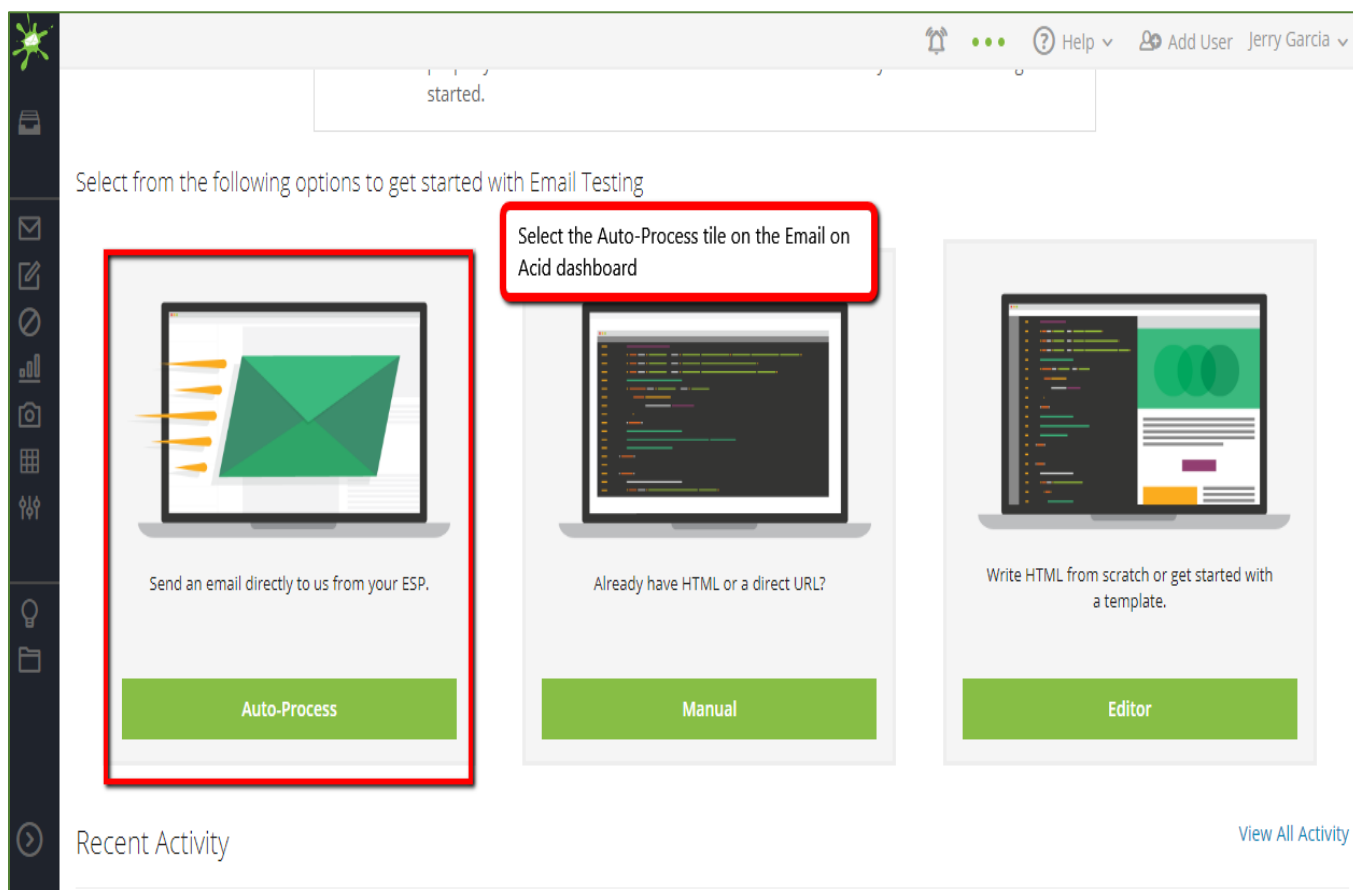


Setting up an Auto-Process email test:

