

USER MANUAL

使用手册

Reasonable Software House Limited

思齐软件有限公司

Hong Kong | Shenzhen | Guangzhou | Beijing | Shanghai | Taipei | Singapore

香港 | 深圳 | 广州 | 北京 | 上海 | 台北 | 新加坡

Spread 7.0

目录

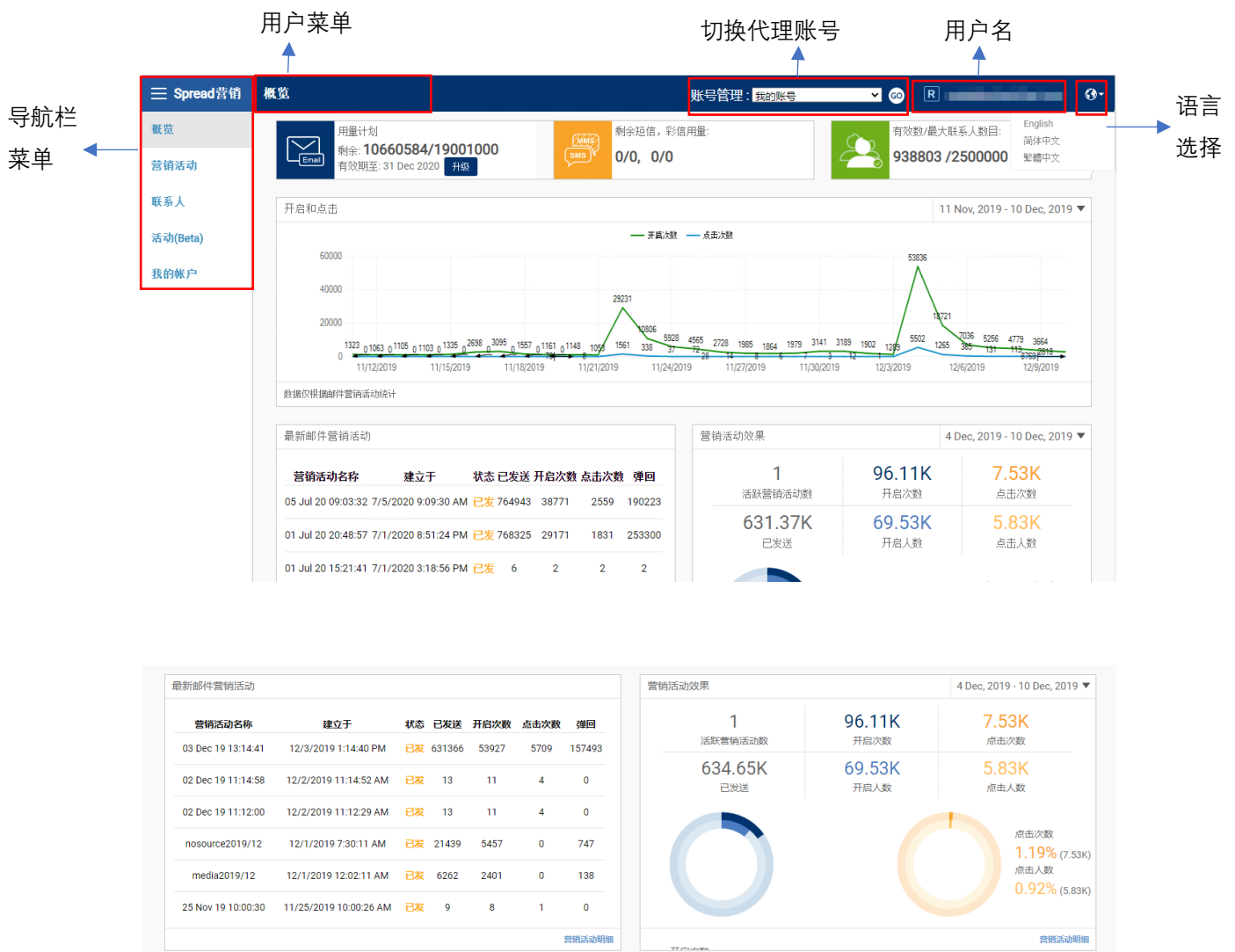
| | |
|---|----|
| System Overview 系统概览 | 3 |
| Spread 7.0 Dashboard 数据可视化模块 | 3 |
| User Management 用户界面 | 5 |
| Create Campaign 创建邮件活动 | 11 |
| What You See Is What You Get Editor 所见即所得编辑器 | 11 |
| Add Pictures 添加图片 | 13 |
| Grid Layout 网格布局 | 17 |
| Add URL (Image and Button) 添加 URL (图片及按钮) | 18 |
| Copy, Move and Delete Component 复制、移动和删除组件 | 19 |
| HTML Upload 上传 HTML | 21 |
| Zip Creative Upload 上传 Zip 邮件设计 | 21 |
| Set Sender Email 设置发件人 | 23 |
| Add Reply-to-email 添加回复地址 | 23 |
| Personalized Email Content 个性化邮件内容 | 25 |
| Define Custom Field (Personalized Function) 编辑自定义字段 (个性化功能) | 27 |
| Spread Link Spread 链接 | 30 |
| Share to Social Media Button 分享至社交媒体按钮 | 30 |
| Add PDF Attachment 添加 PDF 附件 | 31 |
| Preview 预览 | 35 |
| A/B Testing Campaigns A/B 测试邮件 | 37 |
| Scheduling 定时发送 | 38 |
| Automation 自动化发送触发 | 40 |
| Publish 刊登 | 45 |
| Send Test Email 发送测试邮件 | 46 |
| Use Free Template 使用免费模板 | 47 |
| Create SMS 新建短信 | 47 |

| | |
|--|----|
| SMS Link Tracking 短信链接追踪 | 49 |
| Manage Contact List 管理联系人名单 | 51 |
| Upload Contact 上传联系人 | 51 |
| Update Contacts' Information 更新联系人信息 | 53 |
| Contacts Segmentation 联系人分组 | 56 |
| Do Not Mail List/Activate 拒收信息名单/激活 | 59 |
| Report 报告 | 61 |
| Report Dashboard 报告界面 | 61 |
| Get Multi-Report 获取多报告 | 64 |
| Get Report on Open by Hour/Day Report for One Campaign 获取单个邮件的每小时/每天打开报告 | 66 |
| Report on Reasons of Bounce; Export Bounce Contact List 弹回报告; 导出弹回报告 .. | 67 |
| Create Signup form 建立登记表格 | 68 |
| Create Signup form 建立登记表格 | 68 |
| Get URL or HTML of Sign Up Form 获取登记表格的 URL 或 HTML | 72 |
| How to acquire more subscribers? 如何获得更多的订阅者? | 73 |


System Overview 系统概览

Reasonable is a leading email marketing software and service provider in Hong Kong and southern China. Established in 2004, we are the sole developer and owner of Spread – the first cloud-based email marketing software in China. We provide professional email marketing solution for you to help you grow your business. More than 300,000,000 are managed by Spread. Spread assists users to send over 4 billion emails per year. We maintain a good relationship with worldwide major Internet Service Providers, such as Yahoo, Hotmail, Gmail, QQ mail, 163 mail and Mail.ru.

Spread 7.0 Dashboard 数据可视化模块





1. Navigation bar is used to manage campaigns, contacts, events and account setting. User can click on icon  in the left top corner to extend navigation menu. 导航栏菜单
2. User name is in the right top corner of SPREAD web page. User can click on user name to log out. User can click on the column next to the user name to select other role account.

(Please notice that all the screenshot images used in this manual is only for operation examples, they don't stand for real operation data.)

A. General 总览

- 1) Click "My Account" in Navigation Bar to manger user account
点击导航栏中的“我的帐户”，进入用户管理界面
- 2) Below are some commonly used tab
以下是一些常用标签
 - Contact Information 个人信息
 - Change Password 更改密码
 - Define custom field 定义自定义字段



B. Grant right to another account and edit right 授权给其他帐户并管理其权限

To add another existing account 添加已注册帐户

- 1) Click “User Management” 点击“用户管理”
- 2) Type the Login Email Address of another existing account 输入另一已注册帐户的登录邮箱
- 3) Choose the role then click “Add” 选择帐户身份，点击“添加”



To add a account not yet registered 添加未注册帐户

- 1) Type a Login Email Address 输入登录邮箱
- 2) Choose the role then click “Add” 选择帐户身份，点击“添加”
- 3) Warning “Email not found” will be shown 显示提示“Email not found”
- 4) Set the “Password” for the account 设置该帐户的密码
- 5) Click “Add” again 点击“创建用户”

添加用户

邮件地址:
Email not found

密码:

名:

姓:

手机:

身份:

[创建用户](#)

| Role 身份 | Default right granted 默认授权 |
|--------------------------------|--|
| Basic User 普通用户 | View all email campaigns 查看所有营销活动 |
| Email Marketer 电邮营销者 | View all email campaigns, view email addresses, view usage report, upload emails, send campaign, download email address and export campaign report 查看所有营销活动; 查看邮箱地址; 查看发送报告; 上传邮箱地址; 发送营销邮件; 下载邮箱地址; 导出发送报告 |
| Administrators 管理员 | View all email campaigns, view email addresses, view usage report and send campaign 查看所有营销活动; 查看邮箱地址; 查看发送报告; 上传邮箱地址; 发送营销邮件 |

- 6) Edit the right of individual account by clicking “edit” 编辑单个账号的权限，点击“Edit”

当前用户

| ID | 登入电邮 | 名字 | 姓氏 | 身份 | |
|-------|----------------------|----|----|------------|---|
| 63878 | dtsang0926@gmail.com | rf | h | Basic User | Edit Delete |

7) Tick to rights, and click “update” 勾选权限，点击 “update”

当前用户

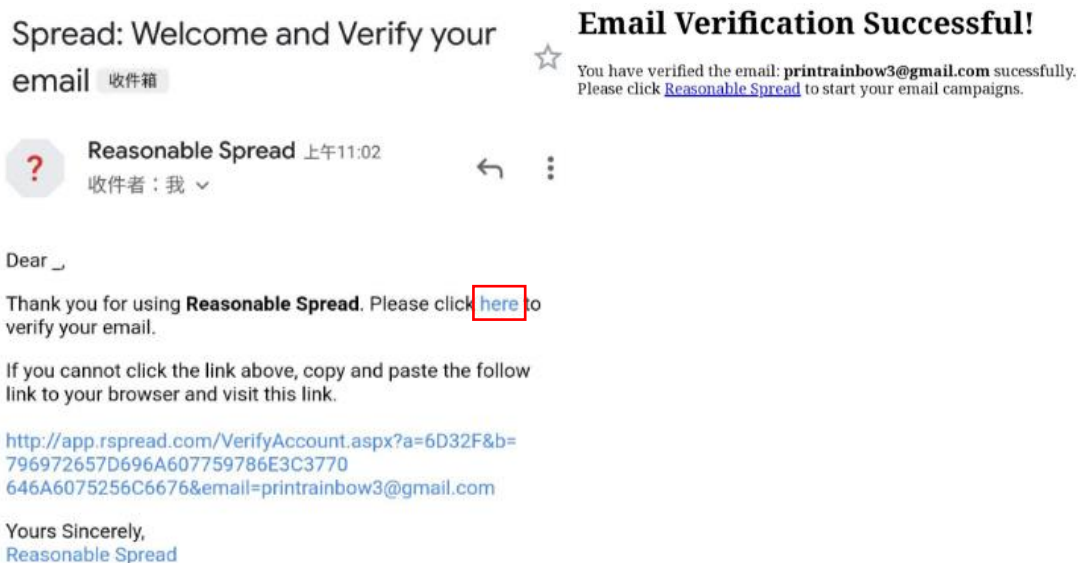
| ID | 登入电邮 | 名字 | 姓氏 | 身份 | |
|-------|----------------------|----|----|--|---|
| 63878 | dtsang0926@gmail.com | rf | h | <div style="border: 1px solid red; padding: 5px;"> Basic User ▾ <input type="checkbox"/> View All Campaigns <input type="checkbox"/> View Email addresses <input type="checkbox"/> View Usage Report <input type="checkbox"/> Upload Emails <input type="checkbox"/> Send Campaign <input type="checkbox"/> Quick Send <input type="checkbox"/> Approve Campaign <input type="checkbox"/> Download Email Addresses <input type="checkbox"/> Export Campaign Report </div> | <div style="border: 1px solid red; padding: 2px;">Update</div> Cancel |

| Right 权限 | Details 详细说明 |
|---|--|
| View All Campaigns 查看所有营销活动 | To view all campaigns 查看所有营销邮件 |
| View Email addresses 查看邮箱地址 | To view and export contact lists 查看与导出联系人名单 |
| View Usage Report 查看发送报告 | To read usage reports 查阅发送报告 |
| Upload Emails 上传邮箱地址 | To upload contact lists 上传联系人名单 |
| Send Campaign 发送营销邮件 | To send campaign 发送营销邮件 |
| Approve Campaign 批准营销活动 | To approve campaign 批准营销活动 |
| Download Email Address 下载邮箱地址 | To download email address 下载邮箱地址 |
| Export Campaign Report 导出发送报告 | To export campaign report 导出发送报告 |

C. To activate the new account 激活新账户

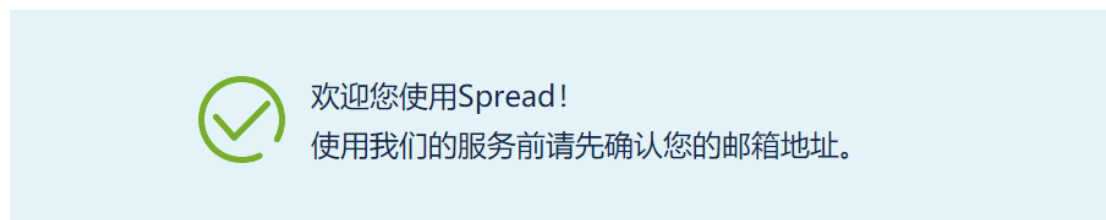
- 1) Once a new account is created, a verification email will be sent to the login email 创建新账户后，会发送验证邮件到登录邮箱
- 2) Go to your mail box and click the activation link 登录您的邮箱并点击激活链接

3) Successful message pop up 激活成功弹出提示



4) If you cannot receive the verification email, please login with your email and passowrd on Spread 如果您未能收到验证邮件，请使用该邮箱和注册密码登录 Spread

5) Click "Resend" and repeat step 1-3 点击 "Resend" 并重复步骤 1-3



我们发出了一封邮件到 632075654@qq.com，请检查您的邮件并点击邮件内的链接来确认您的邮箱地址。

如果您未能找到该邮件，请检查 [垃圾/ 滥发邮件夹](#)。如该邮件被误认为垃圾邮件，请点击 [“非垃圾邮件”/ “非滥发邮件”](#) 以便日后收取我们发出的邮件。

阁下必须确认您的邮箱才可以发送任何邮件。

如要重发一封确认信，请点击 [这里](#)

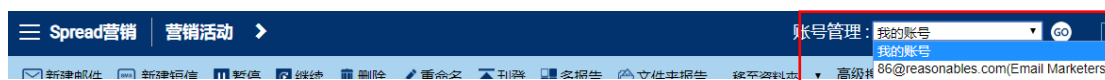
如您有任何问题或者意见，可以发送邮件到 spread@reasonables.com

D. Go to master account 切换至管理账号

To switch to a master accounts (where you act as Basic User, Email Marketer and Administrators)

切换到管理账号（您在管理账号的用户身份可能是普通用户、电邮营销者或管理员）

- 1) Click on the pull down menu in Navigation Bar 点击导航栏中的下拉框
- 2) Choose the account, then click “Go” 选择对应账号，点击



OR: 或:

