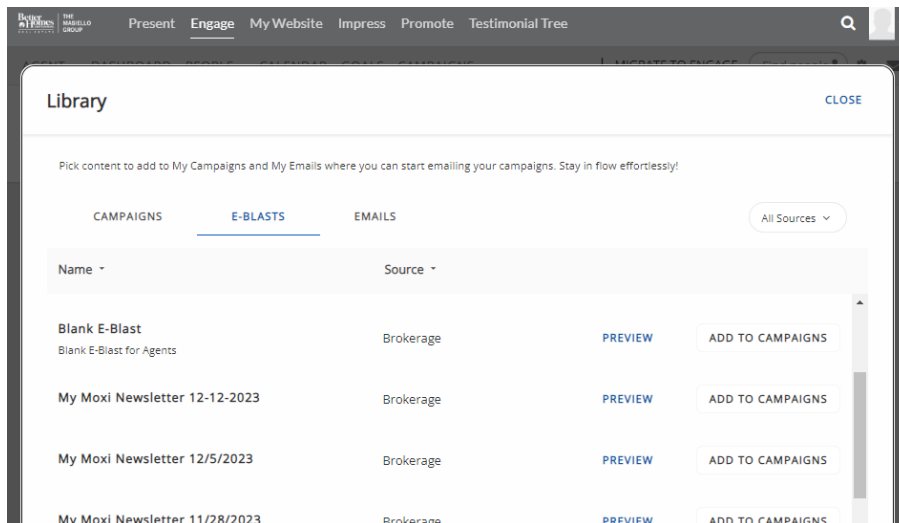


# Utilizing the Blank E-Blast Campaign In Moxi Engage

Outlined here are the best practices for leveraging your own blasts in Moxi Engage.

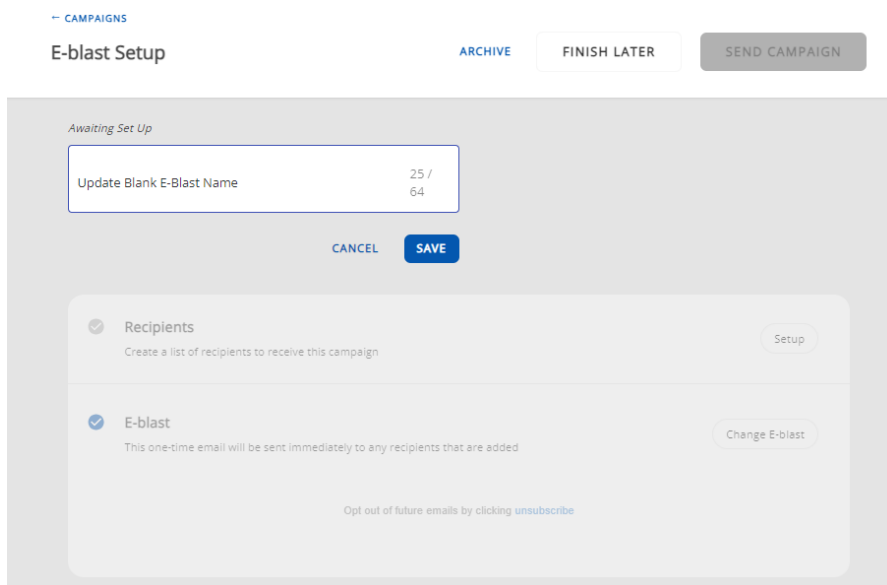
**Step 1:** Find Blank E-blast in the Library and add it to your campaigns