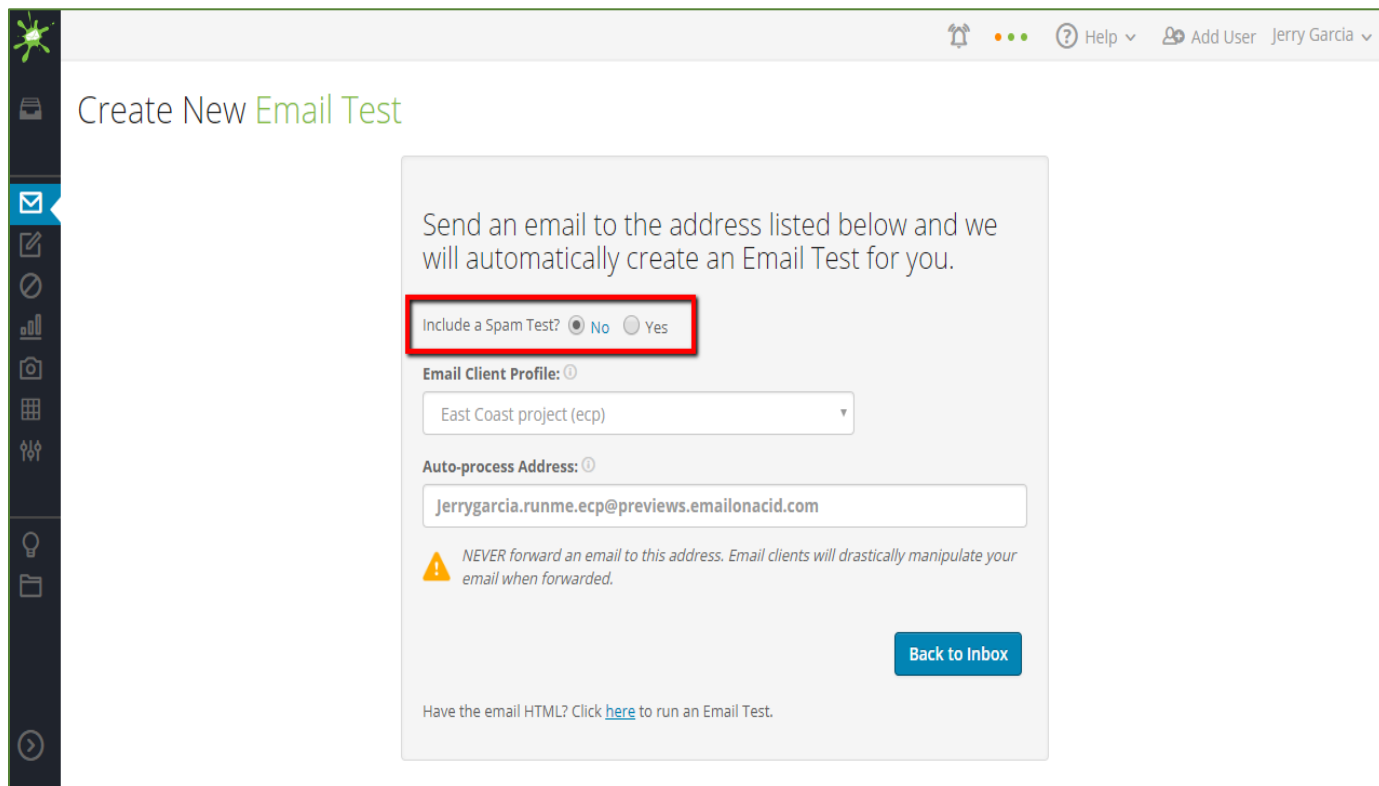
This document will walk you through the steps to start an Auto-Process email test, which you can use if the email HTML is not available or if you want to test directly from your Email Service Provider.

To set up an Auto-Process email test:

1. On the Email on Acid dashboard select the **Auto-Process** tile.



2. Do you want to include a Spam test with this Auto-Process test? the system defaults to “No”.



Create New Email Test

Send an email to the address listed below and we will automatically create an Email Test for you.

Include a Spam Test? ☒ No ☐ Yes

Email Client Profile: ⓘ
East Coast project (ecp) ▼

Auto-process Address: ⓘ
jerrygarcia.runme.ecp@previews.emailonacid.com

⚠ NEVER forward an email to this address. Email clients will drastically manipulate your email when forwarded.

