

How to...  
**UPLOAD YOUR EMAIL**



## How to... Upload your email

So you've created your own HTML template, now you just need get it up and running in the NewZapp Drag and Drop Editor. Lucky for you, this is easier than Velcro shoes.

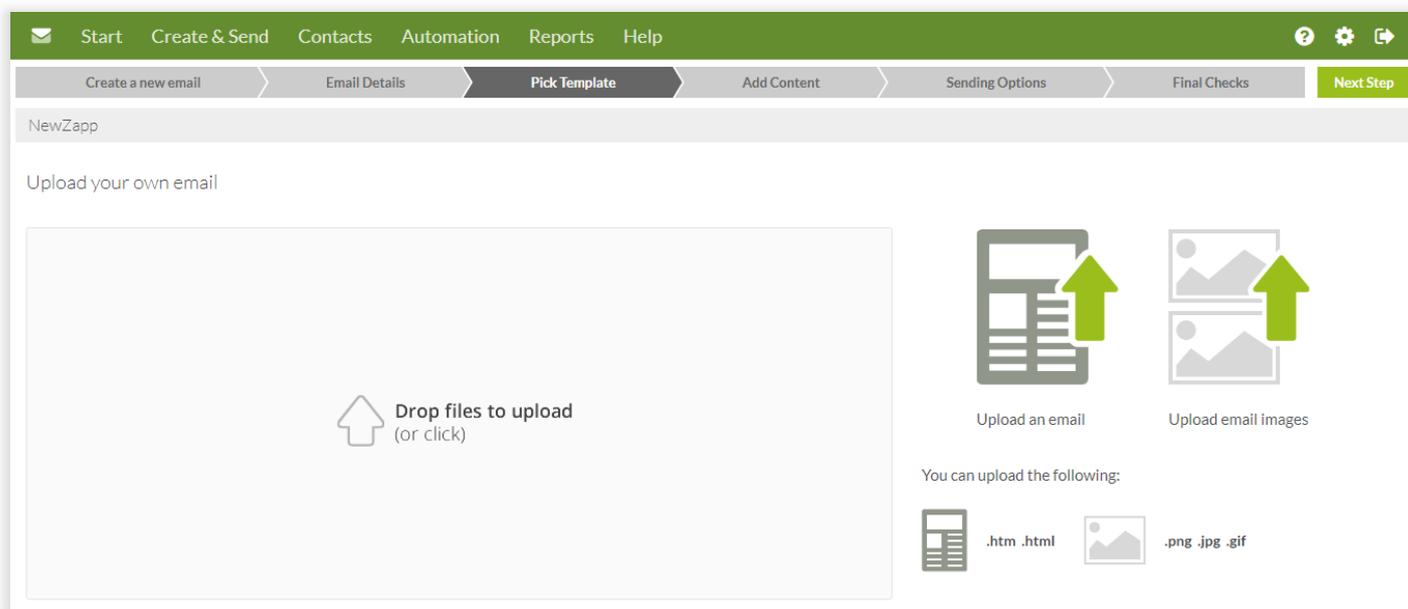
At this stage we assume that you've read the Designer's Guide and have your HTML file and fixed images in a single folder together, using relative image paths in your code.

If not, please see: [How to... Designer's Guide to Building Templates](#)

Now open up the NewZapp Drag and Drop Editor and go to **Create & Send > Upload your own email**

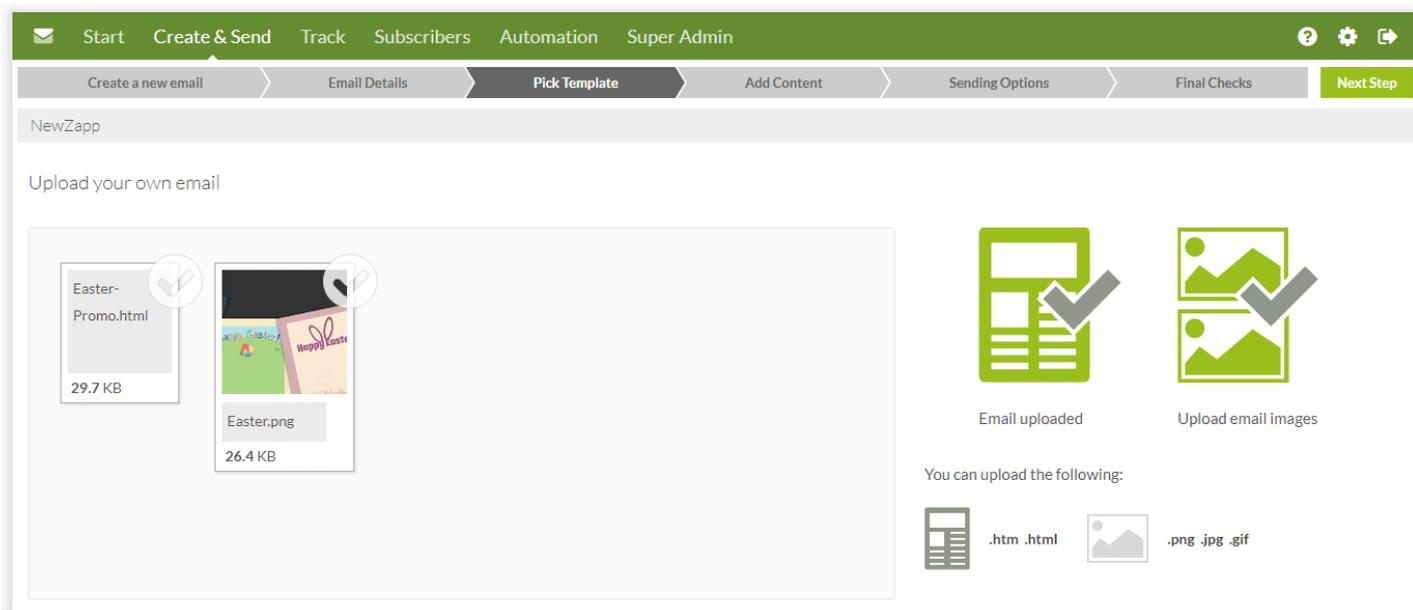
The next screen is identical to creating an email from any template. Enter a name for your email, the Subject line, a From name and From email address, and Google Analytics campaign name if applicable. Don't worry if you're missing any information, you can always amend this data later from the Email Details panel.

Click the **Next Step** button when you're happy to move on the upload screen (below)



Now you can either click on the **Drop files to upload** area and browse to the folder containing your HTML file and images, or simply drag and drop your files onto this area.

You can upload .htm or .html files, .jpg, .png and .gif files.



Your files will then be uploaded. Watch the progress bars and look out for any errors or missing images!

When the upload is complete the pictograms on the right will be ticked and green, with the total number of images uploaded displayed beneath the images pictogram.

If there are any problems with your files the system will tell you. Just correct any issues and return to the **Upload your email** screen and try again.

Once you're happy, click the **Next Step** button and you'll be taken straight into the **Add Content** screen to check and send.

If your HTML didn't include the [unsubscribe] tag then the system will have added it for you and it will now be visible on screen.

You can reuse uploaded templates just like any other, simply **Create a new email** and select your template from the **My Uploads** tab.

For more information on getting the most from your NewZapp account, visit our [Knowledge Base](#) or contact us on [support@newzapp.co.uk](mailto:support@newzapp.co.uk).