


# ⚡ SwiftMerge Quick Start Guide

*Send personalized emails to multiple recipients in minutes*

## 1 Create Your Email Draft

- Open Outlook and create a new email
- Write your email content with personalization placeholders
- Use merge fields like {{FirstName}}, {{LastName}}, {{Email}}
- Save as Draft (don't send it)

 **Tip:** You can add attachments, images, and HTML formatting to your draft — SwiftMerge will include them in every email.

### Example:

Hi {{FirstName}},


Thank you for your interest. We'll follow up at {{Email}} soon.

## 2 Start a New Campaign

- Open SwiftMerge from the Outlook ribbon or add-in panel
- Click "New Campaign" on the home screen
- Enter a campaign name (e.g., "April Newsletter")
- Click "Create" to continue

## 3 Select Your Draft Email

- Click "Select Draft" in the campaign details
- Browse your Outlook Drafts folder
- Preview the email content and attachments
- Click "Use This Draft" to confirm


 **Tip:** SwiftMerge automatically detects merge fields in your draft and shows you which ones are available.

## 4 Import Your Recipients

- Click "Import Recipients"
- Choose your import method: Outlook Contacts, Excel file (Pro), CSV file (Pro), or Manual Entry
- Map your columns to merge fields (Email, FirstName, LastName, etc.)
- Review imported recipients and click "Import"

## 5 Preview and Send

- Click "Send" to open the send options
- Preview how emails will look for each recipient
- Configure sending options: Schedule (Pro), Throttle speed (Pro), Enable tracking (Pro)
- Click "Send Now" or "Schedule"
- SwiftMerge sends emails in the background — you can close the add-in

 **Tip:** Each email is sent individually from your Outlook account, appearing in your Sent Items folder.

## 6 Track Your Results (Pro)

- View campaign statistics from the home screen
- See delivery status for each recipient
- Track opens, clicks, and unsubscribes
- Export detailed reports

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Need help? Visit [swiftmerge.app/support](https://swiftmerge.app/support)

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