Back to Inbox

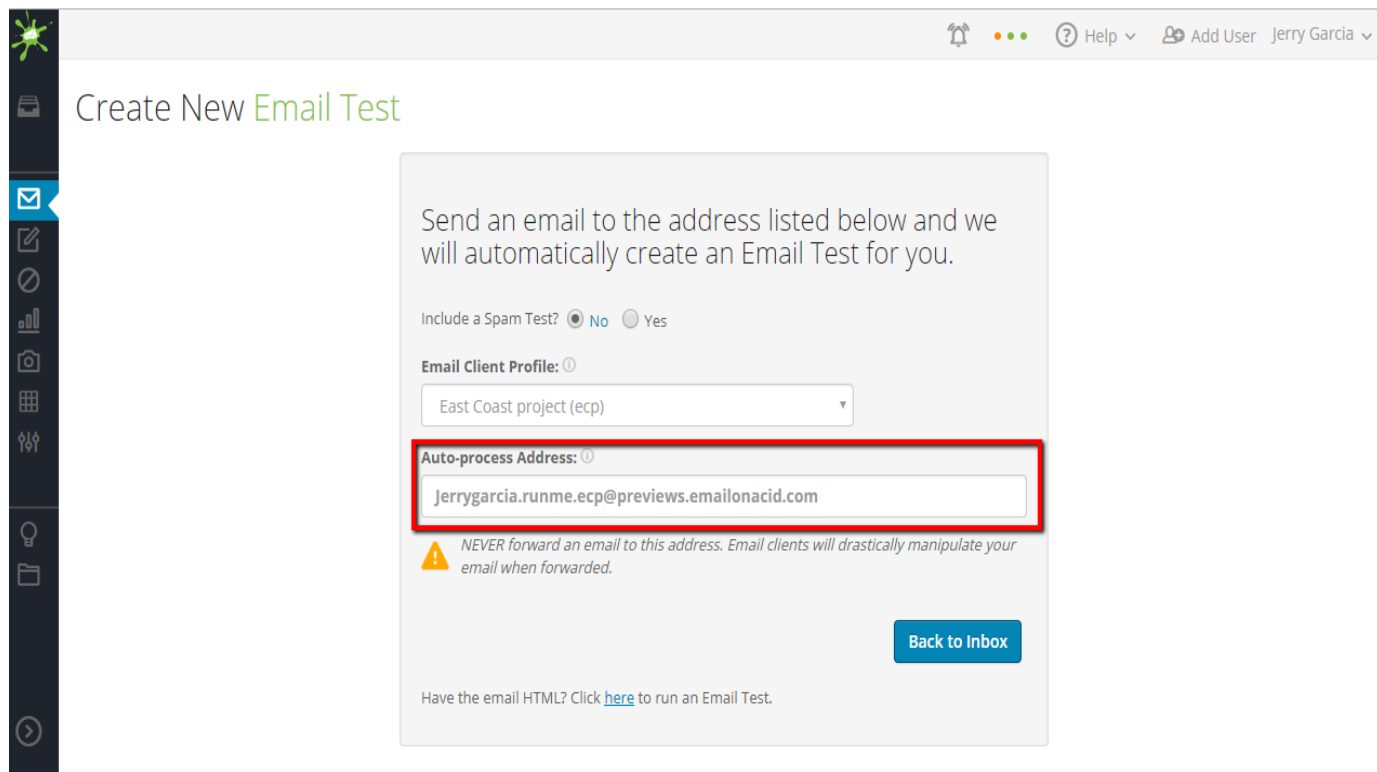
Have the email HTML? Click [here](#) to run an Email Test.



3. Select which **Client Profile** you wish to use with this test. The system will default to preview all Client previews if one is not selected.

A screenshot of the "Create New Email Test" interface in the Email on Acid application. The interface has a dark sidebar on the left with various icons. The main content area is white and contains a form. At the top of the form, it says "Send an email to the address listed below and we will automatically create an Email Test for you." Below this is a radio button selection for "Include a Spam Test?" with "No" selected. The "Email Client Profile:" dropdown menu is highlighted with a red rectangle and shows "East Coast project (ecp)" selected. Below that is the "Auto-process Address:" field with the email "jerrygarcia.runme.ecp@previews.emailonacid.com". A warning icon and text state: "NEVER forward an email to this address. Email clients will drastically manipulate your email when forwarded." A blue "Back to Inbox" button is at the bottom right of the form. At the very bottom of the form, it says "Have the email HTML? Click [here](#) to run an Email Test." The top of the application window shows a user profile for "Jerry Garcia" and a "Help" link.

