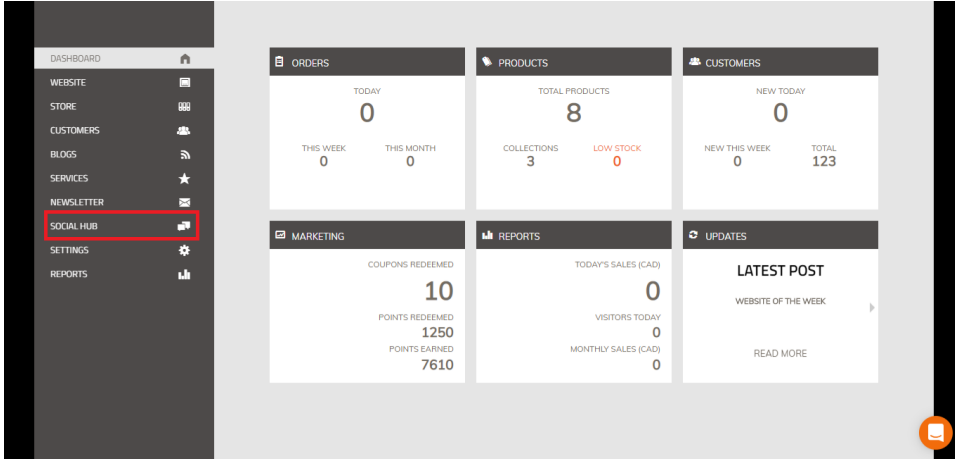


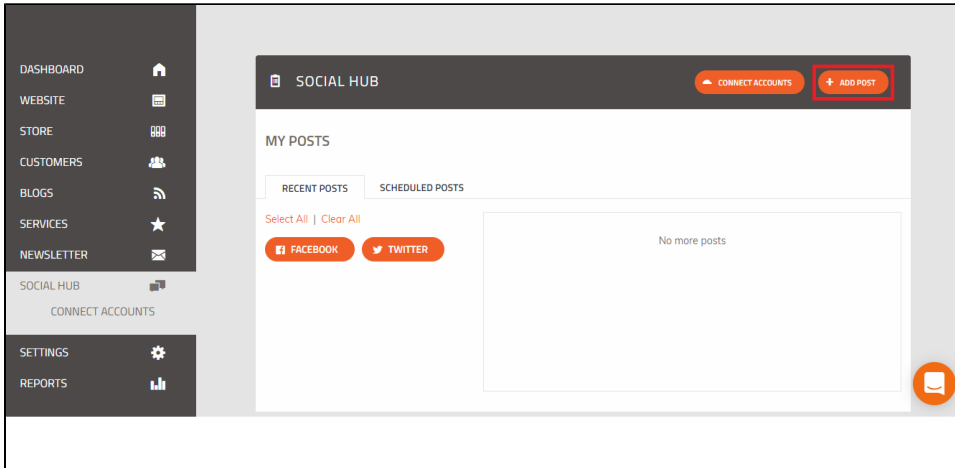
Send a newsletter

To send a newsletter to the site subscribers

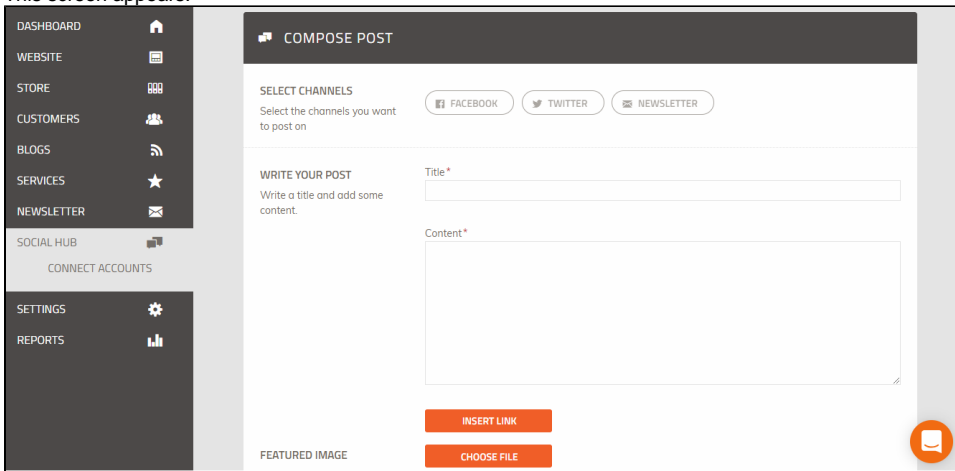
1. Log in to [Webware.io](https://webware.io).
2. Click **SOCIAL HUB** on the left menu.