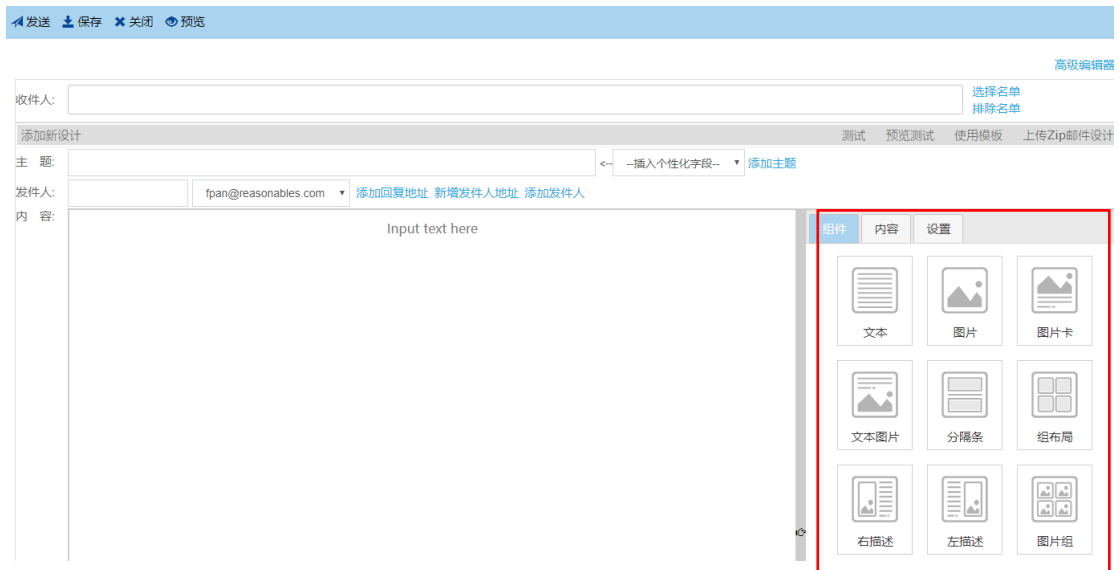
- 1) Click “My Account” in Navigation Bar 点击导航栏中的“我的帐户”
- 2) Click “Agent Management” to view all accounts you are managing 点击“代理账号管理”，查看所有可管理的帐户
- 3) Click “Login” beside any of them 点击账号旁边的“登入”



Create Campaign 创建邮件活动

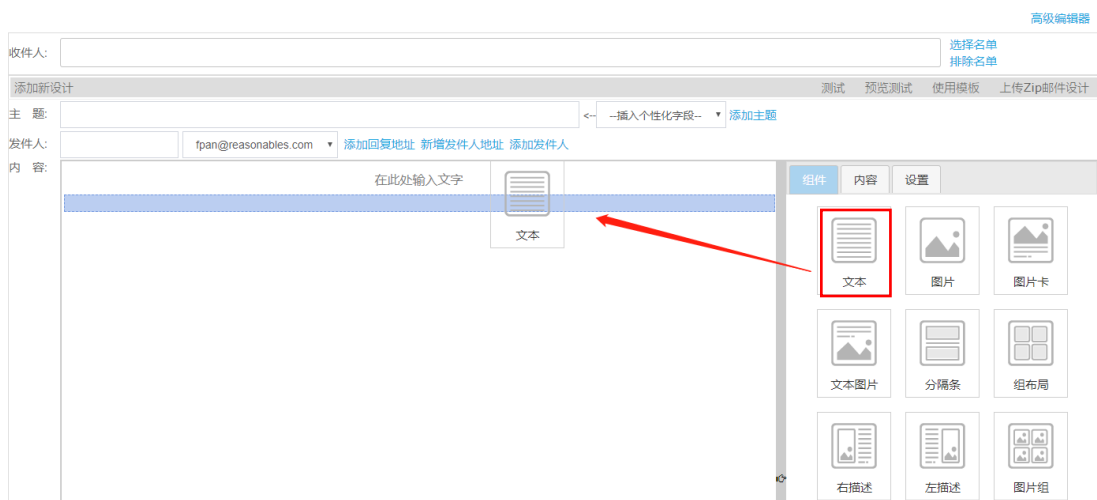
What You See Is What You Get Editor 所见即所得编辑器

- 1) Drag and drop any components you want to add 拖拽任何想添加的组件

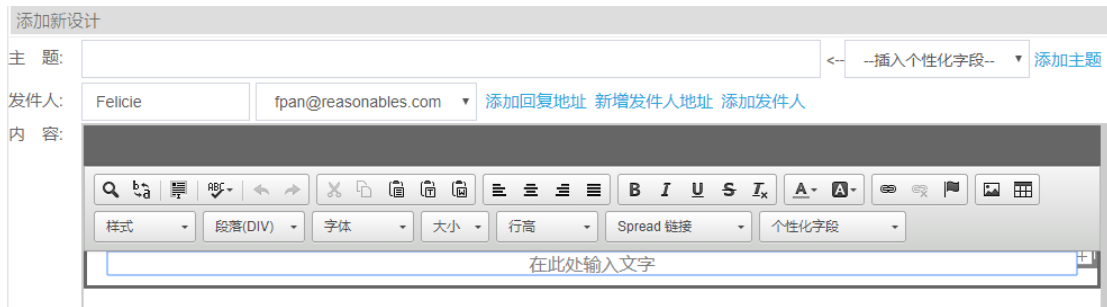


For example: 例如:

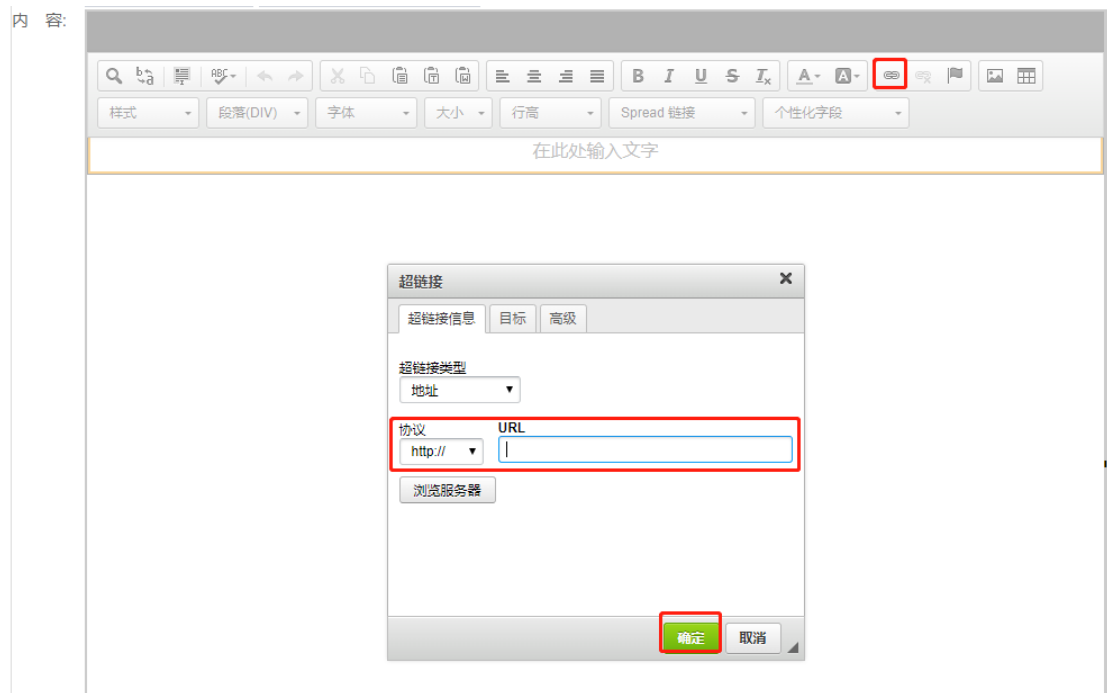
- 2) Drag the Text field and drop it when a blue bar appears 将文本框按住并拖拽到想要的地方，出现蓝色条框后松开文本框



3) Input the content 输入内容

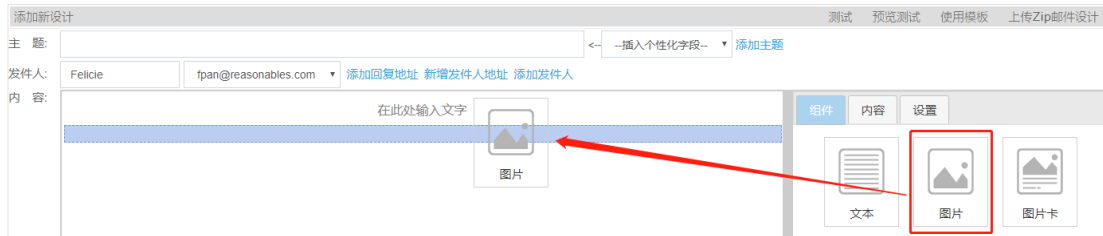


4) Change the text style and add URL in the Text Editor Bar 修改文字样式，在编辑栏中添加 URL

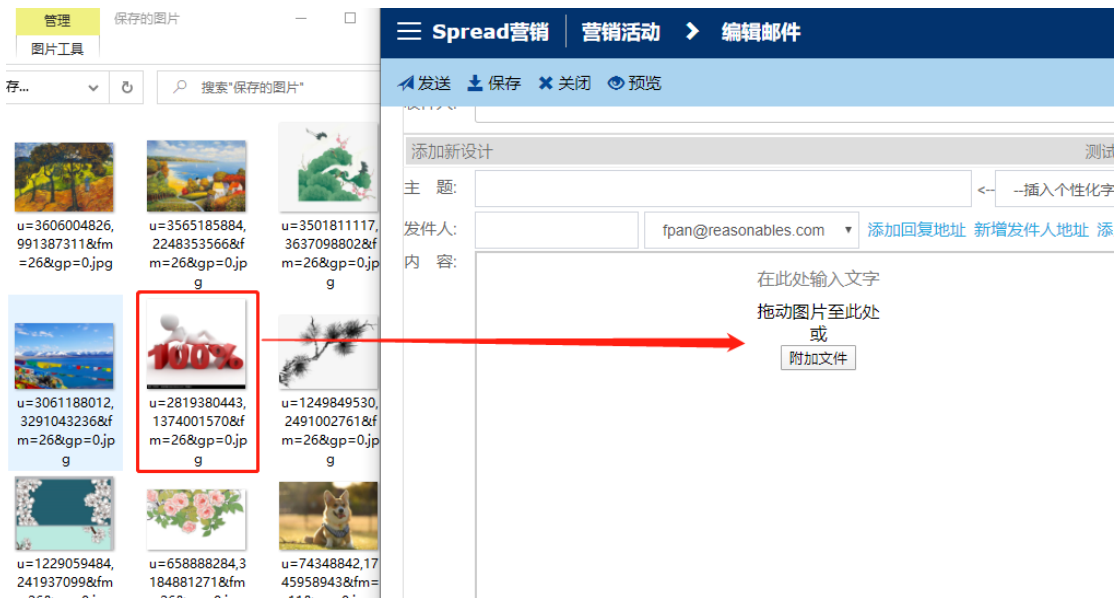


Add Pictures 添加图片

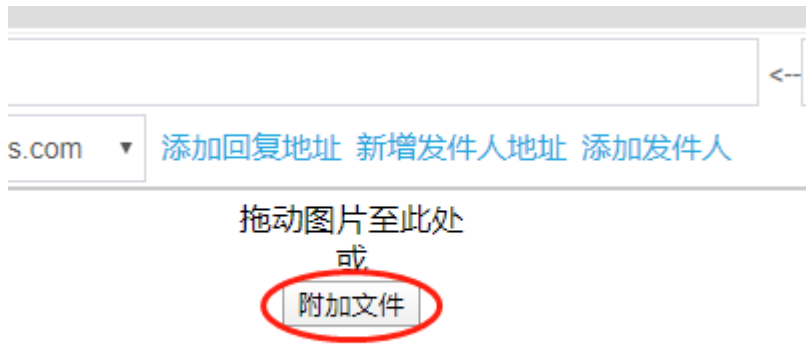
- 1) Drag the "Picture" component to drop when blue bar appears 按住并拖拽“图片”组件，显示蓝色条框后松开图片框



- A. Drag the picture to the content from PC directly 直接从电脑文件中拖放图片



- B. Click "Attach File" 点击“附加文件”



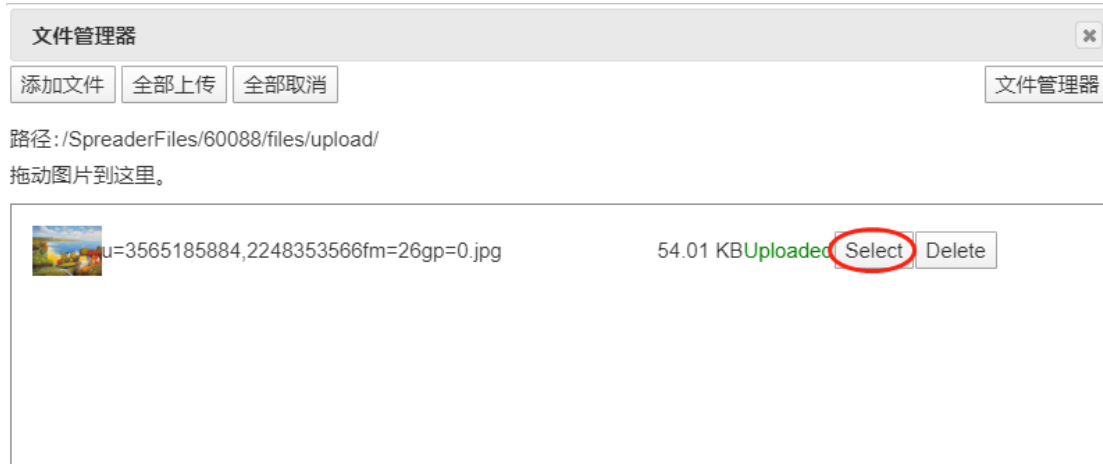
1) Click "Add Files" and choose the pictures from PC 点击“添加文件”，从电脑中选择图片



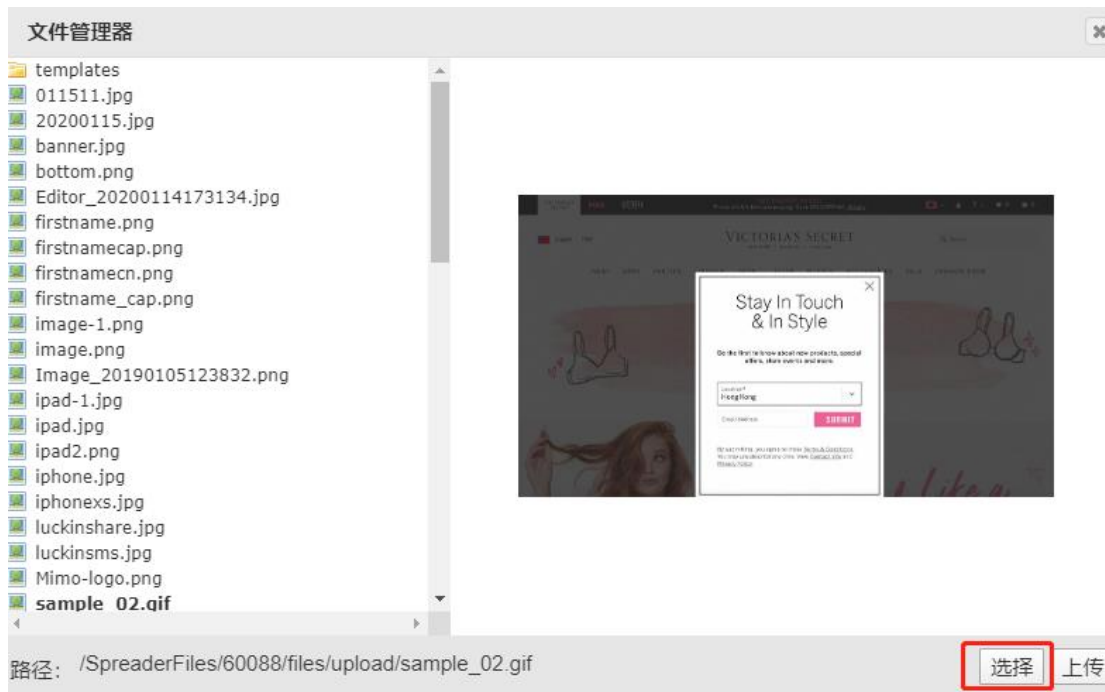
2) Click "Upload" 点击“Upload”