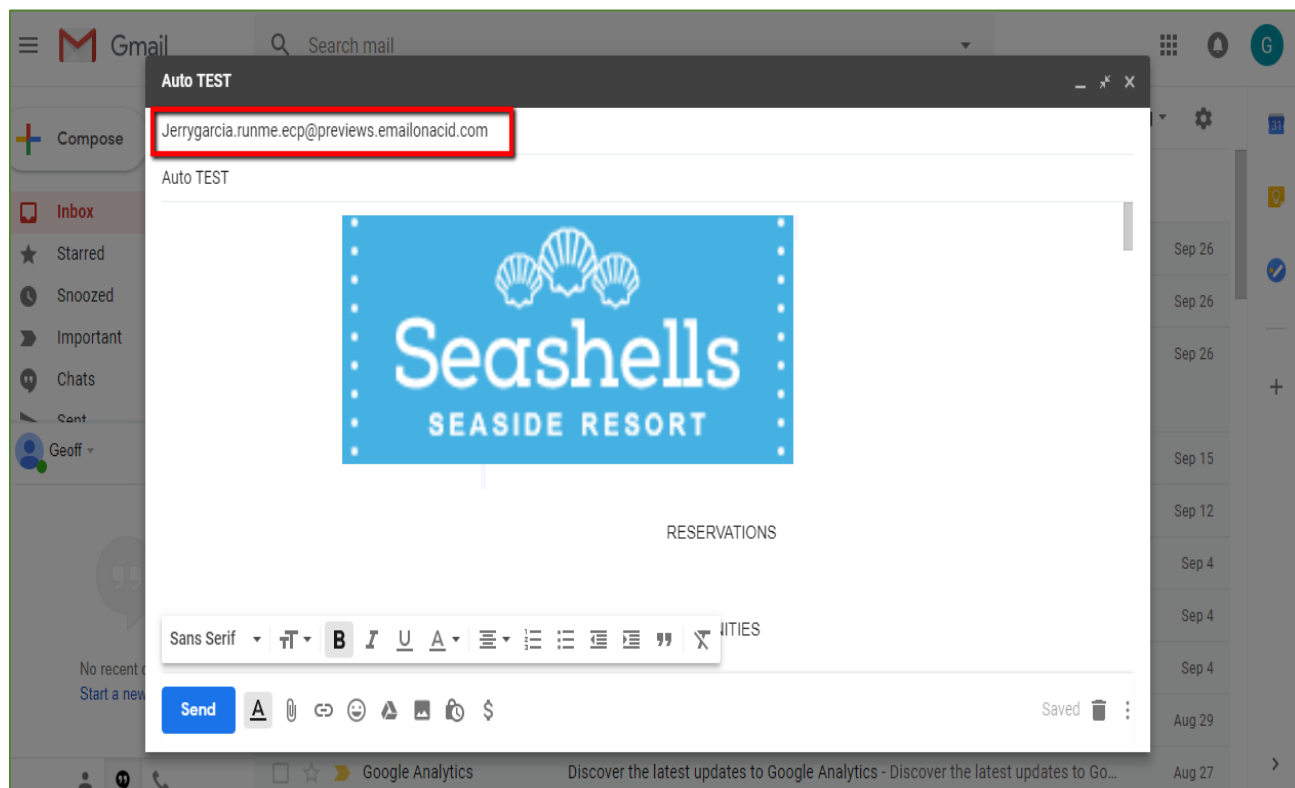
4. Copy the Auto-Process email address. This is the address that you will send your email to at Email on Acid.



