


Welcome!

This guide contains useful tips to help you use the system to effectively communicate with your contacts.

- If you're brand new to Communicate, take a look at the following help topic to get your started: [Before You Begin](#)
- If you'd like to learn about sending a basic **Broadcast**, click [here](#).

 **Note:** Some menus or features mentioned may not appear in your account, as only those to which you have been granted access will be visible. For access to additional features, please contact [support](#).

Printable Step-by-Step Training Guides

- **Printable Training PDF Guides:** Printable PDF guides can be found in the "[Printable PDFs](#)" section of this manual. Please go there for easy to use step-by-step guides that will get you sending messages and even using advanced features in no time!

Here are some great guides we recommend:

- **Send a Basic Broadcast:** Our [Quick Start for New Users](#) is a great place to start. Use this guide to send your first Broadcast by following illustrated step-by-step instructions.
- **Getting Started:** The [Getting Started Guide](#) goes a little more in-depth. Topics covered include sending a message, list building, and creating a new Broadcast from the Dashboard.
- **Advanced Training:** Learn how to personalize your messages and how to post to social media. We discuss many more advanced features in this intensive [Advanced Training Guide](#).

Help at Every Step

User-friendly help embedded into Communicate's interface is another way we try to ensure your experience is the easiest and best it can be. You will find that throughout the system, help is always nearby.

Quick Access Links:

- [Send a Basic Message](#)
- [Getting Started](#)
- [Other Communicate Products](#)

New Features!

As of our latest release, Communicate now boasts the following new features:

- **"No Email" filter option added to Email Log report:** quickly and easily see which contacts didn't receive your email broadcast because they don't have an email address.
- **Updated Contact and Preference Changes report:** new filters added to further filter report results.