3) Click "Select" 点击"Select"



C. If you have already uploaded pictures to your file manager, you could just "Select" it 如果您已上传图片到文件管理器，可直接点击"选择"



✧ Picture size Limitation: 图片大小限制:

Upload to File Management: 1M 上传至文件管理器: 1M

Drag and Drop: 4M 拖放图片： 4M

✧ The File Manager can storage total 450M file. 文件管理器最多可保存450M文件。

Even if the File Manager has no storage, user still can add new pictures to a Campaign by “drag” from computer 即使文件管理器无存储空间，用户仍可将新加入图片用拖放式操作从电脑中插入邮件中

Grid Layout 网格布局

- 1) Drag and drop the component “Grid Layout” 拖放组件 “组布局”
- 2) Set the Grid Layout Style 设置网格布局样式



- 3) Click “Component” and select components you would like to combine 点击“组件”，选择需要组合的元素
- 4) Drop until a box with orange outline appears. 拖拽到需要的位置，橙色方框出现后即可松开



- 5) Edit the components. 编辑组件
- 6) Click “Finish”. 点击“完成”。

Add URL (Image and Button) 添加 URL (图片及按钮)

- 1) Click on the component 点击需编辑的组件
- 2) Click "Content" 点击内容
- 3) Enter the URL 输入 URL
- 4) Click "Finish" 点击“完成”



Copy, Move and Delete Component 复制、移动和删除组件

- 1) Copy, move and delete component using the button in the upper right side of each component 复制、移动和删除组件，使用组件右上方的按钮



- 2) To move the component, click the button below and hold it until a grey bar appears 如带移动组件，点击右上方按钮并按住拖拽，出现灰色方框时为可移动



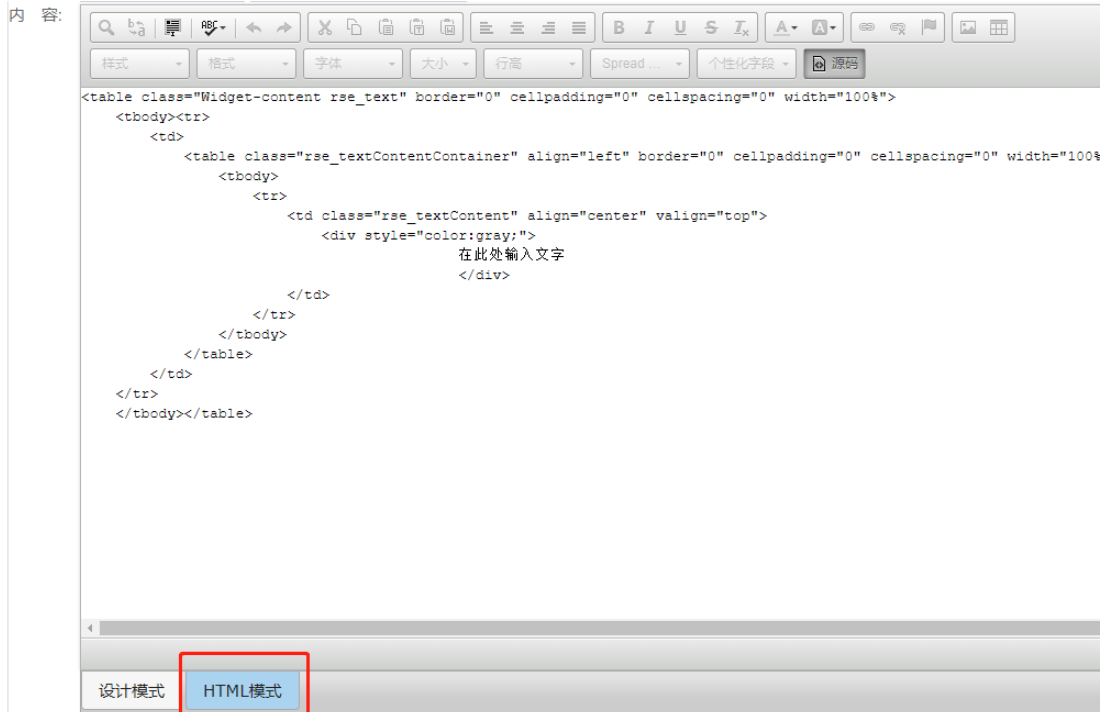
- 3) Drop it to the position you want until a blue bar appears 拖拽到想要的位置，出现蓝色方框后可松开

- 4) To delete component, click the button for delete and click "OK" in the pop-up banner. 如需删除组件，点击删除按钮，并在弹出窗口中点击“确定”



HTML Upload 上传 HTML

- 1) Click “HTML” in the bottom of the Smart Editor. 点击智能编辑器下方的“HTML 模式”



- 2) Hold “Ctrl” and “A” to select all unwanted code. Press “Delete”. 按住“Ctrl”和“A”全选所有不需要的代码，按删除键。
- 3) Paste your HTML. 粘贴您的 HTML 代码
- 4) Click “Design” to view the layout. 点击“设计模式”查看设计效果。

Zip Creative Upload 上传 Zip 邮件设计

- 1) Click “Upload Zip Creative” in the upper right-hand side of the Smart Editor. 点击智能编辑器右上方的“上传 Zip 邮件设计”



- 2) Click “Choose File” and select zip file from your computer. 点击“选择文件”，从电脑中选择 Zip 文件



- 3) Click "Upload" to view the layout. 点击“上传”查看设计效果。
- ✧ Zip file should only include 1 HTML file and 1 image folder. Zip文件中只能包含1个HTML文件和1个图片文件夹。
 - ✧ File size limitation: 4M 文件最大不能超过：4M

Set Sender Email 设置发件人

- 1) Click “Add Sender Email” 点击 “新增发件人地址”
- 2) Insert the email address that you want to appear for recipients 输入邮箱地址，该邮箱地址将在收信方显示为发件人
- 3) Click “Add Sender Email” 点击 “新增发件人地址”

添加新设计

主题: <-- --插入个性化字段-- > 添加主题

发件人: fpan@reasonables.com 添加回复地址 新增发件人地址 添加发件人

发件人地址: 新增发件人地址

- 4) A message will appear: “Verification email has sent, please check and confirm.” Please check the verification email in the mailbox of the email address that you insert. 系统会发送验证邮件到输入的邮箱中，请该邮箱中查看验证邮件（如未收到，请检查垃圾邮箱），并进行验证。
- 5) You can choose this email as your sender email 添加成功后，可选择此邮箱作为发件人

Add Creative Test Preview Test Use Spread T

Subject: <-- --Insert a personalized field-- > Add Subject

From: fpan@reasonables.com Add Reply-to Add Sender Email Add From

Sender Email: abc@abc.com Add Sender Email Verification email has sent, please check and confirm. If it can not be found on inbox, please check JUNK mail as well.

添加新设计

主题: <-- --插入个性化字段-- > 添加主题

发件人: fpan@reasonables.com 添加回复地址 新增发件人地址 添加发件人

发件人地址: abc@abc.com 新增发件人地址 已经发送验证邮件到您的邮箱，请前去确认。若未收到，请检查垃圾邮箱。

- ✧ Support English characters and Chinese characters and any other languages 支持英文字母和中文文字及其他语言

Add Reply-to-email 添加回复地址

- 1) Click “Add Reply-to” 点击“添加回复地址”
- 2) Choose the “Reply-to” email from the drop-down list. 从下拉列表中选择回复地址

添加新设计

主题: <-- --插入个性化字段-- > 添加主题

发件人: fpan@reasonables.com 添加回复地址 新增发件人地址 添加发件人

回复至: fpan@reasonables.com

- ✧ Add a new “Reply-to” email: Repeat “Sender Setting” steps 1) – 5) 添加新的回复地址，重复“设置发件人”步骤1) – 5)

Personalized Email Content 个性化邮件内容

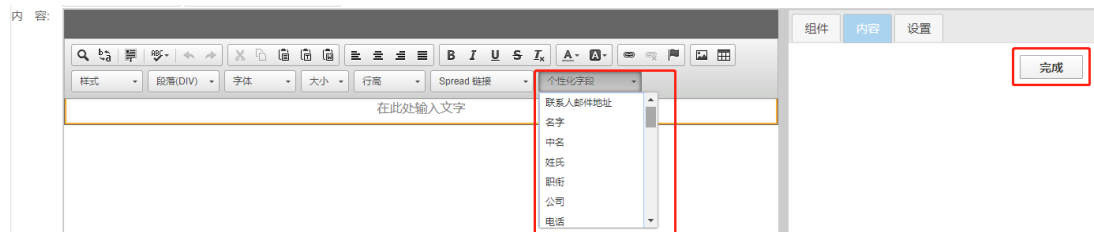
A. Subject Line 邮件主题

- 1) Click "Insert a personalized field" near the subject line 点击主题旁边的“插入个性化字段”



B. Email Body 邮件主体

- 1) Click "Personalized Fields" 点击“个性化字段”
- 2) Insert, then click "Finish" 插入，然后点击“完成”



Result: 效果:

Subject: [Reasonable Software] Nice to meet you, Alan :)

Dear Alan,

Nice to seeing you at 香港網商會周年晚宴 on last Monday. This is Meiji from Reasonable Software House Ltd. (RSH).

Reasonable Software House Ltd

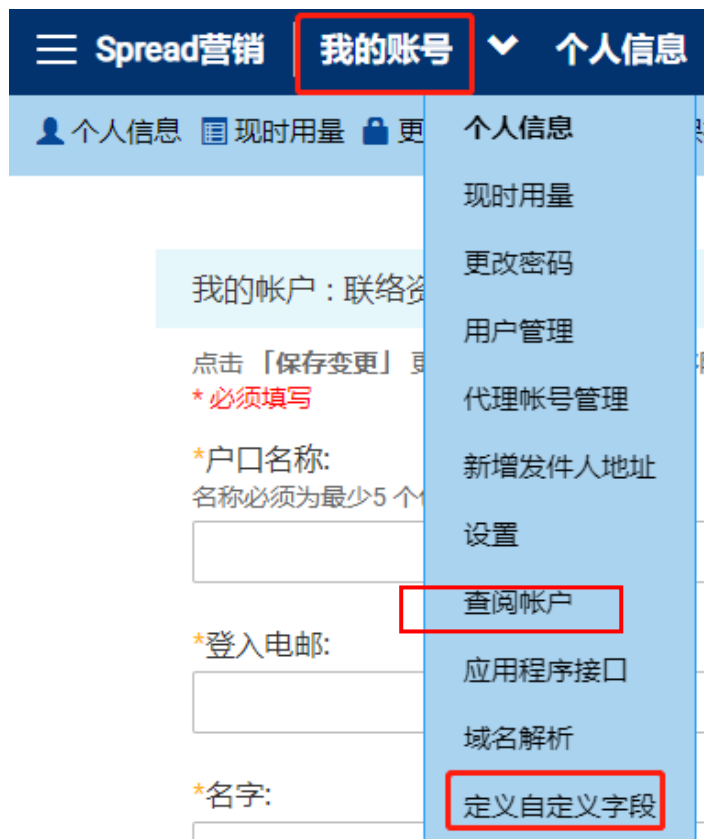
- 14+ years of experiences on email marketing software in China (established in 2004)

- ✧ Available personalized fields are the header of the template. Please refer to the section [“Upload Contacts”](#). Please refer to the table below: 可用的个性化字段为模板的表头。请参阅 [“上传联系人”](#) 部分。请参考下表：
- ✧ Custom field 1-15 can be defined by user. Please refer to the section [“Define Custom Field \(Personalized Function\)”](#). 自定义字段 1-15 可以由用户自己定义。请参阅 [“编辑自定义字段（个性化功能）”](#)

| Column 栏 | Header 表头 | Column 栏 | Header 表头 |
|----------|--------------------|----------|----------------------------------|
| A | email address 邮箱地址 | M | Country 国家 |
| B | first name 名 | N | postal code 邮政编码 |
| C | middle name 中间名 | O | sub postal code 邮递区号 |
| D | last name 姓 | P | Fax 传真 |
| E | job title 职衔 | Q | web url 网页 URL |
| F | company name 公司名 | R | Title 头衔 |
| G | home phone 家庭电话 | S | Gender 性别 |
| H | address1 地址 1 | T | date1 日期 1 |
| I | address2 地址 2 | U | date2 日期 2 |
| J | address3 地址 3 | V | Birthday 生日 |
| K | City 城市 | W-AK | custom field 1-15 自定义 字段 1-15 |
| L | State 省份 | AL | Status 状态 |

Define Custom Field (Personalized Function) 编辑自定义字段（个性化功能）

- 1) Click "My Account" 点击“我的帐户”
- 2) Click "Define custom field" 点击“定义自定义字段”



- 3) Select the field that you want to define/ rename, e.g. “Custom Field 1” 选择想定义/重命名的字段，如“自订栏位 1”

自定义联系人字段管理：

自定义联系人栏位

已有自定义字段: 地址1 英文名 简体中文名 繁体中文名 英文默认值 简体中文默认值 繁体中文默认值 修改 ?

- 地址1
- 地址2
- 地址3
- 日期1
- 日期2
- 自订栏位1**
- 自订栏位2
- 自订栏位3
- 自订栏位4
- 自订栏位5
- 自订栏位6
- 自订栏位7
- 自订栏位8
- 自订栏位9
- 自订栏位10
- 自订栏位11
- 自订栏位12
- 自订栏位13
- 自订栏位14
- 自订栏位15

- Fill in the first three blanks (for internal language display) 填写前三个空格（用于系统内部语言显示）
- Click “Modify” 点击“修改”

自定义联系人字段管理：

自定义联系人栏目

已有自定义字段： 自订栏目1 英文名 简体中文名 繁体中文名 英文默认值 简体中文默认值 繁体中文默认值 修改

- Defined fields will be shown in a table 已定义字段会在表格中显示

自定义联系人字段管理：

自定义联系人栏目

| 字段名 | 英文 | 简体中文 | 繁体中文 | 英文默认值 | 简体中文默认值 | 繁体中文默认值 | |
|-------|--------|------|------|-------|---------|---------|-------|
| 自订栏目1 | Member | 会员 | 會員 | 英文默认值 | 简体中文默认值 | 繁体中文默认值 | 编辑 删除 |

已有自定义字段： 自订栏目1 Member 会员 會員 英文默认值 简体中文默认值 繁体中文默认值 修改

- Back to eDM platform, you will find the result of “Define custom field” when insert personalize fields 返回 eDM 编辑页面，自定义字段中会包含已编辑的个性化字段

添加新设计

主题: <-- 插入个性化字段-- 添加主题

发件人: fpan@reasonables.com 添加回复地址 新增发件人地址 添加发件人

内容:

在此处输入文字

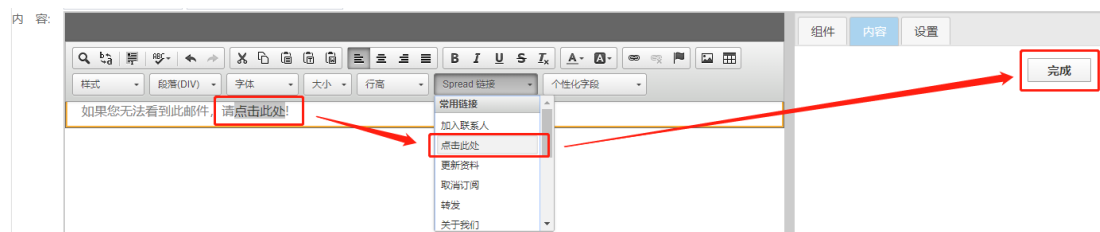
个性化字段

- 地址 1
- 地址 2
- 地址 3
- 日期 1
- 日期 2
- 会员
- 自订栏目 2

Spread Link Spread 链接

A. Click here/ Unsubscribe 点击此处/取消订阅

- 1) Input text 输入文字
- 2) Highlight the words: click here/ unsubscribe 选中文字“点击此处/取消订阅”
- 3) Click “Spread Link” 点击“Spread 链接”
- 4) Choose “Click here”/ “Unsubscribe” 选择“点击此处/取消订阅”
- 5) Click “Finish” 点击“完成”