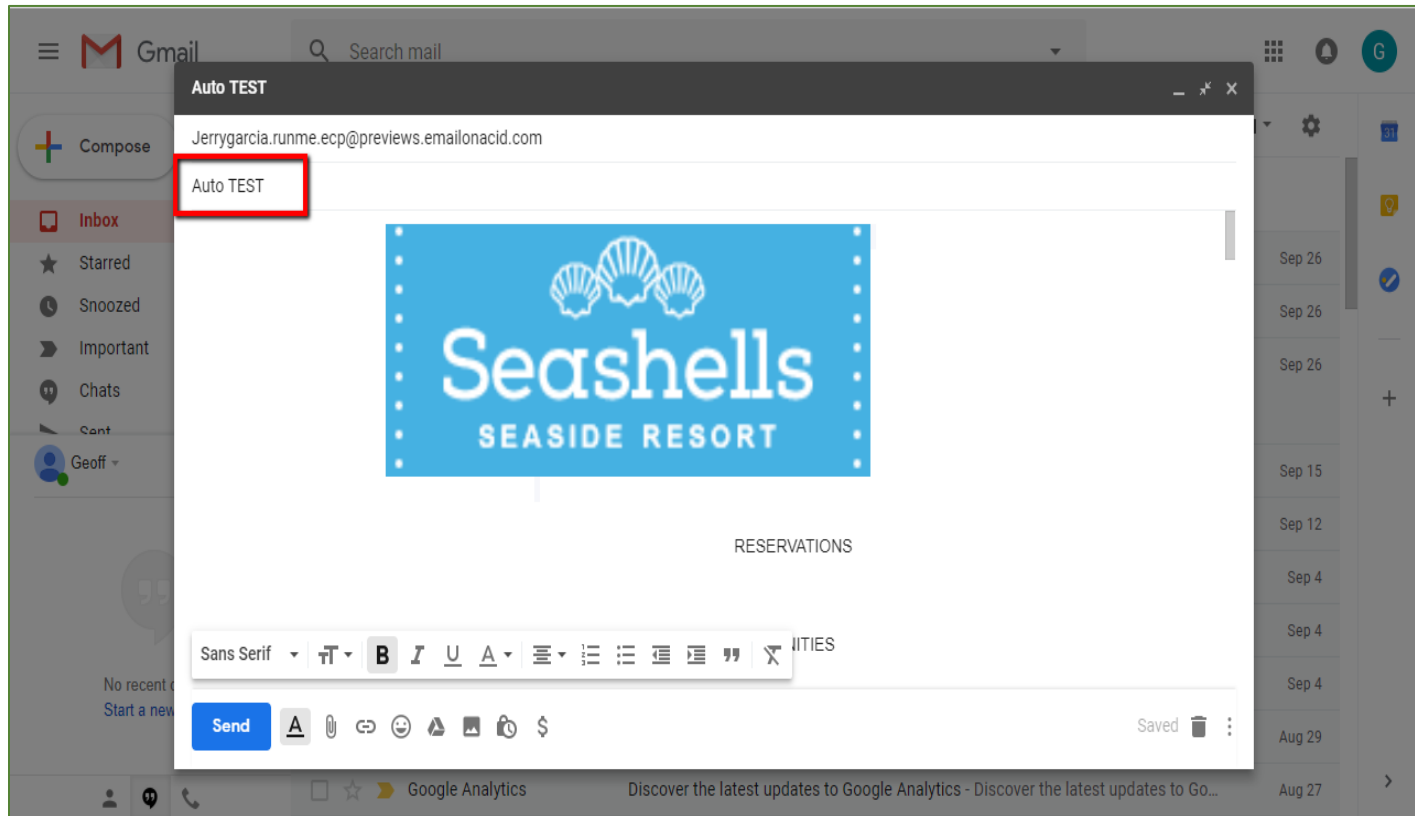
The screenshot shows the 'Create New Email Test' page in the Email on Acid interface. The page has a dark sidebar on the left with various icons. The main content area is light gray and contains the following elements:

- Header:** 'Create New Email Test' in green text.
- Instructions:** 'Send an email to the address listed below and we will automatically create an Email Test for you.'
- Spam Test:** 'Include a Spam Test?' with radio buttons for 'No' (selected) and 'Yes'.
- Email Client Profile:** A dropdown menu showing 'East Coast project (ecp)'.
- Auto-process Address:** A text input field containing 'jerrygarcia.runme.ecp@previews.emailonacid.com'. This field is highlighted with a red rectangular border.
- Warning:** A yellow warning icon followed by the text: 'NEVER forward an email to this address. Email clients will drastically manipulate your email when forwarded.'
- Buttons:** A blue button labeled 'Back to Inbox'.
- Footer:** 'Have the email HTML? Click [here](#) to run an Email Test.'

