

Spot Communication

Pre-Steps:

- Mailjet training-[Yougrow](#). Search for the training course ID:0000159374 - MAILJET - Your newsletter editing tool

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Course | ID: 0000159374

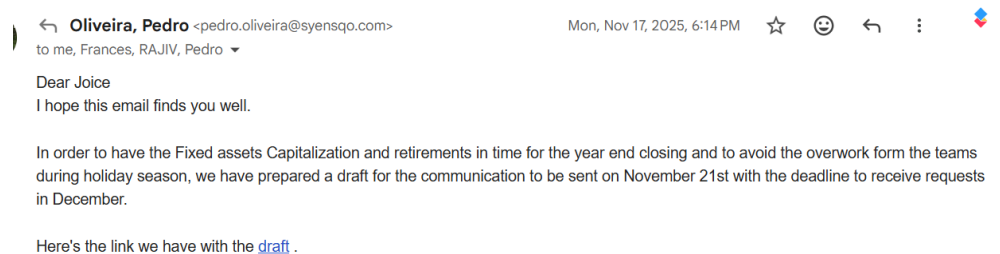
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Completed on: 04-MAR-2026

In case the video is too stuck to watch, [here](#) is the download one.

- Mailjet account. Go to Syra Mailjet - [Communication Tool](#) and apply

Step 1-- I receive request from people to send a big communication.



- If this is the 1st time for people to request a communication, provide him/her a [template](#) to fill in.
 - Always create a new template and then share with users.
 - If the requested sending date is short, tell the user to request earlier next time, usually **4 working days prior to the target sending date**.

Step 3--I create Mailjet content according to information collected

1. Login [Mailjet](#)
 - a. Create Campaigns, send a test to myself to check the overall appearance.
 - b. Send a test to the user to get approval.
 - i. Adjust if user has more requests
 - c. Create a Contacts
 - d. Schedule the sending

Step 4--I Record the sending in [communication plan](#).

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