Result: Click here

效果：点击此处

如果您无法看到此邮件, [请点击此处!](#)

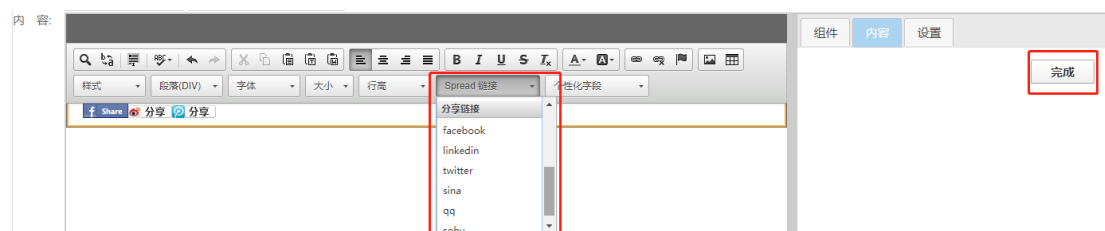
Result: Unsubscribe

效果：取消订阅

活动最终解释权归思齐软件有限公司所有 [转发此邮件](#) | [接收邮件](#) | [退订](#)

Share to Social Media Button 分享至社交媒体按钮

- 1) In text component, click the drop-down list “Spread Link” in Word Editor. 在文本框中，点击智能编辑器的“Spread 链接”下拉列表。
- 2) Scroll down and choose from it. 向下滚动并选择按钮。



Add PDF Attachment 添加 PDF 附件

◇ File size smaller than 1M is supported. 支持小于 1M 的文件。

1) Click “My Account”, then click “Settings” 点击“我的帐户”，然后点击“设置”

a) Method 1 方法 1



b) Method 2 方法 2



- 2) Tick the Enable Attachments & Save 勾选“开启附件”，点击保存

Spread营销 | 我的账号 > 设置

| | |
|------------------------|---|
| 把传送者资料放置在邮件标签中 | <input type="radio"/> 开启 (建议) <input type="radio"/> 关闭 (当您遇到 |
| 自动移除退回邮件的联系人 | <input checked="" type="radio"/> 开启 <input type="radio"/> 关闭 ? |
| 取消订阅通知 | <input type="radio"/> 开启 <input type="radio"/> 关闭 ? |
| 取消订阅方式 | <input checked="" type="radio"/> 对帐户取消订阅 <input type="radio"/> 对名单取消订 |
| 立即取消订阅 | <input type="checkbox"/> |
| 显示页脚 | <input checked="" type="radio"/> 默认 <input type="radio"/> 空白 ? |
| 双重确认 | <input type="radio"/> 开启 <input type="radio"/> 关闭 ? |
| 查看订阅者详细信息 | <input type="radio"/> 开启 <input type="radio"/> 关闭 ? |
| 默认编辑器 | Spread6.0编辑器 ▾ |
| 预览测试名单 | --Select-- ▾ |
| Webmail 版本 | <input checked="" type="radio"/> Spread 默认版 <input type="radio"/> 空白版 ? |
| 优化A/B测试 | <input type="checkbox"/> |
| Quality Click Tracking | <input type="checkbox"/> |
| 开启OFCA过滤 | <input checked="" type="checkbox"/> |
| 开启附件 | <input checked="" type="checkbox"/> |

保存

- 3) Back to create a new campaign and save first 返回创建新的邮件并先保存

Spread营销 | 营销活动 > 编辑邮件

发送 保存 关闭 预览

收件人:

添加新设计

- 4) Find the “Attachment” button in the bottom of the Email Editing Interface. 点击编辑器底部“附件”按钮

设计模式 HTML模式

名称: test (注: 请勿包含连续空格, 后台只保存一个空格)

语言: 自动检测语言2 ▾

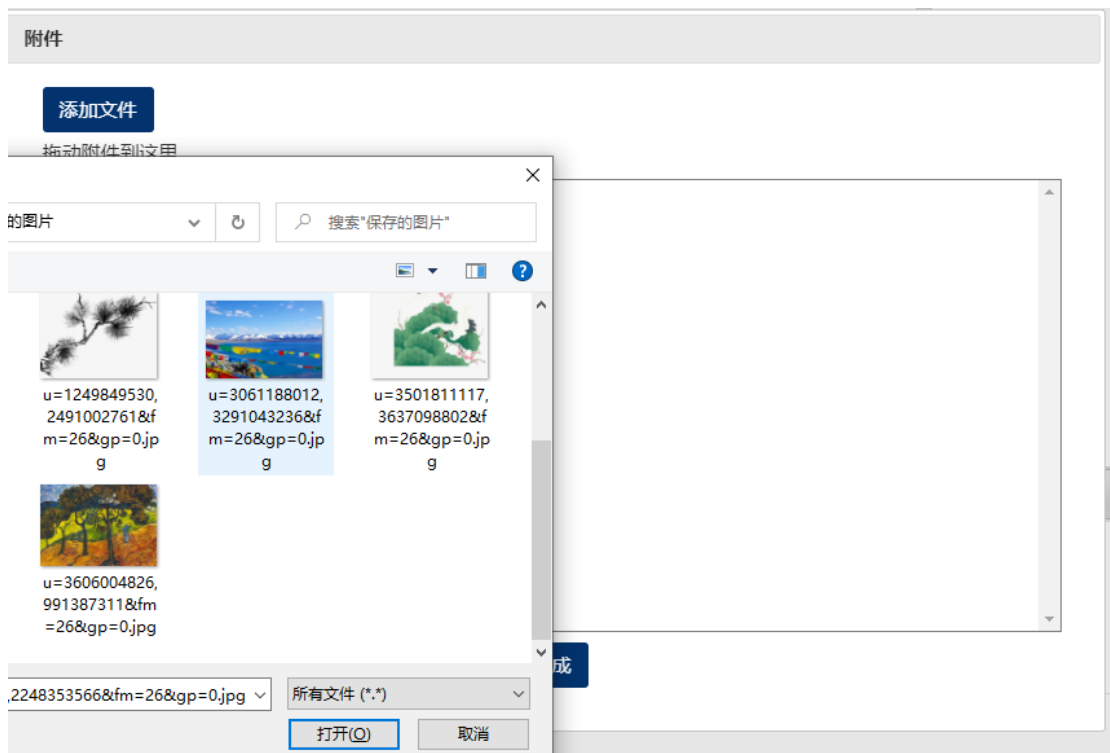
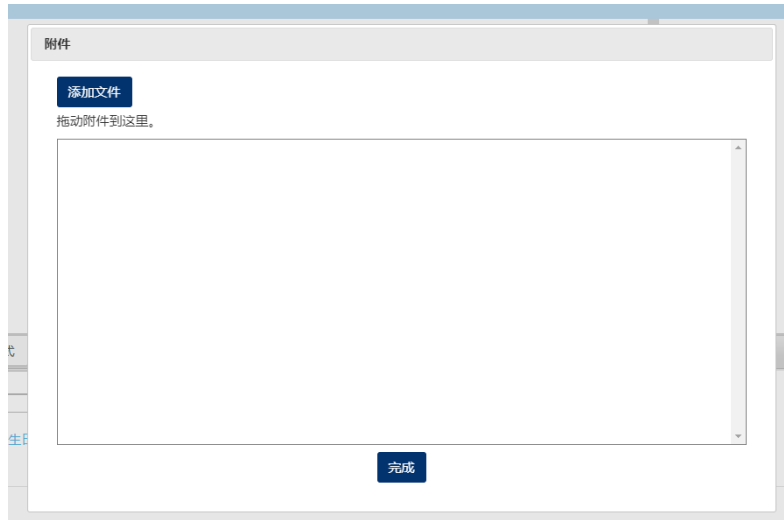
发送方式: 定时发送

触发模式: 触发式发送 | 点击触发 | 生日触发 | 未响应触发 | 替代值

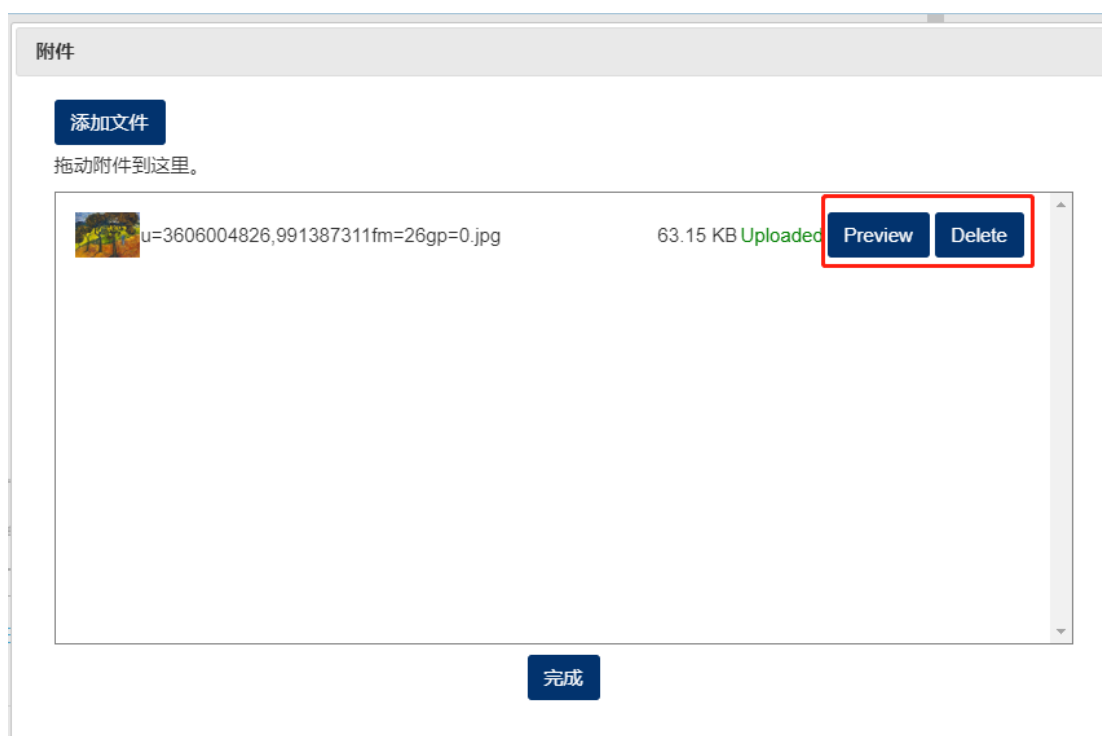
高级管理 附件

刊登在邮件档案馆

- 5) "Attachment" window will be popped up. Click "Add files" and choose the file from your PC. 弹出“附件”窗口，点击“添加文件”，从电脑中选择文件。



6) You can "Preview" or "Delete" the files you uploaded. 您可预览或删除您上传的文件。

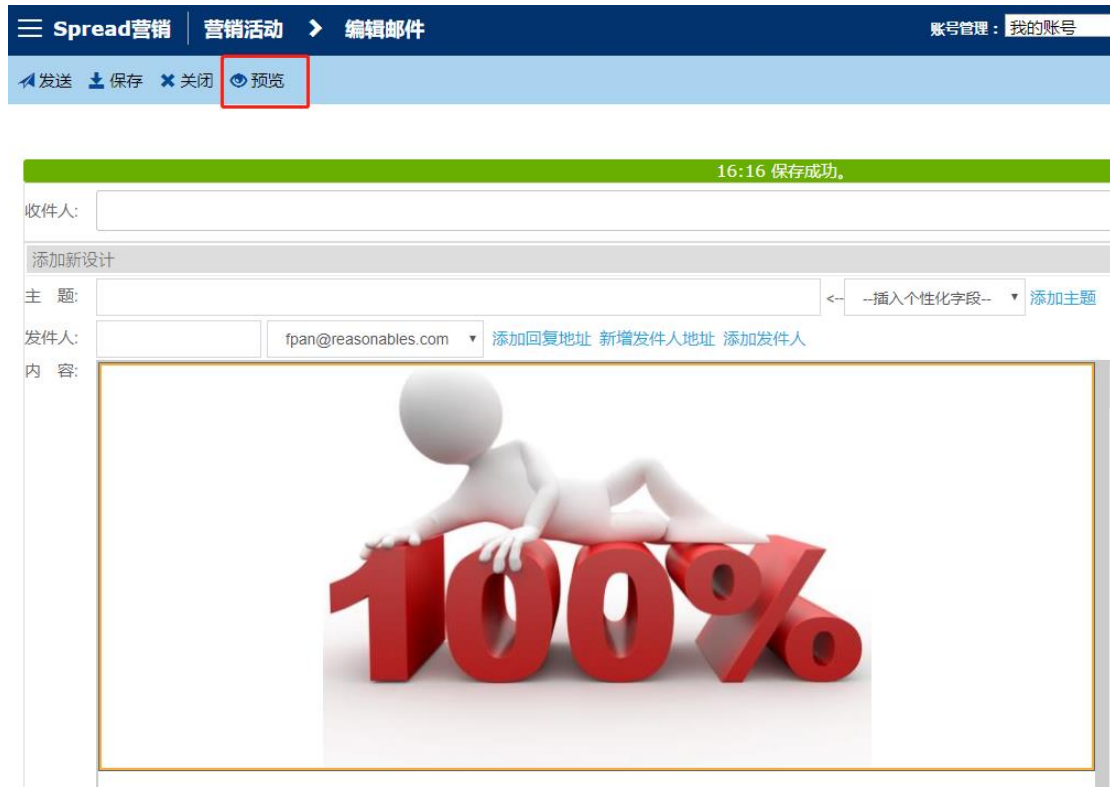


7) You will find the (number) of Attachments uploaded. 您可以查看到已上传的文件数。



Preview 预览

- 1) Click “Preview” on the right. 点击右边的“预览”



- 2) Check on either “Desktop/Mobile Preview” to see different formats 点击 “Desktop/Mobile Preview”，查看电脑/手机显示的不同格式。



- 3) By clicking “Advanced Preview”, you can see the email preview in different devices and different mailbox service. 点击 “Advanced Preview”，可以查看邮件在不同设备和不同邮箱服务。

同邮箱服务商中的不同显示效果。



A/B Testing Campaigns A/B 测试邮件

A/B Testing Campaigns are used for testing different subject lines or creatives. Spread will send two or more different versions of campaign emails to small portion of your customers and track campaign performance to decide the winning version that will be sent to all remaining subscribers.

Users can define two or more versions of subject lines or creatives. Spread will automatically analyze the open rate of each version and determine the winning version.