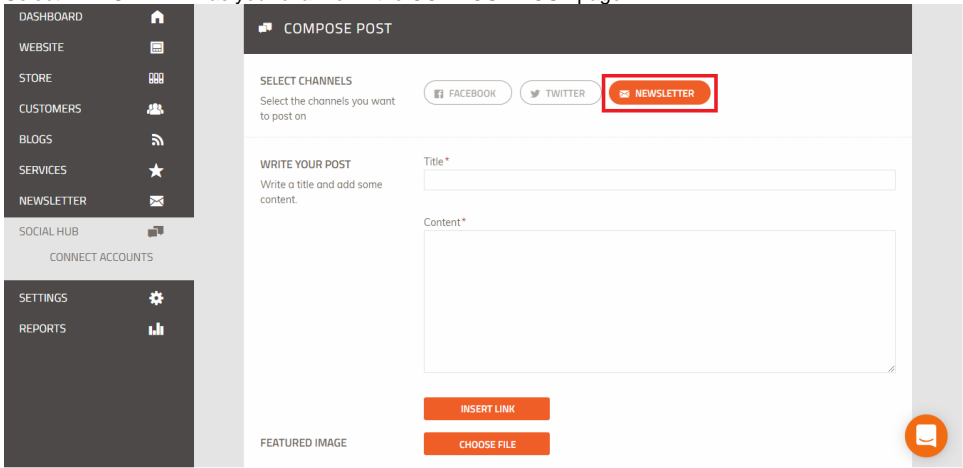
3. Click **ADD POST**.



This screen appears.

