Previewing Promotions

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Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.

Your browser does not support HTML5 video.

Preview Promotions

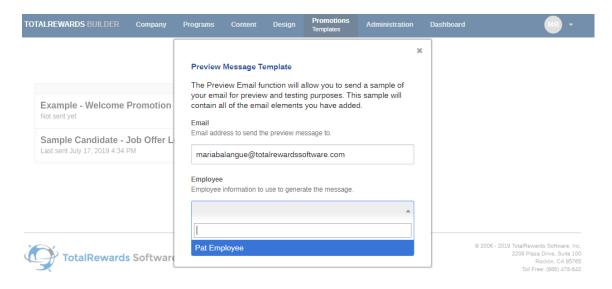
Go to Promotions

Click **Templates**

Hit Preview button if you do not want to include a live link

To Preview click the drop-down menu from the pop-up window

Select any **name**, scroll to look for a particular name or key in the name on the blank field to search



Once you've selected the name, hit **Preview** button and you will get a sample promotion on your email