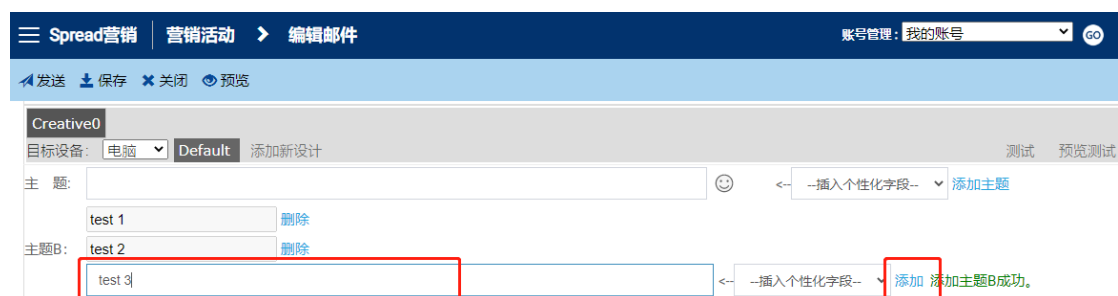
Create A/B Testing Campaigns 创建 A/B 测试邮件

1. Add Subject lines

1-1) In Smart Editor, click “Add Subject”. 在智能编辑器中，点击“添加主题”。

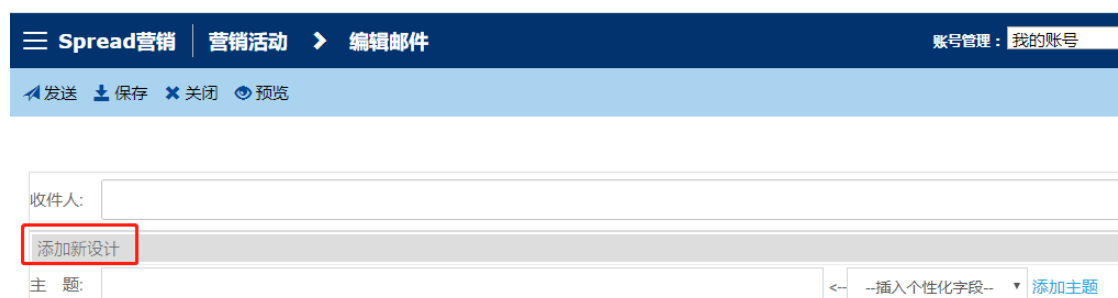


1-2) Fill in “Subject B” field and click “Add”. If you want to change the subject lines again, you can delete it and add a new one. 填写“主题 B”栏，点击“添加”，即可添加成功。如果需再次修改标题，可以删除已添加的标题，重新添加。



2-2. Add Creative

1) In Smart Editor, click “Add Creative” on the left 在智能编辑器中，点击左侧的“添加新设计”



- 2) Change the subject, the sender name and/or email design in “Creative 1”. 修改“设计 1”中的邮件主题、发件人名称和/或邮件设计
- 3) Shift between creatives using the button on the left. 使用左侧的按钮来切换两个设计。
- 4) The system will randomly send out one creative to contacts in a list. 系统会随机选择不同的邮件设计发给联系人。



Scheduling 定时发送

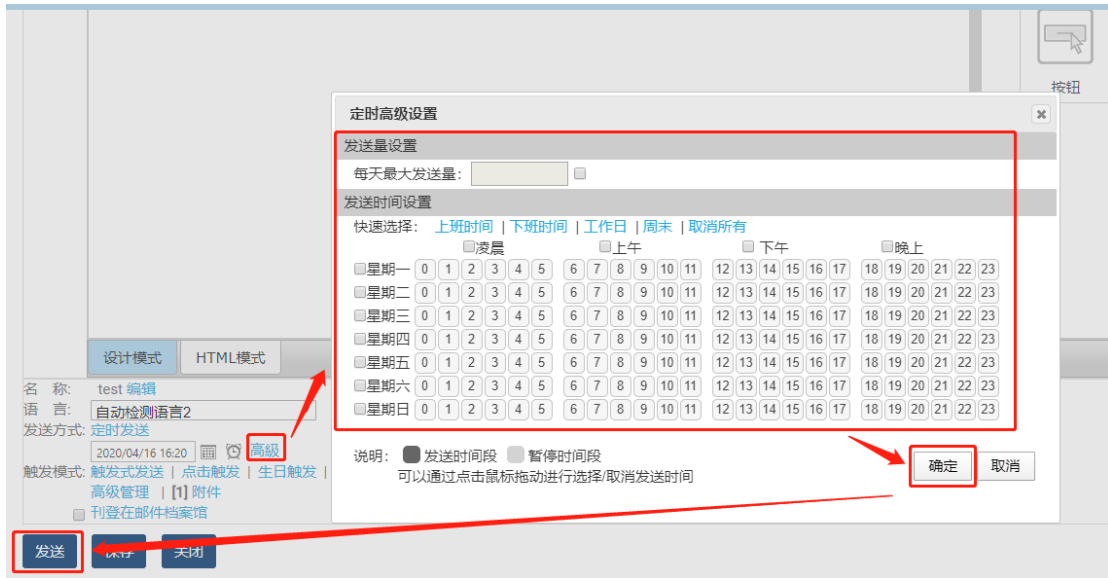
A. To send emails at one moment 定时发送邮件

- 1) In Smart Editor, click “Schedule” in the bottom and choose the time you would like to send. 点击底部的“定时发送”，选择需发送的时间。
- 2) Click “Send”. 点击“发送”



B. To send emails within a period 在指定时间段内发送邮件

- 1) Click “advanced”. 点击“高级”
- 2) A timetable pops up. Select the timeslot(s) you would like to send emails and decide whether a daily sending limit is set. 弹出时间表，选择需发送的时间段，并确认是否需要设置每日发送量限制。
- 3) Click “OK” and “Send”. 点击“确定”和“发送”。



Automation 自动化发送触发

The concept of automation is to help users to send a series of automated campaigns based on trigger conditions. Users can set segment conditions to specify automation recipients, and users can also set a trigger condition, trigger schedule and execution period. Based on users' trigger settings, Spread will automatically send trigger campaigns to specified recipients who match the trigger condition in execution period.

In the bottom of Smart Editor, click: 在智能编辑器底部, 点击:

A. Subscription Trigger 订阅式触发

This method is used to trigger the email after subscribers sign up. 在联络人登记之后触发发送。



The screenshot shows the Smart Editor interface with the following settings:

- 名称: test [编辑](#)
- 语言: [自动检测语言2](#)
- 发送方式: [定时发送](#)
- 触发模式: [触发式发送](#) | [点击触发](#) | [生日触发](#) | [未响应触发](#) | [替代值](#)
- 触发时间: 在联络人登记之后 [立刻](#) 发送。 [取消](#)
- [高级管理](#) | [\[+\] 附件](#)
- [刊登在邮件档案馆](#)

Buttons: [发送](#) [保存](#) [关闭](#)

- 1) Decide when to trigger. 确定触发时间。
- 2) Click "Send" to activate the campaign. 点击发送, 激活邮件发送设定。

B. Click Trigger

A follow-up email will be triggered when the recipient clicks a link in the email. 收件人点击邮件中的链接时，自动发送邮件。

1) Decide “Trigger Expiry Date”. 确认触发过期日期



2) Tick the trigger box of the link and then confirm. 勾选触发的链接并确定。



3) A triggered campaign named “UrlClicked_xxx” will automatically generated and shown in the home page with all campaigns. 一个名称是“UrlClicked_xxx”的邮件会自动生成并与其他邮件一起显示在主页中。



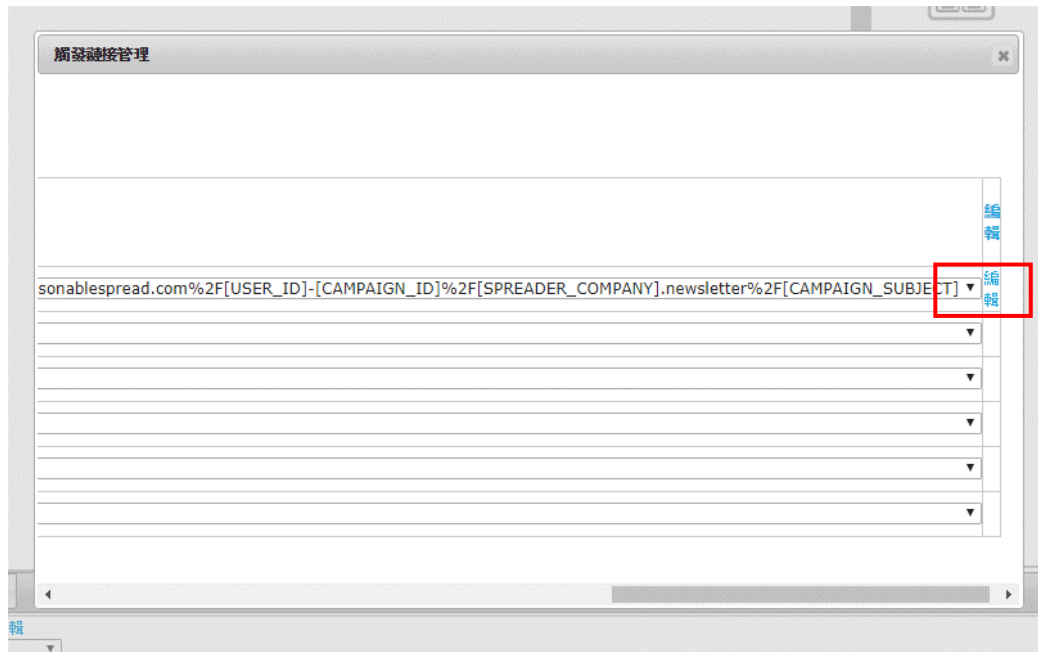
Spread Campaign Account Centre: My account

Create Email Create SMS Pause Resume Delete Rename Publish Multi Report Folder Report Move to Folder Filter Emails

Version: Premium, Expiry Date: Nov 25 2020, Email Remaining: 33 Upgrade Current Usage

| Name | Subject | Status | Modified | Date | Sent | All Opens* |
|--|------------|--------|-----------------------|------|------|------------|
| UriClicked_https://www.google.com/search?q=google+translate&oq=google+tra&aqs=chrome.1.69i57j69i59j0i4.3061j0j7&sourceid=chrome&ie=UTF-8 | (untitled) | Draft | 12/31/2019 3:34:31 PM | | 0 | 0 |
| 31 Dec 19 15:33:02 | (untitled) | Draft | 12/31/2019 3:33:38 PM | | 0 | 0 |

4) Go to the triggered campaign and edit it. 点击触发邮件并进行编辑。



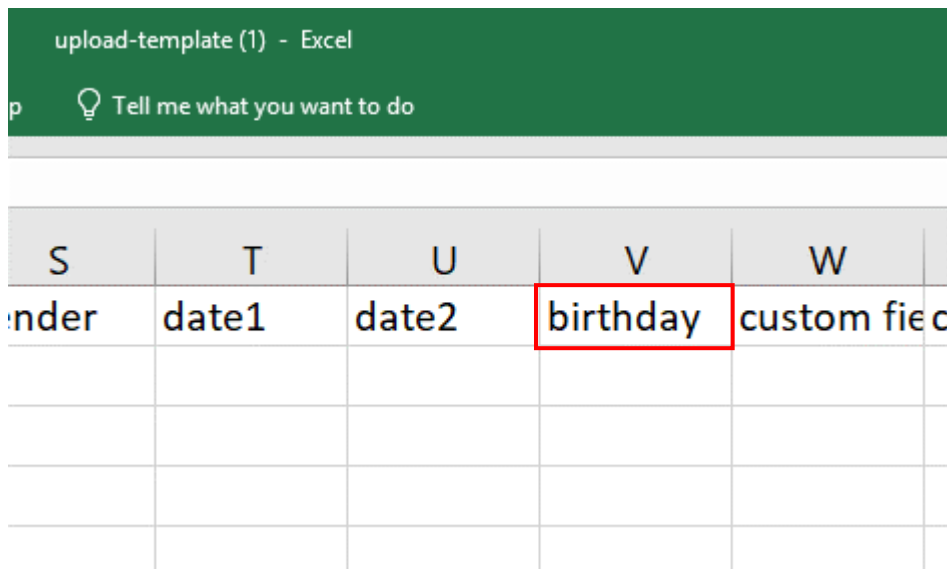
5) Click "Send" to activate the triggered campaign. 点击“发送”激活触发邮件。

| | | | | |
|--------------------------|----------------------------------|---------------------------|------------|------------------------|
| <input type="checkbox"/> | RTC_23 Dec 19 12:39:04##191504## | nonrespondent - donotamil | Triggering | 12/23/2019 12:39:18 PM |
|--------------------------|----------------------------------|---------------------------|------------|------------------------|

C. Birthday Trigger 生日 / 纪念日触发

After birthday trigger is set, Spread will automatically send campaigns to subscribers on their birthday according to the birthday date info in the contact list uploaded. 生日触发设置完后, 可以根据上传的联系人列表中的生日日期信息, Spread 会自动向当天生日的订阅者发送邮件。

- 1) Please refer to section “[Upload Contact](#)”, please enter the birthday date of contacts in MM/DD/YYYY format. 请参阅 “[上传联系人](#)” 部分, 在联系人表格中按照 MM/DD/YYYY 格式输入生日日期。



| S | T | U | V | W |
|------|-------|-------|----------|-------------|
| nder | date1 | date2 | birthday | custom fiec |
| | | | | |
| | | | | |
| | | | | |

- 2) Click “Birthday Trigger” and fill in the information accordingly. 点击“生日触发”, 并填写相关信息。
- 3) Click “Send” to activate the campaign. 点击“发送”, 激活邮件。



名称: test 编辑

语言: 自动检测语言2

发送方式: 定时发送

触发模式: 触发式发送 | 点击触发 | **生日触发** | 未响应触发 | 替代值

触发时间: 在联络人生日前 天发送。

过期日期: 活动在联络人生日 月后过期。

截止到月末: 取消

[高级管理](#) | [\[1\] 附件](#)

刊登在邮件档案馆

发送 **保存** **关闭**

✧ Campaign will be sent at 00:00 on the day you set. 邮件会在设定的日期当天 00:00 发出。

D. Non-respondents Trigger 未响应触发

Non-respondents trigger is used to create a new campaign with the current content of this campaign when the recipients have no responding on this email (not open or open not click). Spread will automatically send this campaign one more time at the scheduled time to the specified recipients. 未响应触发可用于向未对此邮件作出响应（未打开或打开未点击）的收件者，在设置的时间内再次发送相同内容的邮件。

1-1) Click “Non-respondents Trigger” and then click “Setup”. 点击“未响应触发”，然后点击“设置”。



2-2) Choose the trigger condition – not open or open not click, and set up the trigger day (triggered days after sent). You can always “update” or “delete” the current trigger set up using the button on the right. 选择触发条件——未打开或打开未点击，然后设置触发天数（发送后被触发的天数）。设置完成后，您可以随时点击右侧的“更新”和“删除”进行修改。



3-3) Click “Send” to activate the campaign. 点击“发送”，激活邮件。

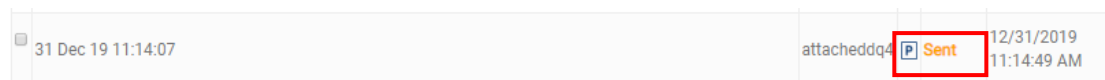
Publish 刊登

- 1) Click "Publish" in the bottom of Smart Editor. 勾选下方的“刊登在邮件档案馆”

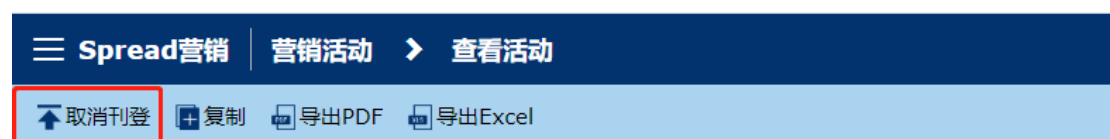
名称: test 编辑
语言: 自动检测语言2
发送方式: 定时发送
触发模式: 触发式发送 | 点击触发 | 生日触发 | 未响应触发 | 替代值
触发时间: 在联络人生日前 天发送。
过期日期: 活动在联络人生日 月后过期。
截止到月末: 取消
高级管理 | [1] 附件
 刊登在邮件档案馆

发送 保存 关闭

- 2) When it publishes successfully, a P symbol with blue color will be shown in the row of that campaign in home page. Click it to view the email in archive. 成功刊登后，一个蓝色的“P”标志会显示在主页的邮件行中，点击可查看档案馆中的邮件。