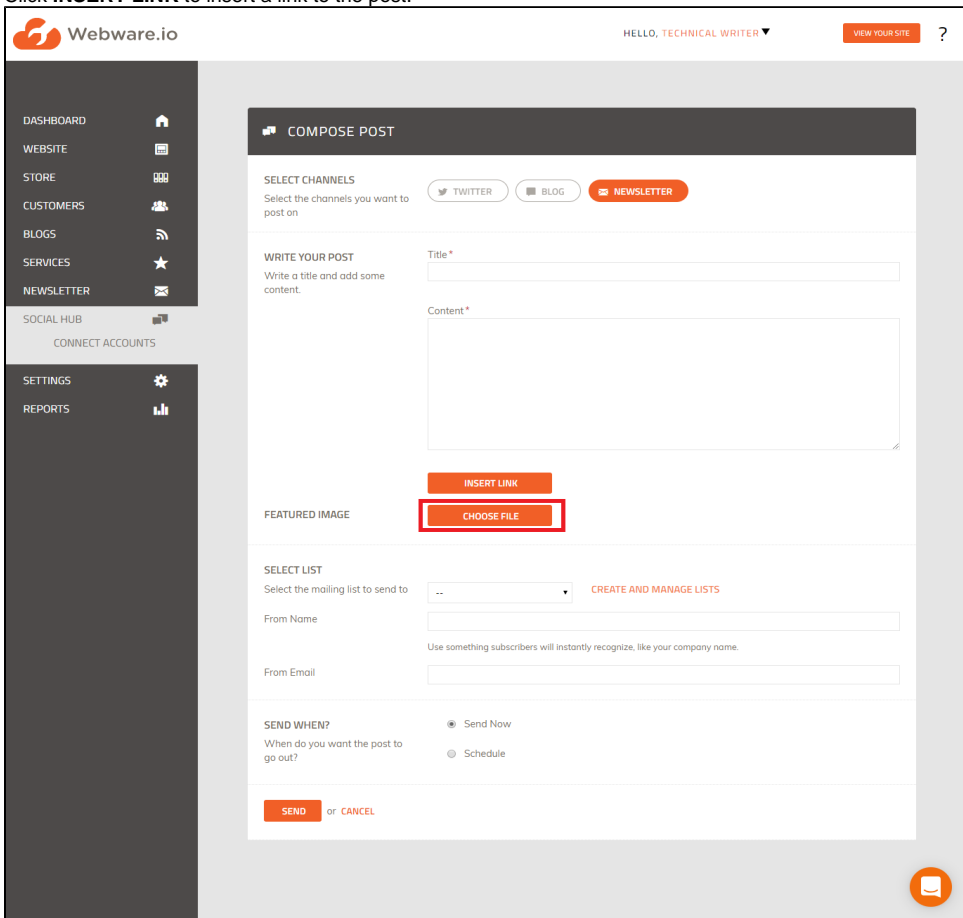


4. Select **NEWSLETTER** as your channel in the COMPOSE POST page.



5. Fill in the Title and Content.

6. Click **INSERT LINK** to insert a link to the post.



7. Click **CHOOSE FILE** to insert a featured image.

The screenshot shows the 'COMPOSE POST' interface in Webware.io. The top navigation bar includes the Webware.io logo, the user name 'HELLO, TECHNICAL WRITER', and a 'VIEW YOUR SITE' button. A dark sidebar on the left contains navigation links: DASHBOARD, WEBSITE, STORE, CUSTOMERS, BLOGS, SERVICES, NEWSLETTER, SOCIAL HUB, CONNECT ACCOUNTS, SETTINGS, and REPORTS. The main content area is titled 'COMPOSE POST' and contains several sections: 'SELECT CHANNELS' with buttons for TWITTER, BLOG, and NEWSLETTER; 'WRITE YOUR POST' with 'Title*' and 'Content*' input fields; 'FEATURED IMAGE' with 'INSERT LINK' and 'CHOOSE FILE' buttons (the latter is highlighted with a red box); 'SELECT LIST' with a dropdown menu and a 'CREATE AND MANAGE LISTS' link; 'From Name' and 'From Email' input fields; and 'SEND WHEN?' with radio buttons for 'Send Now' and 'Schedule'. At the bottom, there are 'SEND' and 'CANCEL' buttons. A small orange circular icon is visible in the bottom right corner of the interface.

8. Select Mailing list.

Webware.io HELLO, TECHNICAL WRITER VIEW YOUR SITE ?

COMPOSE POST

SELECT CHANNELS
Select the channels you want to post on

TWITTER BLOG **NEWSLETTER**

WRITE YOUR POST
Write a title and add some content.

Title *

Content *

INSERT LINK

CHOOSE FILE

FEATURED IMAGE

SELECT LIST
Select the mailing list to send to

From Name

From Email

CREATE AND MANAGE LISTS

SEND WHEN? Send Now Schedule

When do you want the post to go out?

SEND or CANCEL



Select **ALL** to send the newsletter to all subscribers.

Select a list to send the newsletter to a specific list of subscribers.

Click **CREATE AND MANAGE LISTS** to add new subscribers.

9. Fill in the Name and Email sections.

10. Click **Send Now** to send the newsletter immediately, or **Schedule** to set the date and time.

Webware.io HELLO, TECHNICAL WRITER VIEW YOUR SITE ?

COMPOSE POST

SELECT CHANNELS
Select the channels you want to post on

TWITTER BLOG **NEWSLETTER**

WRITE YOUR POST
Write a title and add some content.

Title *

Content *

INSERT LINK

CHOOSE FILE

FEATURED IMAGE

SELECT LIST
Select the mailing list to send to

ALL CREATE AND MANAGE LISTS

From Name

Use something subscribers will instantly recognize, like your company name.

From Email

SEND WHEN?
When do you want the post to go out?

