

Aweber - QUICK START 3 - Welcome Email - Step By Step

A QUICK START Tutorial explaining how to create the Welcome Message for an Aweber AutoResponder Service List

Welcome Email Page

The screenshot shows the AWeber 'Follow Up #1 Edit' page. It includes a navigation bar with 'Home', 'My Lists', 'Messages', 'Subscribers', 'Web Forms', and 'Reports'. The 'Current List' is 'tutorialsample'. The page is titled 'Follow Up #1 Edit:' and includes instructions to enter plain text or HTML/text message. It features a 'Drafts' section, a 'Subject' field, and a 'Personalize' button. The main content area has a rich text editor for 'HTML Message' and a 'Plain Text Message' section. The 'Plain Text Message' section includes a 'Wrap Long Lines' button and a 'Personalize' button. At the bottom, there are options to 'Attach A File', 'Interval' (set to '#1 sent immediately'), 'Track Clicks?' (checked), and a 'Save your message' button. The page is annotated with 13 numbered blue circles and arrows pointing to various elements: 1 points to the AWeber logo, 2 points to the 'Follow Up #1 Edit:' title, 3 points to the 'Drafts' section, 4 points to the 'Personalize' button next to the subject field, 5 points to the 'HTML Message' rich text editor, 6 points to the 'Templates: View Templates' link, 7 points to the 'Design' tab in the rich text editor, 8 points to the 'Personalize' button in the 'Plain Text Message' section, 9 points to the 'Wrap Long Lines' button, 10 points to the 'Attach A File' link, 11 points to the 'Interval' dropdown, 12 points to the 'Track Clicks?' checkbox, and 13 points to the 'Save your message' button.

1 My Account | Help | Logout

Home My Lists Messages Subscribers Web Forms Reports

Current List: tutorialsample (Create and Manage Lists)

Follow Up #1 Edit:

Enter your plain text or HTML/text message below. To finish click "Save" and use the "test" link to send yourself a copy of the message for preview.

Drafts:
Saved from Today 0 seconds ago - Restore

Subject: Welcome to my Tutorial Sample List Personalize

HTML Message: Personalize

Templates: View Templates

Design Source Preview Use Shift+Enter for a
 tag

Change to classic HTML box

Plain Text Message: Wrap Long Lines Personalize

For this AWeber QUICK START Tutorial, we are going to send just a plain Text Message.
We are not going to take the time to send an HTML Message and use an HTML Template.

Attach A File

Interval: #1 sent immediately

Track Clicks?
☒ Track clicks on website links in this message.

All set? Save your message.
Preview Save Message

Here is the **Welcome Message Page**.

NOTE - The **Welcome Message** is also referred to as the **Follow Up #1 Message**

For this **QUICK START Tutorial**, let's work our way down the page, one Arrow at a time!

Arrow # 1 - Current List tells you which List you are working on. Be sure that you are working on the correct List!

Arrow # 2 - Follow Up #1 is also referred to as the **Welcome Message**. It is the message sent to List subscribers AFTER they confirm that they want to join the List. It is your first real contact with them. Use it to start building a relationship!

Arrow # 3 - Aweber is smart enough (and kind enough) to save your drafts for you, automatically. This is a wonderful feature if you get interrupted! Thanks, Aweber! LOL

Arrow # 4 - Subject Line - It is a good idea to identify your List in the **Subject Line**.

Arrow # 5 - Here is the **HTML Message Box**. Because this is a **QUICK START Tutorial**, we are just going to send a **Plain Text Message**.

Arrow # 6 - If you were to use the **HTML Message Options**, the **Templates Link** opens a drop down menu with MANY Theme options.

Arrow # 7 - As I mentioned earlier, this is a **QUICK START Tutorial** and we are going to send a **Plain Text Message**. Everyone can receive and read a **Plain Text Message**, but not everybody has their email setting set to allow **HTML Messages**.

Arrow # 8 - When typing a message in the **Plain Text Message box**, just type each paragraph as one long line. After the message is typed, click on the **Wrap Long Lines** command.