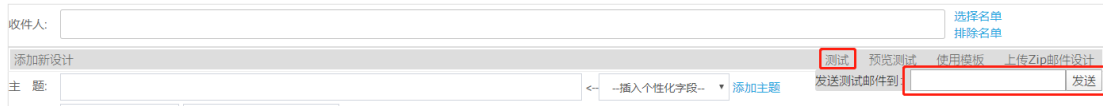
- 3) click "Unpublish" on the right in the report page if the email is not needed to be searched by search engines. 如邮件内容不需在搜索引擎中搜索到，可随时点击邮件详情页面中的“取消刊登”。



- ◇ After "Unpublish" is clicked, your data will be kept online for 30 days according to Google's policy. 点击“取消刊登”后，根据 Google 的政策，您的数据会在网上保留 30 天。

Send Test Email 发送测试邮件

- 1) When you finish your design and would like to check the layout, links embedded, click “test” in right of the Smart editor. 邮件编辑完成后，如果您想检查邮件设计、加入的链接，点击右侧的“测试”按钮。



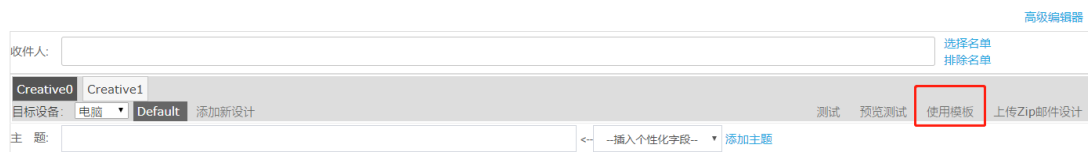
- 2) Type in the email address you would sent. 输入要发送测试邮件的邮箱地址。
- 3) Click “Send”. 点击“发送”。

Use Free Template 使用免费模板

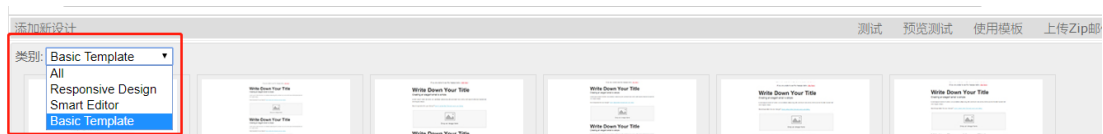
- 1) Click "Create Email". 点击“新建邮件”



- 2) Enter the Smart Editor interface and then click "Use Spread Template" on the right. 进入智能编辑器页面，点击“使用模板”



- 3) Choose the category of template on the left, click on the template you want and insert. 在左侧选择模板类型，点击想要的模板可插入模板。



Create SMS 新建短信

- 1) Click "Create SMS" 点击“新建短信”

发送 保存 测试 稍后发送...

短信: 每条短信最多包含160个拉丁字母或70个非拉丁字符 (如中日韩文字), 大陆短信会自动增加账号签名, 超过部分将会作为多条短信额外收费。

总字数: 0

短信: 1

接收人: 请逐行输入号码。或使用半角逗号(,)或分号(;)作为分隔符。

手机号码没有包含地区码, 默认添加地区码: 86

发送方式: 短信 彩信

发送时段: 10:00-22:00 编辑

请填写短信内容。

发送 保存 测试 稍后发送...

当前SMS用量: 18 / 200

请遵循方框中的说明。请注意, 70个字符的限制包含任何的中文符号。

SMS Link Tracking 短信链接追踪

1. This function is available only when shorten link generated by the system is used. 只有使用系统生成的短链接时才可使用此功能。

2. Short URL is widely used in SMS content. 短信内容中一般使用短链接。

3. No need to shorten the URL in other website. We can do it in Spread. Just copy the link to the SMS content, Spread will automatically recognize the long URL and offer a short URL for you. Just choose it. 不需要在其他网站生成短链接，直接使用 Spread 即可马上生成。只需要将原链接复制到短信内容中，Spread 会自动识别出长链接并弹出短链接窗以供选择。



1) Click the "All Click" number in the dashboard 点击主页中的“所有点击”数字

| | | | | | | |
|--------------------|---|------|----------------------|---|----------|----------|
| Jul 9 2019 10:24AM | (SMS)testing link http://rsend1.com/PpHED | Sent | 7/9/2019 10:24:04 AM | 2 | 2 (100%) | 2 (100%) |
| Jul 5 | | | 7/5/2019 | | | |

2) Click report is shown. 显示点击报告

3) Click the report type for details 点击报告类型，查看详细内容

ient | Opens | **Clicks** | Conversions | Bounces# | Spam Reports Unsubscribed

Emails/SMS > Jul 9 2019 10:24AM > Clicks > Summary | All Clicks | Unique Clicks | **Clicks by URL** | Click URL and Date | Clicks by Hour | Clicks by Domain | Clicks by Country

| URL | All Clicks | Percentage | Unique Clicks | Percentage |
|---|------------|------------|---------------|------------|
| http://www.artmap.xyz/tw/index.php | 2 | 100.00% | 2 | 100.00% |
| Total | 2 | 100% | 2 | 100% |

Showing 1 to 1 of 1 rows

CSV ▾

Export

Manage Contact List 管理联系人名单

Upload Contact 上传联系人

- 4) Import contact information by uploading excel 通过上传 Excel 表格导入联系人信息
 - i. Click “Contacts” in Navigation Bar 点击导航栏中的“联系人”
 - ii. Click “Add or import” 点击“添加/导入”
 - iii. Click “Download header template” 点击“联系人规范下载”
 - iv. Fill in contact information accordingly 根据表格填写联系人信息
 - v. Upload the excel file 上传 Excel 文件

The screenshot displays the 'Manage Contact List' interface. On the left, a navigation bar includes 'Spread营销', '联系人', '营销活动', '事务性邮件', '联系人', '活动(Beta)', '我的帐户', and '技术管理'. The '联系人' menu item is highlighted with a red box. The main content area shows a '添加/导入' (Add/Import) dropdown menu, also highlighted with a red box. The dropdown menu contains options: '添加/导入', '登记表格', '导出', '拒收信息名单', and '名单文件夹'. Below the dropdown, there are sections for '1. 联系' and '2. 数据源'. The '1. 联系' section has radio buttons for '新' and '已', with a '添加' button next to '新'. The '2. 数据源' section has a radio button for '在每一行输入邮件地址和联系信息' and a dropdown menu for '--选择字段--'. At the bottom, there is a 'QR' section with a radio button for '上传Excel(.xls或.xlsx)文件, .csv或者.txt文件' and a '选择文件' button. Below this, there is a note: '对非英文字符的联系人分组, 请用.xls或.xlsx格式上传, 否则用.csv或者.txt格式上传可能产生编码错误. 手机号码没有包含地区码, 默认添加地区码:86. 请按照我们的规范命名, 阅读指示, 联系人规范下载'.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---------------|-----------------|-------------|-----------|-----------|--------------|------------|----------|----------|---------------|---------------|---------------|---------------|
| 1 | email address | first name | middle name | last name | job title | company name | home phone | address1 | address2 | address3 | city | state | country |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| 1 | postal code | sub postal code | fax | web url | title | gender | date1 | date2 | birthday | custom field1 | custom field2 | custom field3 | custom field4 |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |

- ✧ Please DO NOT change the header of those column (Row 1) 请勿修改表格的各项表头（第一行）
- ✧ “Email address” is the primary key (Column A) “Email address 邮箱地址”是重要必填信息（A 列）
- ✧ “Home phone” = mobile phone number (Column G) “Home phone 家庭电话”=手机号码（G 列）
- ✧ Please enter the “date1”, “date2” and “birthday” (Column S-V) in MM/DD/YYYY format 请按照 MM/DD/YYYY 格式输入 “date1 日期 1”、“date2 日期 2”和“birthday 生日”（S-V 列）
- ✧ “Custom field” (1-15) can input any other information, e.g. Member ID, Invoice No., Age, Sex ... (Column W-AK), please refer to sections “[Personalized Email Content](#)” and “[Define Custom Field \(Personalized Function\)](#)” “自定义字段”（1-15）可输入任何其他信息，如会员 ID、发票号码、年龄、性别等（W-AK 列），请参阅“[个性化邮件内容](#)”和“[编辑自定义字段（个性化功能）](#)”。

Update Contacts' Information 更新联系人信息

A. By using excel 使用 Excel

- 1) "Email address" is the indicator for updating the contacts' information (primary key)
"Email address 邮箱地址"是用于更新联系人信息的重要必填项
- 2) Fill in/ clear/ change the information of that contacts 填写/清除/修改联系人信息
- 3) Upload into Spread system 上传至 Spread 系统
- 4) Refer to the section "[Upload Contact](#)" 请参阅"[上传联系人](#)"

| | A | B | C | D | E | F | G | H | I |
|---|-------------------|------------|-----------|-----------|-----------|---------|------------|----------|----------|
| 1 | email address | first name | middle na | last name | job title | company | home phone | address1 | address2 |
| 2 | mng@reasonable.hk | | | Ng | | | 51235647 | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

Three options for updating the contacts' information: 更新联系人信息有三个选项:

3. Existed subscriber's process type:

Update

Update

Merge

Skip

Home | English | 繁体中文 | 简体中文 | Newsletter Archive

更新联系人信息有三个选项:

3.重复订阅人的处理方式:

更新

更新 所有资料。
合并 联络人的资料。
跳过
上传

- i. "Update": Overwrite/ Cover all the information "更新": 重写/覆盖原有信息

| | | | | |
|-------------------------------|--|---|-------------------------------|--|
| Email: | mng@reasonable.hk | | Email: | mng@reasonable.hk |
| First Name: | | | First Name: | |
| Middle Name: | | | Middle Name: | |
| Last Name: | | → | Last Name: | Ng |
| Title: | | | Title: | |
| Gender: | <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not specified | | Gender: | <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not specified |
| Birth day: | 3 / 17 / 1995 (MM/DD/YYYY) | | Birth day: | 3 / 17 / 1995 (MM/DD/YYYY) |
| Date 1: | | | Date 1: | |
| Date 2: | | | Date 2: | |
| Additional Information | | | Additional Information | |
| Job Title: | | | Job Title: | |
| Company Name: | | | Company Name: | |
| Phone: | 91283310 | → | Phone: | |
| Fax: | | | Fax: | |

- ii. "Merge": Update the added information "合并": 更新添加的信息

| | | | | |
|-------------------------------|--|---|-------------------------------|--|
| Email: | mng@reasonable.hk | | Email: | mng@reasonable.hk |
| First Name: | | | First Name: | |
| Middle Name: | | | Middle Name: | |
| Last Name: | | → | Last Name: | Ng |
| Title: | | | Title: | |
| Gender: | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified | | Gender: | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified |
| Birthday: | 3 / 17 / 1995 (MM/DD/YYYY) | | Birthday: | 3 / 17 / 1995 (MM/DD/YYYY) |
| Date 1: | | | Date 1: | |
| Date 2: | | | Date 2: | |
| Additional Information | | | Additional Information | |
| Job Title: | | | Job Title: | |
| Company Name: | | | Company Name: | |
| Phone: | 91283310 | → | Phone: | 91283310 |
| Fax: | | | Fax: | |

- iii. "Skip": do not change any information on the existing contacts' information, only added the new contacts into the list "跳过": 不修改已存在的联系人信息, 只添加新联系人

| | | | | |
|-------------------------------|--|---|-------------------------------|--|
| Email: | mng@reasonable.hk | | Email: | mng@reasonable.hk |
| First Name: | | | First Name: | |
| Middle Name: | | | Middle Name: | |
| Last Name: | Ng | → | Last Name: | Ng |
| Title: | | | Title: | |
| Gender: | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified | | Gender: | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified |
| Birthday: | 3 / 17 / 1995 (MM/DD/YYYY) | | Birthday: | 3 / 17 / 1995 (MM/DD/YYYY) |
| Date 1: | | | Date 1: | |
| Date 2: | | | Date 2: | |
| Additional Information | | | Additional Information | |
| Job Title: | | | Job Title: | |
| Company Name: | | | Company Name: | |
| Phone: | 91283310 | → | Phone: | 91283310 |
| Fax: | | | Fax: | |

B. By using Spread contact management 使用Spread 联系人管理

- 1) Click "Contacts" 点击“联系人”
- 2) Choose the contact list 选择联系人列表
- 3) Choose the contact by clicking the "email address" 点击“邮箱地址”，选择指定联系人
- 4) Fill in/ remove/ change the information of that contact 填写/移除/修改联系人信息
- 5) Click "Save changes" 点击“保存变更”

Spread营销 联系人

概览 营销活动 事务性邮件 **联系人** 活动(Beta) 我的帐户

导入 导出 登记表格 更名 彻底清除 清除 有效(内部使用) 有效(推广)

查看所有未被删除的联系人名单

搜索

| 名称 | 有效数/总数 | 最近 |
|-------------------------|--------|------------------|
| 全部联系人 | 32/35 | |
| 未分类的联系人 | 0 | |
| Campaign_1474164 | 1/1 | 11/29/2018 10:01 |
| Campaign_1496128 | 0/0 | |
| Campaign_1507006 | 1/1 | 7/16/2018 10:01 |

Spread营销 联系人 联系人详情 账号管理: 我

联系人 > Campaign_1496128 > 名称 | 收件人 | 简述

过滤器 | Add/Import | 提示 | 智能过滤(Beta)

过滤联络人

联络人状态: 所有

搜寻/过滤: 电邮 包含

更多过滤条件

搜索 复制到名单 移动到名单 生成动态名单 按频率筛选

联络人

有效 移除 删除 永久删除 拒收讯息 复制 移动

| 联络人电邮地址 | 更新日期 | 名字 | 姓氏 | 职衔 | 公司/组织 |
|-----------------------------|---------------------|---------|-----|----|-------|
| fpan@reasonables.com | 7/9/2018 4:14:11 PM | Felicie | Pan | | |

1 Page(s) 1 Record(s)

联络人资料

电邮地址: fpan@reasonables.com

名字: Felicie

中名:

姓氏: Pan

头衔:

性别: 男 女 尚未提供

| 联系人行为 | |
|--|----------|
| 国家或地区: | CN |
| 城市: | Shenzhen |
| 设备: | Windows |
| 浏览器: | Outlook |
| 浏览器语言: | |
| <input type="button" value="上一步"/> <input type="button" value="保存变更"/> | |

Contacts Segmentation 联系人分组

Users can search and segment contact group according to contact profile and campaign behavior.

用户可以根据联系人资料和邮件行为来搜索和细分联系人组。

1-A. Search contact profile / behavior 搜索联系人资料或邮件行为

- 1) Click "Contact". 点击“联系人”。
- 2) Click "All contacts" or a contact list. 点击“全部联系人”或选择一个联系人列表。

The screenshot shows the '联系人' (Contacts) section of the Spread Marketing interface. The left sidebar has '联系人' highlighted. The main area shows a toolbar with '导入', '导出', '登记表格', '更名', and '彻底清除'. Below the toolbar, there's a search bar with the text '查看所有未被删除的联系人名单'. A dropdown menu is open under the '名称' (Name) filter, with '全部联系人' (All contacts) selected and highlighted with a red box. Other options in the dropdown include '未分类的联系人', '_DoNotMail', and 'Campaign_1474164'.

