How to Create a Group from a Past Email Alert

In this video we will discuss how to create a new group from a past email alert.

Often when sending alerts and messages you'll find that you need to send information to members of a current group. For instance, let's say sent out an email message to a group informing them of a Free Lunch Event. Seven members of your group clicked through your email and you'd like to send a follow up message explaining the details. You can create this new group from a previous email sent from the system.

To begin, hover over alerts and click on "past alerts". Find the email from which you'd like to create your new group. Click on the link for "results" to see the email's results page.

You can then select your users by choosing "clicked through" in the Status Drop Down Box on the right side of the screen. Next click the "create group" button. Your screen will refresh to show your group created at the top of the email analytics menu. Now you can choose to view the group by clicking the group name or you can choose to send a new message by clicking the send alert link. You can also hover over Groups and click on View Groups to see your new group listed for you.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.