

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

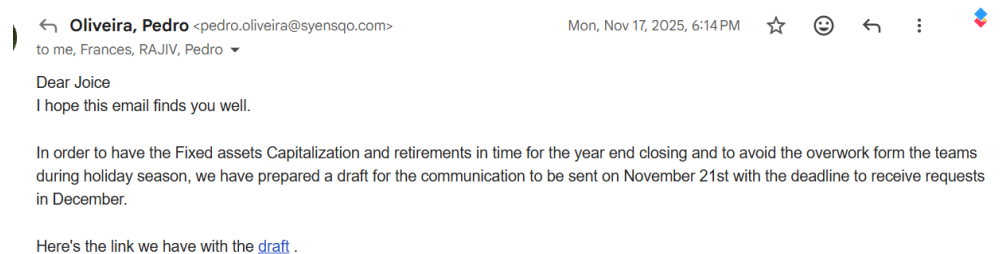
Successful

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.



← Oliveira, Pedro <pedro.oliveira@syensqo.com> Mon, Nov 17, 2025, 6:14 PM ☆ 😊 ↶ ⋮ 🚩

to me, Frances, RAJIV, Pedro ▾

Dear Joice
I hope this email finds you well.

In order to have the Fixed assets Capitalization and retirements in time for the year end closing and to avoid the overwork from the teams during holiday season, we have prepared a draft for the communication to be sent on November 21st with the deadline to receive requests in December.

Here's the link we have with the [draft](#) .

- 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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