- 3) Choose the filter condition in the dropdown list and click "Search". 从下拉菜单中选择过滤条件，然后点击“搜寻”。



- 4) Click "Move to a list". 点击“移动到名单”。
- 5) A form pops up and name the new list. 弹出提示框，命名新列表。
- 6) Click "Move" and a new list is created. 点击“移动”，创建新列表成功。



- 7) Choose this list when creating a new campaign. 发送新的邮件时，选择该联系人列表即可发送邮件。

2-B. Filter Active Contacts 过滤活跃联系人

1-1) Click "Contact". 点击“联系人”。

2-2) Click the "All contacts" or a contact list. 点击“全部联系人”或选择一个联系人列表。

Spread 营销 联系人

概览 营销活动 事务性邮件 联系人 活动(Beta) 我的帐户

导入 导出 登记表格 更名 彻底清除 清除 有效(内部使用) 有效

查看所有未被删除的联系人名单

搜寻

| 名称 | 有效数/总数 | 最近 |
|------------------|--------|--------------|
| 全部联系人 | 32/35 | |
| 未分类的联系人 | 0 | |
| Campaign_1474164 | 1/1 | 11/29/2018 1 |
| Campaign_1496128 | 0/0 | |

3-3) Choose "Active" in the email status. 联络人状态中选择"有效的"

4-4) Click "Search" to filter out all active contacts. 点击"搜寻"

5-5) Click "Move to a list". 点击"移动到名单"

过滤联络人

联络人状态: 有效的

搜寻/过滤: 电邮 包含

更多过滤条件

搜寻 复制到名单 移动到名单 生成动态名单 按频率筛选

6-6) A form pops up and name the new list. 弹出提示框，命名新列表

7-7) Click "Move" and a new list is created. 点击"移动"，创建新列表成功。

请选择移动到的名单

Campaign_1474164

或新的名单:

移动 取消

8-8) Choose this "active" list when creating a new campaign. 发送新的邮件时，选择"有效的"联系人列表。

A. To put someone on “Do not mail list” 将人员添加到 “拒收信息名单”

- 1) Click “Contact”. 点击 “联系人”
- 2) Click “Do not mail list”. 点击 “拒收信息名单”
- 3) Click “Add”. 点击 “加入”
- 4) Upload the email you do not want to send anymore by text or excel. 以文字输入或 Excel 表格的形式，上传拒收邮件的邮箱地址
- 5) Click “upload”. 点击 “上传”

三 Spread营销 联系人 拒收信息名单

加入 提示

添加/导入
登记表格
导出
拒收信息名单
名单文件夹

1. 联系人分组; Do not mail list

2. 数据源

在每一行输入邮件地址和联系

--选择字段--

spread@reasonables.com
cs@reasonables.com

OR with additional information specified by headers
email address, first name
spread@reasonables.com, Spread
cs@reasonables.com, Reasonable

OR

上传Excel(.xls 或 .xlsx)文件, .csv或者.txt文件

选择文件 未选择任何文件

对非英文字符的联系人分组, 请用.xls或.xlsx格式上传, 否则用.csv或者.txt格式上传可能产生编码错误
手机号码没有包含地区码, 默认添加地区码:86
请按照我们的规范命名, 阅读指示 | 联系人规范下载

3. 重复订阅人的处理方式:

更新

*更新: 更新/覆盖所有资料。
*合并: 只更新新增的资料。
*跳过: 只新增新联络人的资料。

上传

B. To activate email address which are on “Do not mail list” 设置 “拒收信息名单” 中的邮箱地址

为有效

1) On the same page as shown above, search the email address you would like to activate. 在同一个

页面，搜索想要设置为有效的邮箱地址。

2) Tick the address. 勾选地址。

3) Click “Activate”. 点击“有效”

The screenshot shows a CRM interface with a dark blue header. The header contains the text "Spread营销 联系人 > 拒收信息名单". Below the header, there are navigation links: "过滤 | 加入 | 提示". The main content area is titled "过滤联系人". It features a search bar with the text "联系人电邮地址: dtsang0926@gmail.com" and a "搜寻" button. To the right of the search bar, there are dropdown menus for "全部", "1", "Jan", "2005", and a "Go" button. Below the search bar, there is a "有效" button. The main table has a header with "加入日期". The table contains one record: a checked checkbox, the email address "dtsang0926@gmail.com", and the date "4/17/2020 2:46:45 PM". Below the table, it says "1 Page(s) 1 Record(s)". At the bottom, it says "0 个联系人已登记; 0 登记为拒收". The footer shows "装入时间: 00:00:00.5156417".

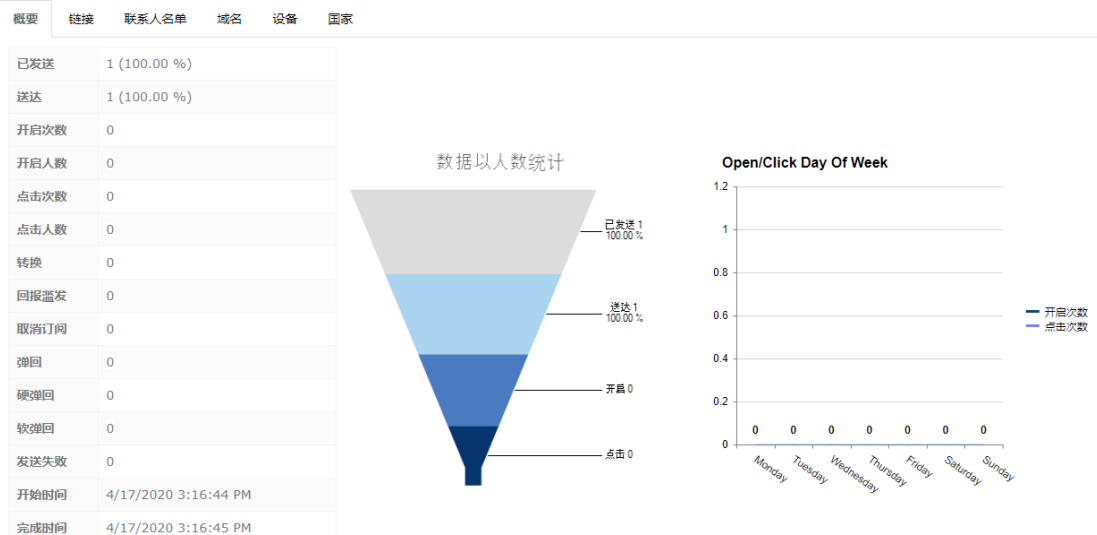
Report 报告

Report Dashboard 报告界面

- 1) Click on the subject or name of a sent campaign to get a detailed report 点击邮件主题或名称，打开详细报告

| 名称 | 主题 | 状态 |
|-------------|-----------|----|
| 思齐学堂·增长黑客 1 | 思齐学堂·增长黑客 | 已发 |

报告分类:



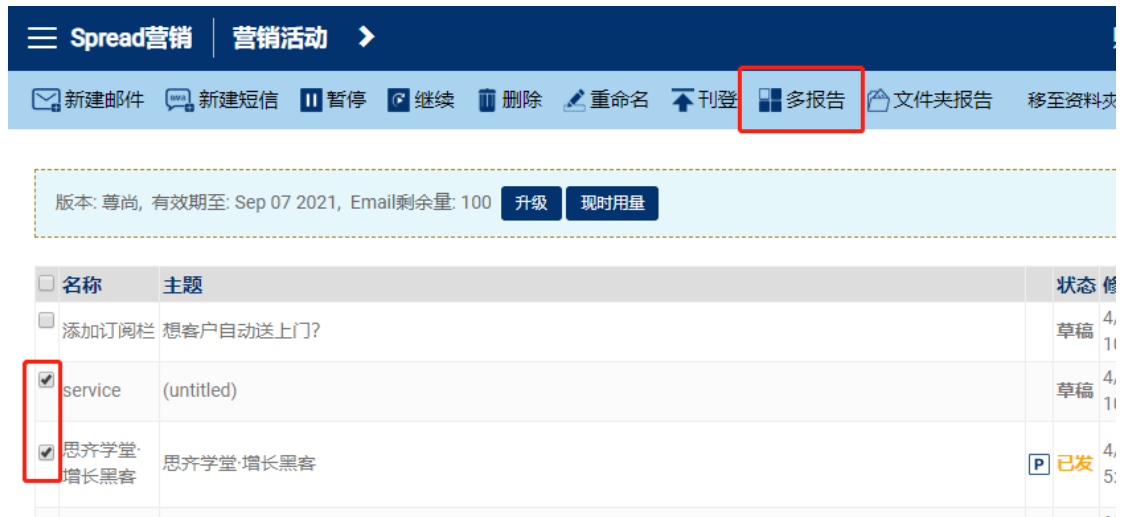
| Columns 栏目 | Explanation 解释说明 |
|--------------------------|--|
| Name 名称 | eDM campaign name, only for your internal identification. eDM 邮件名称，仅用于内部标识。 |
| Subject 标题 | The email subject which could be seen by your recipients. 收件人可见的邮件标题。 |
| Sent 已发 | The eDM campaign was sent to how many email addresses. 此 eDM 已发送的邮件数量。 |
| Accepted 送达 | How many emails are received 有多少封邮件送达到邮箱。 |
| All Opens 开启次数 | How many times did people open your email with repeat counting. e.g. Bob opened your email 10 times, the no. of Unique Open is 1, the no. of All Opens is 10. If you click into the figure, you can see the detailed report. |

| Columns 栏目 | Explanation 解释说明 |
|----------------------|--|
| | 收件人重复打开您的邮件的次数统计。例如，鲍勃打开了您的电子邮件 10 次，那么开启人数是 1，开启次数是 10。点击图表可以查看详细报告。 |
| Unique Open 开启人数 | How many people opened the mail (counted in unique email address) 打开邮件的人数。 |
| All Clicks 点击次数 | How many times did people click the hyperlink(s) in your email content with repeat counting. e.g. Bob clicked hyperlink 10 times, the no. of Unique Click is 1, the no. of All Clicks is 10. If you click into the figure, you can see the detailed report. 重复点击邮件内容中超链接的次数统计，例如，鲍勃点击了链接 10 次，那么点击人数是 1，点击次数是 10。点击图表可查看详细报告。 |
| Unique Click 点击人数 | How many people clicked the mail (counted in unique email address) 点击邮件链接的人数。 |
| Conversions 转换 | The function is to track no. of purchase/application from eDM. e.g. I have an online shop and I want to check how many successful transactions was made by sending eDM. 此功能用于追踪从 eDM 中转化的购买/申请，例如，我需要追踪从发送 eDM 中转化的成功订单。 |
| Bounces 弹回 | Number of bounce back emails, including soft bounce and hard bounce. If you click the figure, you can see detailed report. Learn more about bounce: http://developer.rspread.com/BounceBack.aspx 弹回的邮件数量，包括软弹回和硬弹回。点击图表可查看详细报告。了解更多关于弹回的内容： http://developer.rspread.com/BounceBack.aspx |
| Soft bounce 软弹回 | Soft bounces indicate a temporary delivery issue that email cannot be delivered. Types: <ul style="list-style-type: none"> • Mailbox Full • Vacation/Auto Reply • Blocked • Content Denied • Frequency Limited • Unknown Subscriber • Other 软弹回是由于暂时的传送问题而导致邮件无法送达。 |

| Columns 栏目 | Explanation 解释说明 |
|-----------------------------|---|
| | 类型： <ul style="list-style-type: none"> • 邮箱已满 • 假期/自动回复 • 被拦截 • 邮件内容被拒绝 • 频率限制 • 未知订阅者 • 其他 |
| Hard bounce 硬弹回 | A hard bounce indicates a permanent reason that email cannot be delivered. Types: <ul style="list-style-type: none"> • <i>Non-Existent Address</i> • <i>Undeliverable</i> 硬弹回是由于永久性的问题而导致邮件无法传达。 类型： <ul style="list-style-type: none"> • 不存在的邮箱地址 • 无法送达 |
| Spam Reports 回报滥发 | How many people reported to email service provider (e.g. Yahoo, Gmail) that your email as a spam mail. 向邮件服务商举报垃圾邮件的人数（如 Yahoo, Gmail）。 |
| Unsubscribed 取消订阅 | How many people clicked the unsubscribe link in your eDM to stop receiving emails from you. 点击邮件中的取消订阅链接的人数。 |
| Date Sent 发送时间 | Date and time of sending eDM campaign. 发送 eDM 的日期和时间。 |

Get Multi-Report 获取多报告

- 1) Select the campaigns you would like to review. 选择（多选）想查看的邮件。
- 2) Click “Multi-report”. 点击“多报告”。



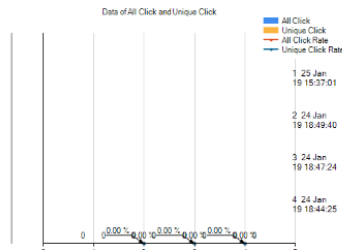
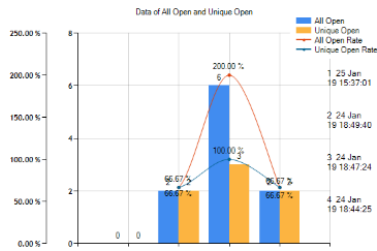
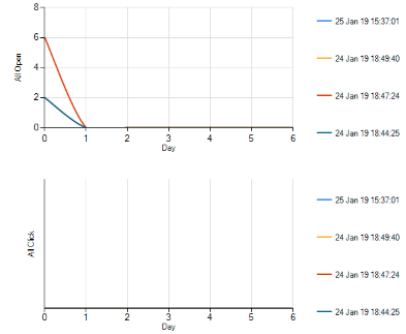
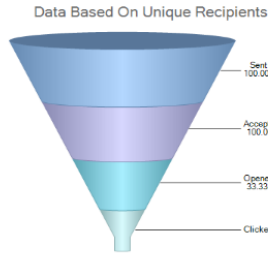
The screenshot shows the Spread Marketing interface. At the top, there is a navigation bar with 'Spread营销' and '营销活动'. Below this is a toolbar with various icons: '新建邮件', '新建短信', '暂停', '继续', '删除', '重命名', '刊登', '多报告' (highlighted with a red box), '文件夹报告', and '移至资料夹'. Below the toolbar, there is a status bar indicating '版本: 尊尚, 有效期至: Sep 07 2021, Email剩余量: 100' and buttons for '升级' and '现时用量'. The main area displays a table of campaigns with columns for '名称', '主题', and '状态'. Three campaigns are listed: '添加订阅栏', 'service', and '思齐学堂·增长黑客'. The 'service' and '思齐学堂·增长黑客' rows have their selection checkboxes checked (also highlighted with a red box). The status for 'service' is '草稿' and for '思齐学堂·增长黑客' is '已发'.

| 名称 | 主题 | 状态 |
|-------------------------------------|-----------|----|
| <input type="checkbox"/> | 添加订阅栏 | 草稿 |
| <input checked="" type="checkbox"/> | service | 草稿 |
| <input checked="" type="checkbox"/> | 思齐学堂·增长黑客 | 已发 |

3) A multi-report is generated as shown below: 生成多报告如下方所示。

Campaign:
 25 Jan 19 15:37:01
 24 Jan 19 18:49:40
 24 Jan 19 18:47:24
 24 Jan 19 18:44:25

| | |
|---------------|----------------------|
| Sent | 9 (100.00 %) |
| Accepted | 9 (100.00 %) |
| All Open | 10 (111.11 %) |
| Unique Open | 3 (33.33 %) |
| All Click | 0 |
| Unique Click | 0 |
| Conversion | 0 |
| Spam | 0 |
| Unsubscribed | 0 |
| Bounce | 0 |
| Hard Bounce | 0 |
| Soft Bounce | 0 |
| Sent failed | 0 |
| Start Time | 1/24/2019 3:02:19 AM |
| Finish Time | 1/24/2019 7:04:06 PM |
| Sent Per Hour | 1 |



Get Report on Open by Hour/Day Report for One Campaign 获取单个邮件的每小时/每天打开报告

- 1) Click the “subject” of campaign you would like to review in home page. 在主页中点击想查看的邮件标题。

Spread营销 | 营销活动 >

新建邮件 新建短信 暂停 继续 删除 重命名 刊登 多报告 文件夹报告 移至资料

版本: 尊享, 有效期至: Sep 07 2021, Email剩余量: 100 [升级](#) [现时用量](#)

| 名称 | 主题 | 状态 |
|---------------------------------------|------------------|-------------|
| <input type="checkbox"/> 添加订阅栏 | 想客户自动送上门? | 草稿 |
| <input type="checkbox"/> service | (untitled) | 草稿 |
| <input type="checkbox"/> 思齐学堂 增长黑客 | 思齐学堂·增长黑客 | P 已发 |

