

Navigation

iPost provides an extensive set of features to help manage your email campaigns. These features are broken up into several primary areas that can be navigated using the menus found within the user-interface.

User Profile

Your username is seen on the right top corner in iPost. Click on *My Profile* to view or edit your contact information and preferences, as well as update your login password.

System Notices

View system notices, including information about upcoming scheduled releases.

Content Creation Menu

The Content Creation Menu is located on the left side of your screen. Use this menu to manage content, assets, automations, and reporting.

Section	Description
Dashboard	Gives you quick access to your performance trends, allowing you to gauge trends over time.
Email	Create and manage emails, templates, headers & footers, snippets, and dynamic content.
Assets Library	Upload images that you use in your emails.
Contacts	Create and manage lists, data tables, filters, SQL queries, topics, and categories.
Automation	Create and manage process and journey automations.
Reports	Track the performance of your emails.
Calendar	Provides a weekly or monthly view of all scheduled and past email sends.

General Settings Menu

The General Settings menu can be accessed by clicking the right-pointing arrow found to the right of your username. Use this menu to control your account settings such as default account and email settings, managing users, and creating subclients.

Section	Description
Client	Manage account time setting and default values of emails.
Subclients	Manage and create subclients.
Users	Manage users and their permissions.
Delivery Management	Set delivery settings, manage default values for sending emails, and create sender domains.
Database	View and edit database fields.
Web Tracking	Set up conversion tracking to track website activity.
Web Analytics	Create and manage web analytics tracking parameters.