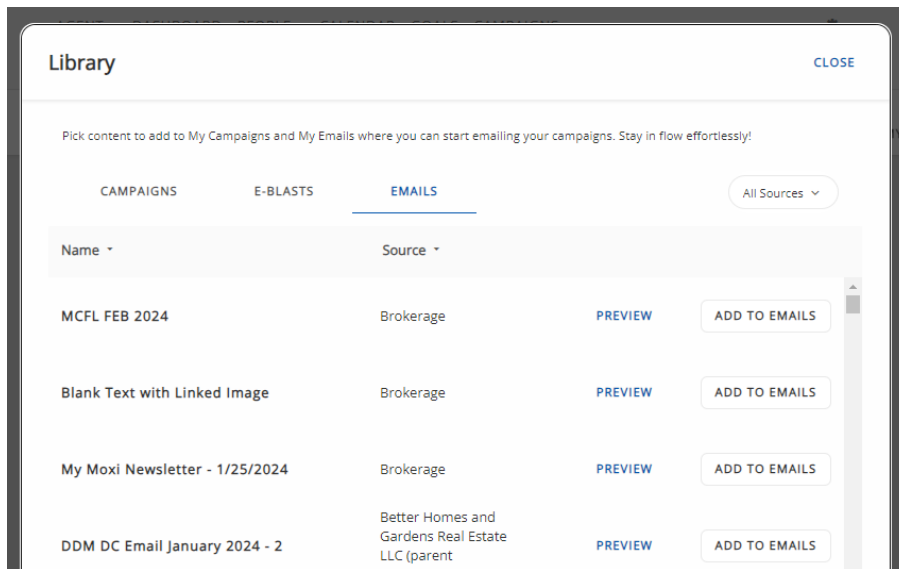
After adding this campaign to your Engage, you will...

- Have the campaign *Blank E-Blast* under your E-Blasts Tab
- Have the email *Blank E-Blast* under your My Emails Tab

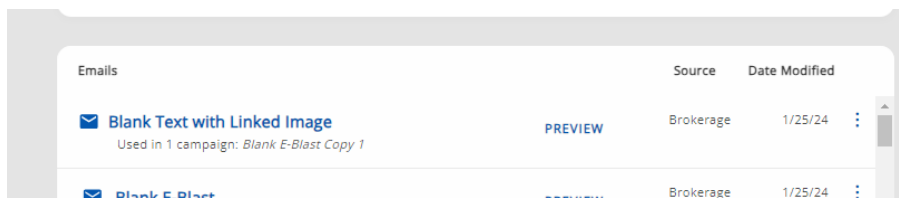
**Step 2:** Rename the E-blast Campaign and the Email to match the campaign you're about to send.



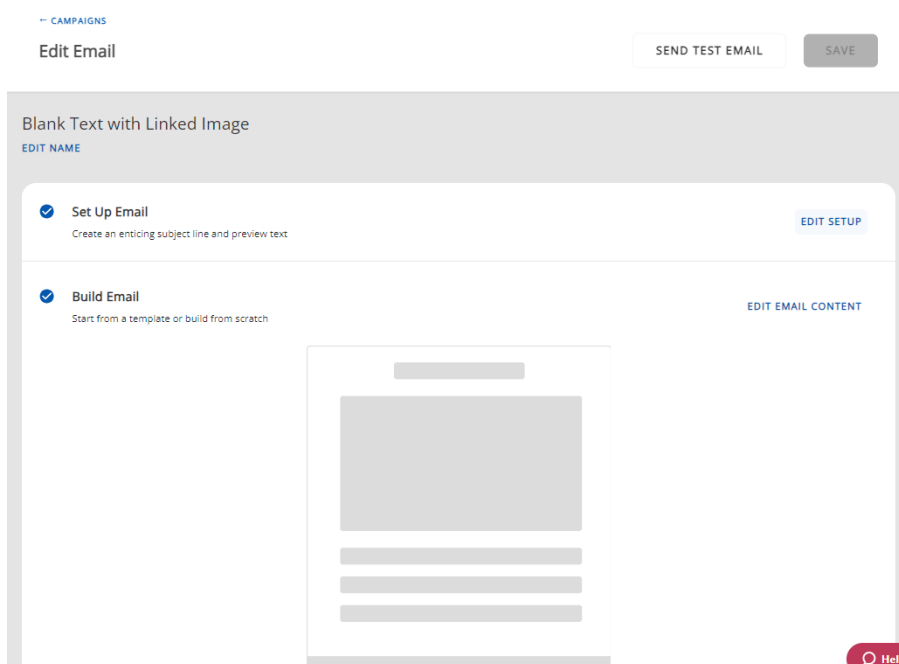
**Step 3:** Go back into the Library and add the Email Template *Blank Text with Linked Image*