Arrow # 9 - Wrap Long Lines command. To see this in action, check out the screenshot in the next Step. Once you have wrapped the Text into shorter lines, it is easy to make any corrections necessary.

Arrow # 10 - Attach a File This is where you would **Attach a File** to send along with the **Welcome Message**. For a detail of this option, check out the second Step after this one.

Arrow # 12 - Interval This sets WHEN this message will be sent. The **Welcome Message / Follow Up Message #1** is ALWAYS sent immediately. For other **Messages**, you have the options to set the time when the **Message** will be sent.

Arrow # 13 - Preview | Save Message Click on **Preview** to look over your **Message**. Click on **Save Message** to save it.

Wrap Long Lines in your Plain Text Message

Plain Text Message: ABC ✓ **Wrap Long Lines** [Personalize](#)

For this Aweber QUICK START Tutorial, we are going to send just a plain Text Message.

We are not going to take the time to send an HTML Message and use an HTML Template.

< RECOMMENDED WIDTH

Click on the **Wrap Long Lines button** (Green rectangle) and your text message will look like this!

I wait to check for misspellings and typos AFTER I have clicked on **Wrap Long Lines**. It is easier and faster when I can see everything at once.


Add Attachment Options

The screenshot shows a web interface for adding an attachment. On the left, there is a sidebar with the following elements: a link 'Attach A File', a section 'Interval:' with the text '#1 sent immediately', a section 'Track Clicks?' with a checked checkbox and the text 'Track clicks on website links', and a section 'All set? Save your message' with two green buttons: 'Preview' and 'Save'. The main area displays a modal dialog box titled 'Add Attachment' with a close button (X) in the top right corner. Inside the dialog, the text 'Add an Attachment:' is followed by the instruction 'Select your file below to upload, add an optional comment then click Add File.' Below this, there is a 'File:' label next to a text input field and a 'Browse...' button. Underneath, there is a 'Comment:' label next to a text input field. At the bottom of the dialog is a green button labeled 'Add File'.

The **Add attachment Option** allows you to upload a file from your computer and have it sent out along with your **Welcome Message**. Many people have their email set to avoid Attachments, so using this feature may present delivery problems.


It may be better to set up the file(s) on a website and simply include a link in the **Welcome Message**.

Save the Welcome Message and Move On to Create a Web Form

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[Home](#) | [My Lists](#) | [Messages](#) | [Subscribers](#) | [Web Forms](#) | [Reports](#)

Current List: tutorialsample [\(Create and Manage Lists\)](#)

 **Success:**
Message 1 saved.

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Follow Up Messages:

Your list has 1 autoresponder and unlimited follow up messages available. You are currently sending 1 message. To move or reorder follow up messages simply click and drag it to the new location.

Mesg	Interval	Type	Modified	Click Tracking	Subject	Spam?	Test	Copy	Delete
1	0	Text/HTML	11/20/09	on	Welcome to my Tutorial Sample List	0	Test	Copy	X

[+ Add New Follow Up Message](#)


Campaign Sharing:

Allows a sequence of follow up messages and/or pending broadcasts to be copied from one list to a second list and is useful when you wish to transfer your messages to a different account, or move messages from one list to another.

Enable campaign sharing for authorized users: Campaign Sharing Off [Save](#)

Use a pre-defined campaign by entering the campaign code: [Load Campaign](#)


Warning: Loading shared followups will erase any followup messages in your list that are already defined. Also, loading shared followups or broadcasts will erase any custom fields or global fields defined for the account.


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[How Do I Reorder My Messages?](#)
[More Articles on Followup Messages](#)

Create a Web Form

To get subscribers, create a web form (or "signup form") that you can put on your website.

[Do This Step](#)

1

Setup Wizard
84%
List: tutorialsample [Next](#)

Once you have **Saved the Welcome Message**, your next **QUICK START** task is to **Create a Web Form**.

If you are using the **Setup Wizard**, click on the **Do This Step** button (Arrow #1)

If you are not using the **Setup Wizard**, click on the **Web Forms Tab** (Arrow #2) at the top of the page.