done!

Cancel

Back

Save &amp; Continue

Done