**Step 4:** Under the My Email tab, click on *Blank Text with Linked Image*

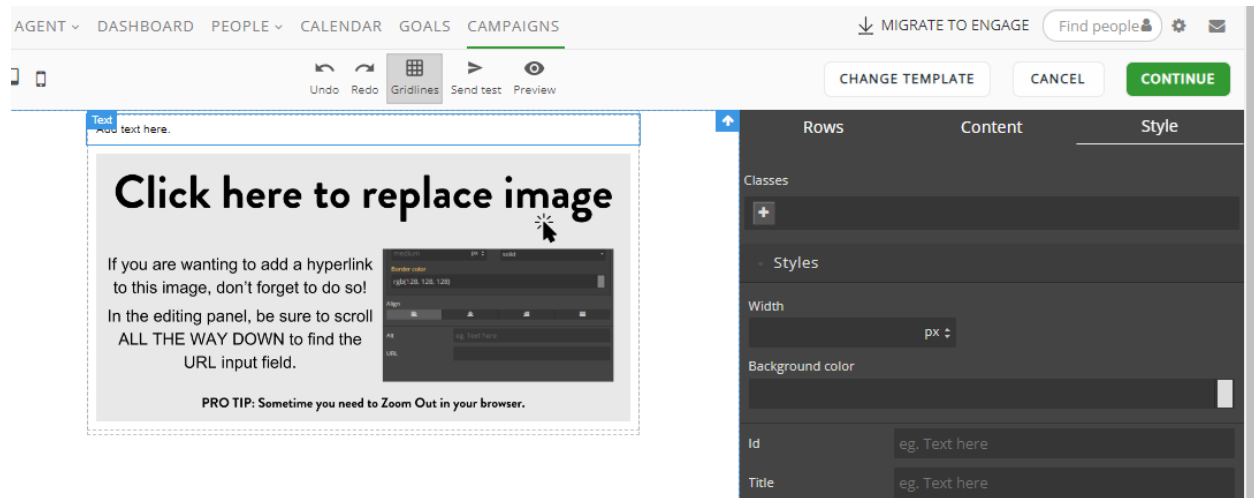


**Step 5:** Here, you can update the email's name, subject, preview text, and content.

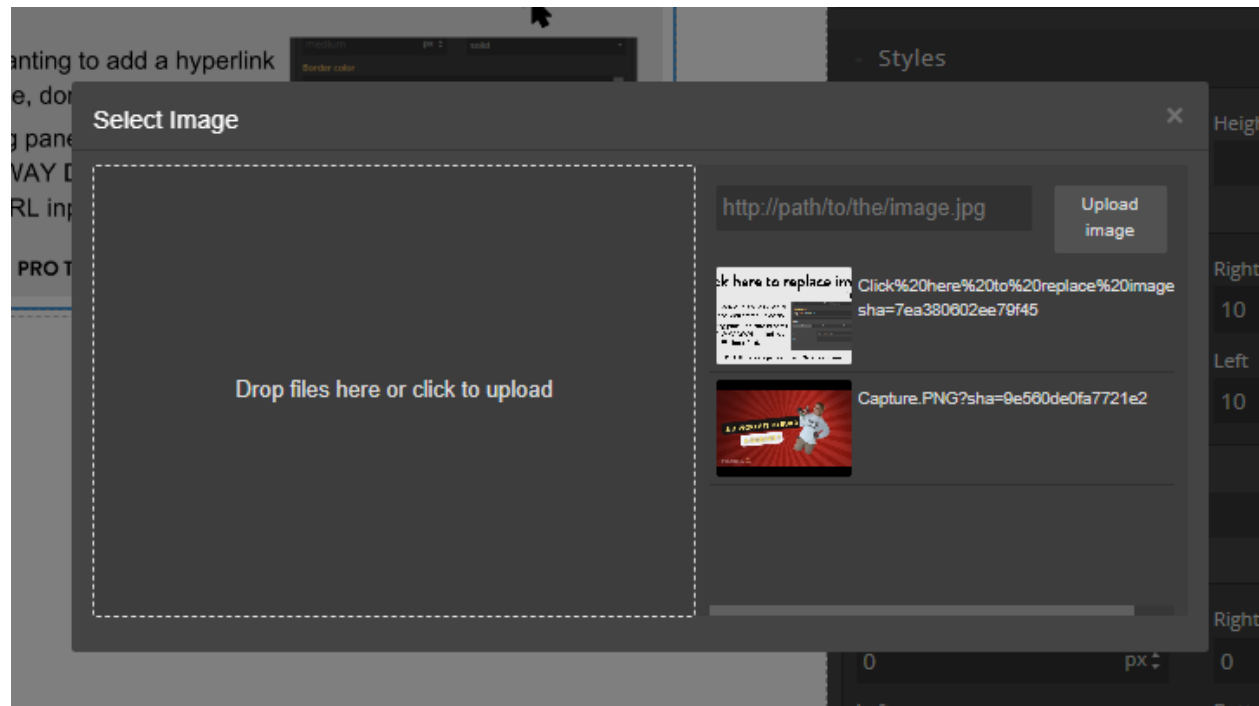


**Step 6:** To enter the email content editor, click Edit Email Content.

