

Email Manual

A controlled guide to preparing campaign drafts from approved leads. It explains the workflow and its safety limits.

What Email is for

Email is for drafting and reviewing follow-up to leads you have already reviewed in Leads.

The intended workflow is: import or save leads, review them, mark selected leads Approved for Outreach, then prepare a campaign draft in Email.

Important: Never treat the Email page as an automatic marketing machine. A person must review recipients and messages.

Prepare recipients

Start in **Leads**, not Email. Import a CSV or add leads manually, then check each recipient's name and email address.

Use only leads marked **Approved for Outreach**. If a lead is not approved, return to Leads and review it instead of forcing it into a campaign.

Build the campaign draft

Choose a template, then edit the subject and message to match the recipient and your reason for contacting them.

Set a daily limit before preparing a campaign. A limit is a safety control; it does not replace a review of recipient quality.

Review the recipient list, message content, links, and contact information before moving on.

Important: Do not promise services, prices, or results you cannot deliver. Keep the message honest and easy to understand.

Sender connection and testing

A real sender mailbox must be securely connected and tested before delivery can work. A public demo must not send customer email.

For a real client product, each client should connect and approve their own email account. Do not share passwords or paste mailbox app passwords into Dolen.

Send a test to yourself first after a sender is connected.

Important: The current owner connection is not the same as a complete per-client email connection. Treat client sending as unavailable until that secure setup is finished.

Final review and sending

Use the manual confirmation only after reviewing recipients and the final message. Sending should require a deliberate person action.

Watch for bounced messages, opt-out requests, and replies. Stop or change a campaign when the data or message is wrong.

Keep outreach lawful, relevant, and respectful. When in doubt, do not send until you have checked the recipient and message.

Important: Dolen is designed to support reviewed outreach, not to bypass human responsibility.