Send Now

Schedule

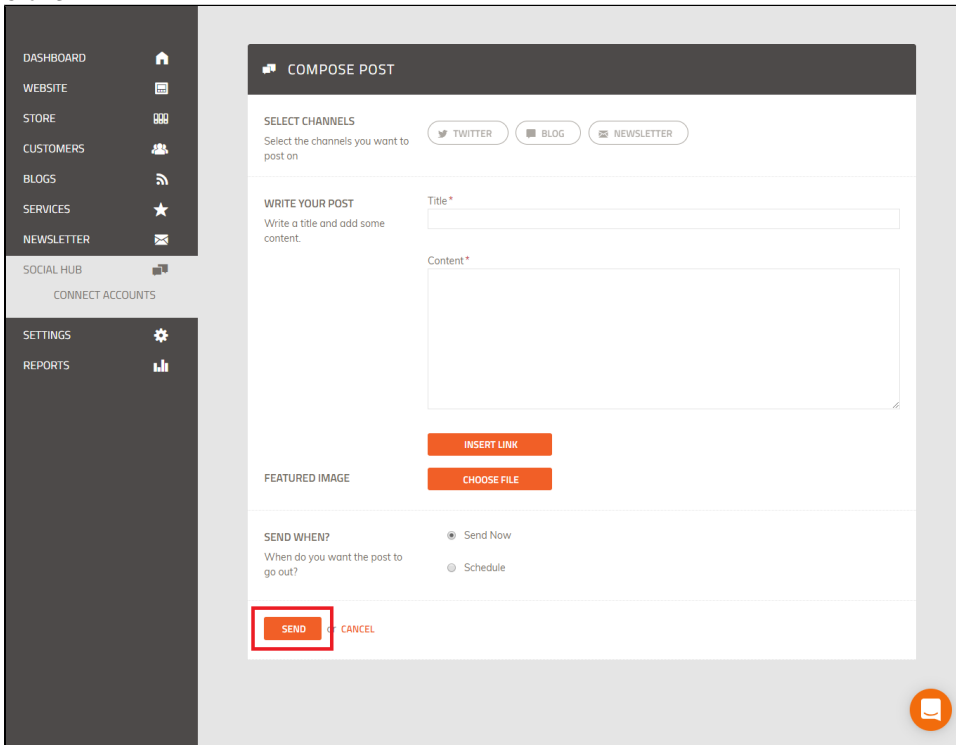
SEND or CANCEL

Note

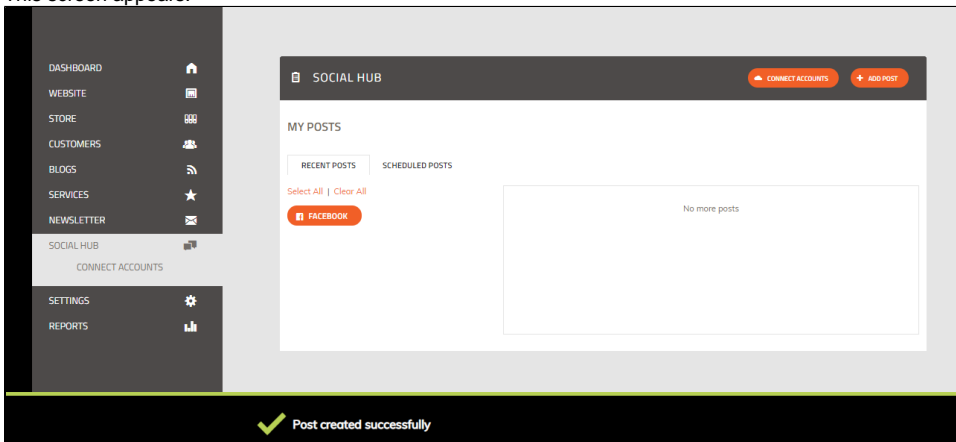
If you choose **Send Now**, click **SEND**.

If you choose **Schedule**, select a Date Scheduled and then click **SAVE**.

11. Click **SEND**.



This screen appears.



Related articles

- [Social Hub](#)
- [Connect accounts](#)
- [Add social media posts](#)
- [Send a newsletter](#)
- [How to charge shipping fees](#)