**Step 7:** Double-click on “Add text here.” to enter the text editor widget. Delete the filler and add the desired email text.



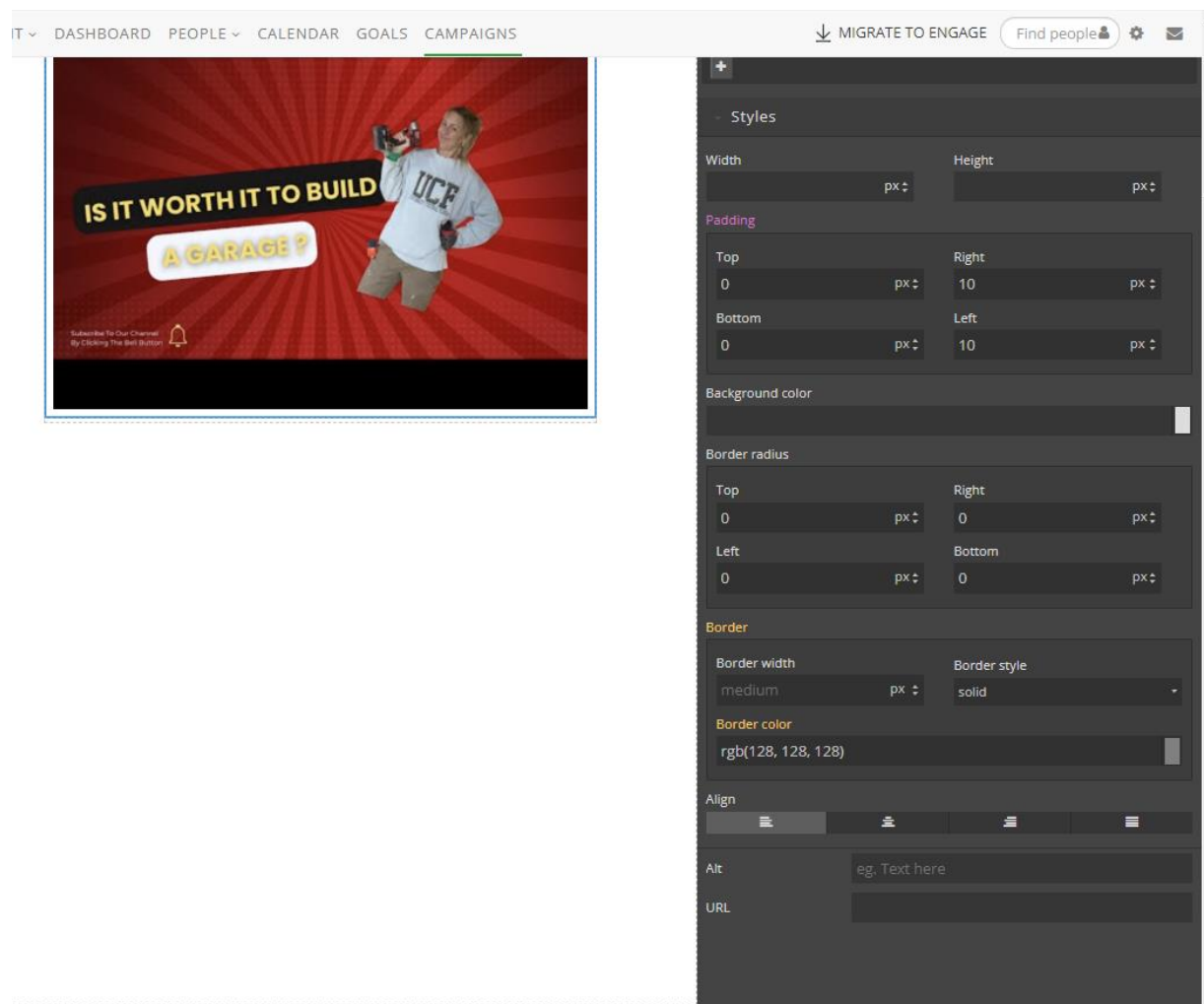
**Step 8:** Double-click on the image, and you'll be asked to upload a new image from your computer.