- 2) Click the data in the report. 点击报告中的“开启次数”数据。

报告分类:

概要 链接 联系人名单 域名 设备 国家

| | |
|-------------|------------------------|
| 已发送 | 57 (100.00 %) |
| 送达 | 46 (80.70 %) |
| 开启次数 | 46 (100.00 %) |
| 开启人数 | 9 (19.57 %) |
| 点击次数 | 7 (15.22 %) |
| 点击人数 | 3 (6.52 %) |
| 转换 | 0 |
| 回报滥发 | 0 |
| 取消订阅 | 0 |
| 弹回 | 11 (19.30 %) |
| 硬弹回 | 1 (1.75 %) |
| 软弹回 | 10 (17.54 %) |
| 发送失败 | 0 |
| 开始时间 | 12/11/2019 10:51:58 PM |
| 完成时间 | 12/11/2019 10:58:40 PM |
| 平均每小时 | 511 |

数据以人数统计

| | | |
|-----|----|----------|
| 已发送 | 57 | 100.00 % |
| 送达 | 46 | 80.70 % |
| 开启 | 9 | 19.57 % |
| 点击 | 3 | 6.52 % |

- 3) It will be direct to an detail analysis page > select opens by hour > filter by hour/day 跳转到详细分析页面 > 选择“以时间分类” > 筛选按小时/天统计

三 Spread营销 | 营销活动 > 报告

发出 | 开启 | 点击 | 转换 | 弹回# | 回报发送 | 取消订阅

营销活动 > 11 Dec 19 22:48:52 > 开启 > 摘要 | 开启次数 | 开启人数 | 没有开启 | 以时间分类 | 以邮箱域名分类 | 以国家分类

24小时分段统计
24小时分段统计
按小时统计
按天统计

| | 开启次数 | 百分比 | 开启人数 | 百分比 |
|-------|------|--------|------|--------|
| | 1 | 2.17% | 1 | 11.11% |
| 1 AM | 1 | 2.17% | 1 | 11.11% |
| 2 AM | 0 | 0.00% | 0 | 0.00% |
| 3 AM | 0 | 0.00% | 0 | 0.00% |
| 4 AM | 0 | 0.00% | 0 | 0.00% |
| 5 AM | 0 | 0.00% | 0 | 0.00% |
| 6 AM | 0 | 0.00% | 0 | 0.00% |
| 7 AM | 1 | 2.17% | 1 | 11.11% |
| 8 AM | 0 | 0.00% | 0 | 0.00% |
| 9 AM | 11 | 23.91% | 3 | 33.33% |
| 10 AM | 4 | 8.70% | 3 | 33.33% |
| 11 AM | 2 | 4.35% | 2 | 22.22% |
| 12 PM | 6 | 13.04% | 4 | 44.44% |

Report on Reasons of Bounce; Export Bounce Contact List 弹回报告；导出弹回报告

- 1) Click the “Bounce” no. of the campaign you would like to review in home page. 在主页中点击想查看的邮件弹回数。

| Subject | Status | Modified Date | Sent | All Opens* | All Clicks* | Conversions | Bounces# |
|-----------------------------------|--------|------------------------|------|-------------|-------------|-------------|------------|
| 11 Dec 19 22:48:52 参加思齐学堂·增长黑客确认函 | 已发 | 12/11/2019 10:51:49 PM | 57 | 43 (93.48%) | 7 (15.22%) | 0 | 11 (19.3%) |

- 2) A campaign report is generated. 生成一个邮件报告。

- 3) Scroll down and click on no. in “Bounce” row. 往下滚动，点击“弹回类别”列。
- 4) A bounce report will be generated. Choose the type of file you would like to export and click “Export”. 生成对应的弹回报告。选择需导出的报告类型，点击“导出”。



- 5) A link for report download will be sent to your log in email. 报告下载链接会发送到您的登录邮箱中。

Create Signup form 建立登记表格

Create Signup form 建立登记表格

- ✧ Please create at least 1 contact list before using this function. (Please refer to the section “[Upload Contact](#)”) 在使用此功能前，请先创建至少一个联系人列表（请参阅“[上传联系人](#)”部分）。
- 1) Click “Contacts” in Navigation Bar and then “Web Form”. 点击导航栏中的“联系人”，然后点击“登记表格”。
 - 2) Click “Edit My forms/Get code”. 点击“自订我的表格/取得代码”。

☰ Spread营销 | 联系人 ▾ 建立登记表

您可以自行建立属于自己的联系... 种表格去帮助您建立自己的名单。

1. 联系人登记区表格
把这些 HTML代码加进您的网页

请按此以取得代码

Join the Subscription now!!

[Add other subscriptions/Unsubscribe](#)
Example: Street, Email marketing, and newsletter management tool

预览

2. 自订参加表格
邀请联系人参加您的活动。

请按此以取得代码

Email:

First name:

Last name:

Job title:

自订我的表格/取得代码

预览

3) Click "Custom Sign-up Form". 点击“自订参加表格”。

☰ Spread营销 | 联系人 > 建立登记表

管理自订表格:

新增一个自订表格 **自订参加表格** | 空白自订表格 | CSV ▾

- 4) Fill in the information page by page. 按照页面指示填写信息。
- Decide which contact list will the subscriber add in. 确认用户登记后添加到的联系人列表。
 - Decide what website will auto redirect to when the sign-up finishes. 确认登记完成后自动跳转的网页。
 - Click "Next". 点击“下一步”。

创建自定义表单:

保存所有 保存并返回 返回

基本信息 基本信息

登记说明 表单名称: 4/20/2020 12:00:42 PM

回复信件 添加联系人到组: -- 请选择一个联系人名单 --

自动跳转: http:// 自动跳转

语言: 自动

双重确认:

自动填充信息: 如果邮箱存在, 自动填充信息。

下一步

保存所有 保存并返回 返回

iv. Edit the sign-up form instruction. 编辑登记表说明。

Spread营销 | 联系人 > 建立登记表 账号管理: 我的账号 GO

创建自定义表单:

要求字段: 拖拽可调整下列栏目顺序。

| | 显示 | 必需 | 新标签 | 类型 | 值: |
|----------|-------------------------------------|--------------------------|----------------------|-------------------|---------|
| | | | | 文本 选项 列表 文件 | (分隔符为,) |
| 姓: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 中间名: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 名: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 职位: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 公司/组织: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 电话: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 地址: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 城市: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 州/省: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 国家或地区: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 邮编: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 传真: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 网址(URL): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 称呼/头衔: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 性别: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 日期 1: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |
| 日期 2: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | | |

v. Add and edit the fields for participants to fill in. 添加、编辑需要登记者填写的信息。

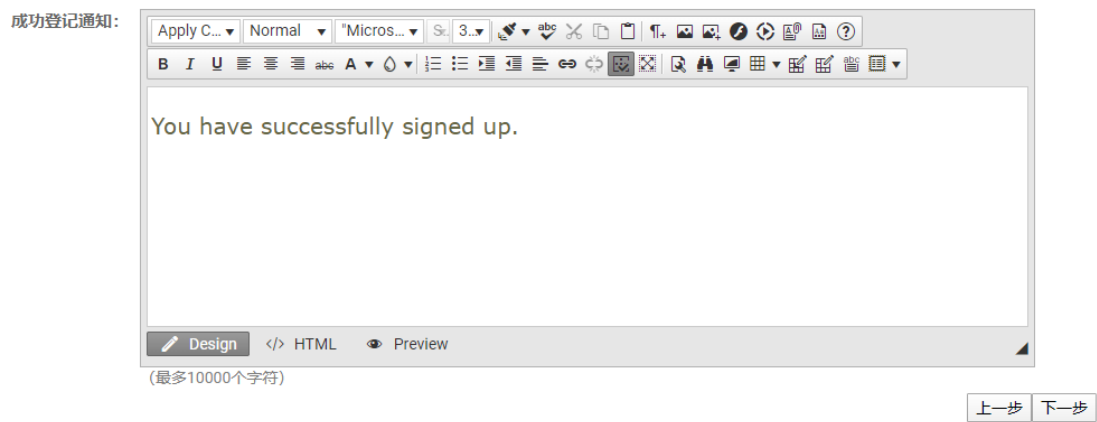
✧ Tick the box in the column "Display" to choose the fields shown in signup page 勾选“显示”列中的项目, 选择在登记页面显示的标签。

✧ Tick the box in the column "Required" to set required fields that participants must fill in to finish signup 勾选“必需”列中的项目, 选择在登记页面登记者必需填写的栏目。

- ✧ The column “New Label” let you to rename the fields “新标签”列可以重命名该栏目。
- ✧ In Custom field rows, choose the answer type in the column Type. T = text; C = check (can choose more than one option); L = list (can choose only one option) F= file. 自定义字段可在“类型”列选择回答类型。T=文本；C=选项（可多选）；L=列表（单选）；F=文件
- ✧ In the column Values, type in the options and separate with “;” 在“值”列，输入选项，并以“；”作为分隔符。

vi. Edit successful sign up message. 编辑“成功登记通知”。

vii. Click “Next”. 点击“下一步”。



viii. Edit the thank you letter and confirmation letter for successfully signed up participants. 编辑发给成功登记者的感谢信和确认信。

- ix. In Notification email row, type in the email address that would receive email notification once a person signed up successfully. 在通知邮件栏，输入邮箱地址，用于接收有人成功登记后发送的邮件通知。

创建自定义表单：

保存所有 保存并返回 返回

基本信息 自动回复信件

登记说明 感谢信件主题: Thank you for your subscription to [Company]! (Max 255 chars)

回复信件 感谢信件内容:

Apply C... Normal *Micro... Sc... 1... abc abc A A abc

Dear Valued Subscriber,
Thank you for your subscription!
Welcome to [Name]. We are happy to have you as a member of our community. Your email address has been recorded. In the future, you will receive emails specific to your subscription.
We will not sell, rent, or give your email address to anyone. If you would like to unsubscribe in the future, click the "UNSUBSCRIBE..." hyperlink at the most Top/bottom of any email.
If you have any enquiry, please feel free to contact us.
Yours sincerely,
[Name]

Design </> HTML Preview

(最多10000个字符)

通知邮件: (Max 10000 chars)

提示: 谁会收到邮件通知，一旦有人登记到该联系人列表？在这里输入邮件地址，使用“分隔多个邮件地址。例如：Spread1@mail.com;Spread2@mail.com (Max 1000 chars)

上一步 完成

保存所有 保存并返回 返回

- 5) Click "Finish". 点击“完成”。

Get URL or HTML of Sign Up Form 获取登记表格的 URL 或 HTML

- 1) Click "Contacts" in Navigation Bar and then "Web Form". 点击导航栏中的“联系人”，然后点击“登记表格”。
- 2) Click "Edit My forms / Get code". 点击“自订我的表格/取得代码”。

您可以自行建立属于自己的联系

添加/导入

多种表格去帮助您建立自己的名单。

登记表

1. 联系人登记区表格

把这些 HTML代码加进您的网

导出

就您的顾客。

请按此以取得代码

拒收信息名单



名单文件夹

预览

2. 自订参加表格

邀请联系人参加您的活动。

请按此以取得代码



自订我的表格/取得代码

预览

管理自订表格:

新增一个自订表格 自订参加表格 | 空白自订表格 | CSV

| | 表格名称 | 状态 | | | | |
|------|------------|------|----|----|----|----|
| 获取代码 | SpreadClub | 通过审核 | 编辑 | 删除 | 复制 | 导出 |

- 3) Click "Get Code" to get the URL link to put in the campaign as hyperlinks 点击“获取代码”，可得到 URL 链接以放在邮件中作为登记超链接。

Subscription page with return address: rsread.cn/

登记表链接:

<http://subscriber1.rsread.com/SubscribeFormDetail.aspx?UserID=60088&scrflid=288>

How to acquire more subscribers? 如何获得更多的订阅者?

In order to acquire more subscribers, you can use a subscription box to collect email address for you on your website. And that's the code we provide on Spread for free! You only need to confirm that the website can enter HTML without any coding knowledge. Copy our code on the

Spread and copy it to your website code. The new contacts collected on your website will automatically add in your contact list. When you send out campaign emails in the future, you can use this contact list directly. 为了获取更多的订阅者，您可以在网站上使用订阅框来收集电子邮箱。在 Spread 上，我们可以为您提供这段代码！您只需要确认网站可以输入 HTML 代码即可，无需任何编程知识。只要将 Spread 上的代码复制您的网站代码中。网站上收集的新联系人将直接导入您的联系人列表。当您将来发送电子邮件时，可以直接使用该联系人列表，无需浪费时间再导入联系人列表。

1-1) Click “Contacts” in Navigation Bar and then “Web Form”. 点击导航栏中的“联系人”，然后点击“登记表格”。

2-2) Click “[Click here to Get Code](#)” in “Newsletter subscription box”. 点击“联系人登记区表格”中的“请按此以取得代码”。

The screenshot shows the Spread Marketing navigation bar with 'Spread营销' and '联系人' (Contacts) highlighted. A dropdown menu is open under '联系人', showing options: '添加/导入' (Add/Import), '登记表格' (Registration Form), '导出' (Export), '拒收信息名单' (Do Not Contact List), and '名单文件夹' (List Folders). The '登记表格' option is highlighted. Below the navigation bar, there are two sections: '1. 联系人登记区表格' (Contact Registration Form) and '2. 自订参加表格' (Custom Registration Form). The '1. 联系人登记区表格' section includes a 'Join the Subscription now!!' form with a 'Join' button and a link to 'Add other subscriptions/Unsubscribe'. A red box highlights the text '请按此以取得代码' (Click here to get code) next to the form. The '2. 自订参加表格' section includes a form with fields for 'Email', 'First name', 'Last name', and 'Job title', and a '请按此以取得代码' link.

3-3) Choose the contact list for email address collecting. 选择用于收集邮箱的联系人列表。

The screenshot shows the Spread Marketing interface for building a registration form. The navigation bar includes 'Spread营销', '联系人', '登记表格', and '建立登记表格' (Build Registration Form). The '建立登记表格' option is highlighted. Below the navigation bar, there are two sections: '表单选项' (Form Options) and '预览' (Preview). The '表单选项' section includes a dropdown menu for '选择联系人列表' (Select Contact List) with 'Campaign_1496128 (0)' selected, a text input for '标题' (Title) with '邮件订阅' (Email Subscription) entered, and a radio button for '模式' (Mode) with '嵌入' (Embed) selected. The '预览' section shows a preview of the registration form with a text input for 'email@example.com', a '订阅' (Subscribe) button, and links for '往期电邮' (Previous Emails) and '思齐邮件营销' (Siqui Email Marketing).

4.4) Name the subscription box that will display on your website. 输入订阅栏标题，标题将与订阅栏一起展示在网站上。



5.5) Copy the code and paste it in your website code. 复制下方代码并粘贴到您自己的网页代码中。

复制/粘贴到你的网站

使用此代码,复制下面框中的所有文本粘贴到你自己的网页。

```
<!--ReasonableSpread.com Subscription Form Begin-->
<div id="SpreadfrmSample" >
  <table cellpadding="15" cellspacing="0" border="0" style="width: 338px; background-color :#F3F5F5; " >
    <tr><td style="border-radius: 6px 6px 6px 6px; border: 1px #F3F5F5 solid; border-collapse: collapse;">
      <table width="100%" cellpadding="0" cellspacing="0" border="0" ><tr><td align="center">
        <span style="font-family:tahoma, arial, helvetica, sans-serif, font-size:19px; font-weight:bold; color:#333333; ">邮件
        订阅</span></td></tr>
        <tr><td align="center" height="33"><span style="background-color :white; display :
        inline-block;border:1px solid #B6B6B6;width :98%;height:30px;">
          <input id="txtSpreadEmail" type="text" placeholder="email@example.com" onfocus="spreadClearMsg()"/>
```



If you still have any questions in using Spread, please feel free to contact our Account Manager. Thanks.

如您在使用 Spread 过程中仍有任何疑问，请咨询我们的客户经理。非常感谢。