**Step 9:** If you want to add a link to your image, scroll to the very bottom of the left-side editor (make sure the image widget is still selected) and add the URL in the URL box at the bottom.

**Trouble Shooting Tip** - some browsers struggle to show the URL field. If you're not seeing it, zoom out on your browser until the field appears.

- [Zooming out in Chrome](#)
- [Zooming out in Safari](#)



The screenshot displays an email editor interface. On the left, a video player is shown with a red background and a person in a white 'UCF' sweatshirt. The video title is 'IS IT WORTH IT TO BUILD A GARAGE?'. Below the video, there is a small subscription prompt: 'Subscribe To Our Channel By Clicking The Bell Button'. On the right, a 'Styles' panel is visible, allowing for customization of the video player. The panel includes sections for 'Width' and 'Height', 'Padding' (Top, Right, Bottom, Left), 'Background color', 'Border radius' (Top, Right, Left, Bottom), 'Border' (Border width, Border style, Border color), 'Align', 'Alt', and 'URL'.

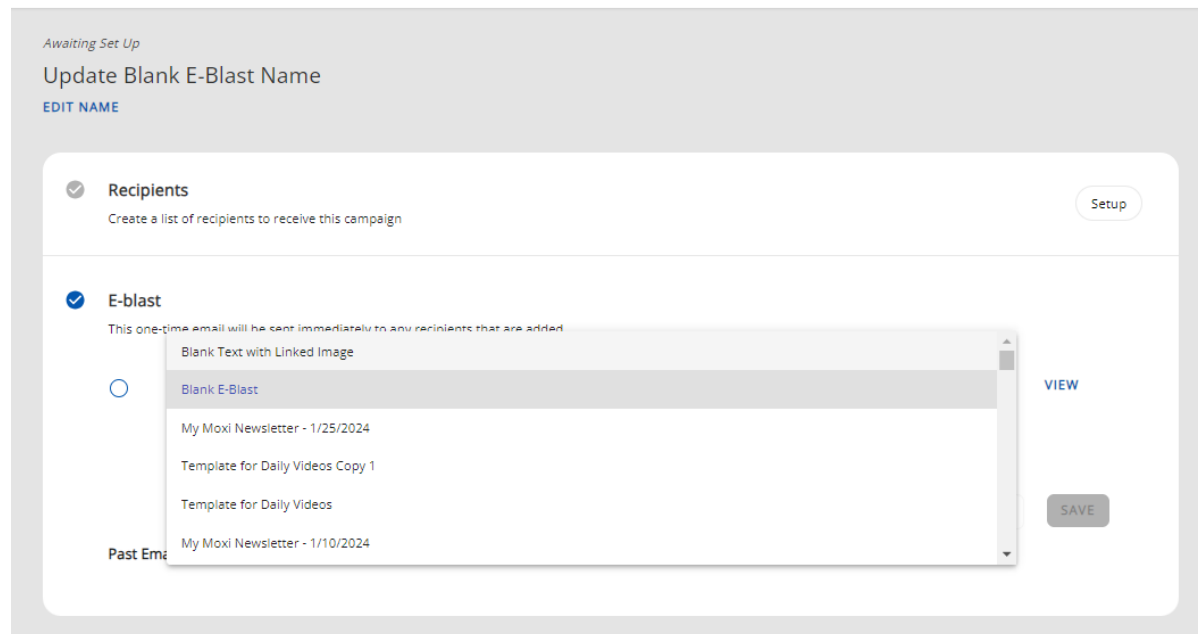
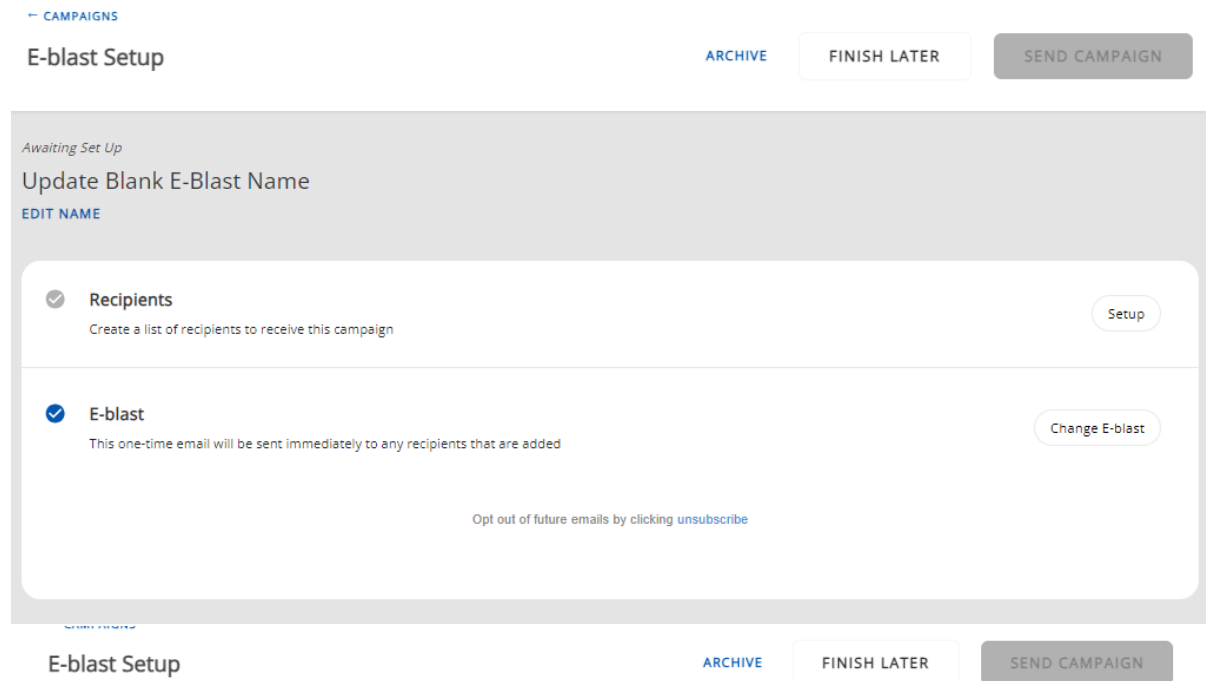
For more on editing emails, check out this [Moxi Support Article](#).

**Step 10:** If you're happy with how your email looks, click the green **Continue** button at the top of the page.

**Step 11:** Once you're happy with ALL email settings, you can click Save at the top of the Edit Email page.

**Step 12:** Back under the E-blast tab, click on the campaign you made in Step 2.

**Step 13:** Click the Change E-blast button and select the email you created back in Step 11.



**Step 14:** From here, you can choose your recipients and send your e-blast.