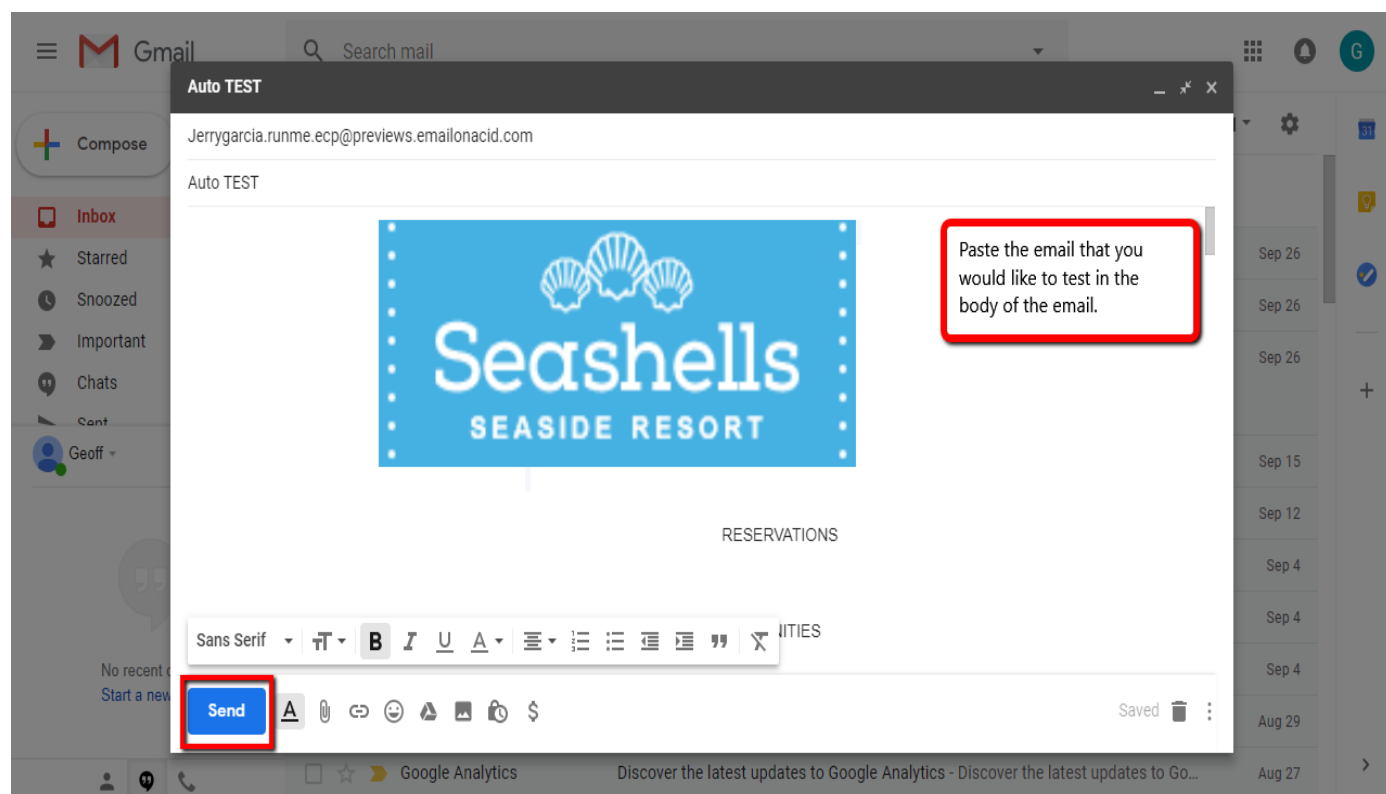
5. Open your email service provider in a separate tab.
6. Paste your Auto-Process email address into the recipient list.



7. Give the email a subject.



8. Paste the email that you wish to test in the body of the email and hit Send.





9. Back on your Auto-Process set up page select **"Back to Inbox"**. Your Auto-Process test will be ready for review.

The screenshot shows the 'Create New Email Test' page in the Email on Acid web application. The page has a dark sidebar on the left with various icons, and a top navigation bar with a bell icon, three dots, a help icon, and the user name 'Jerry Garcia'. The main content area is titled 'Create New Email Test' and contains a form for creating a new email test. The form includes a text input for the email address, a dropdown for the email client profile, and a radio button for including a spam test. A warning icon and text are present below the email client profile dropdown. A blue button labeled 'Back to Inbox' is highlighted with a red rectangle. At the bottom of the form, there is a link to run an email test.

Create New Email Test

Send an email to the address listed below and we will automatically create an Email Test for you.

Include a Spam Test? ☒ No ☐ Yes

Email Client Profile: ⓘ

East Coast project (ecp)

Auto-process Address: ⓘ

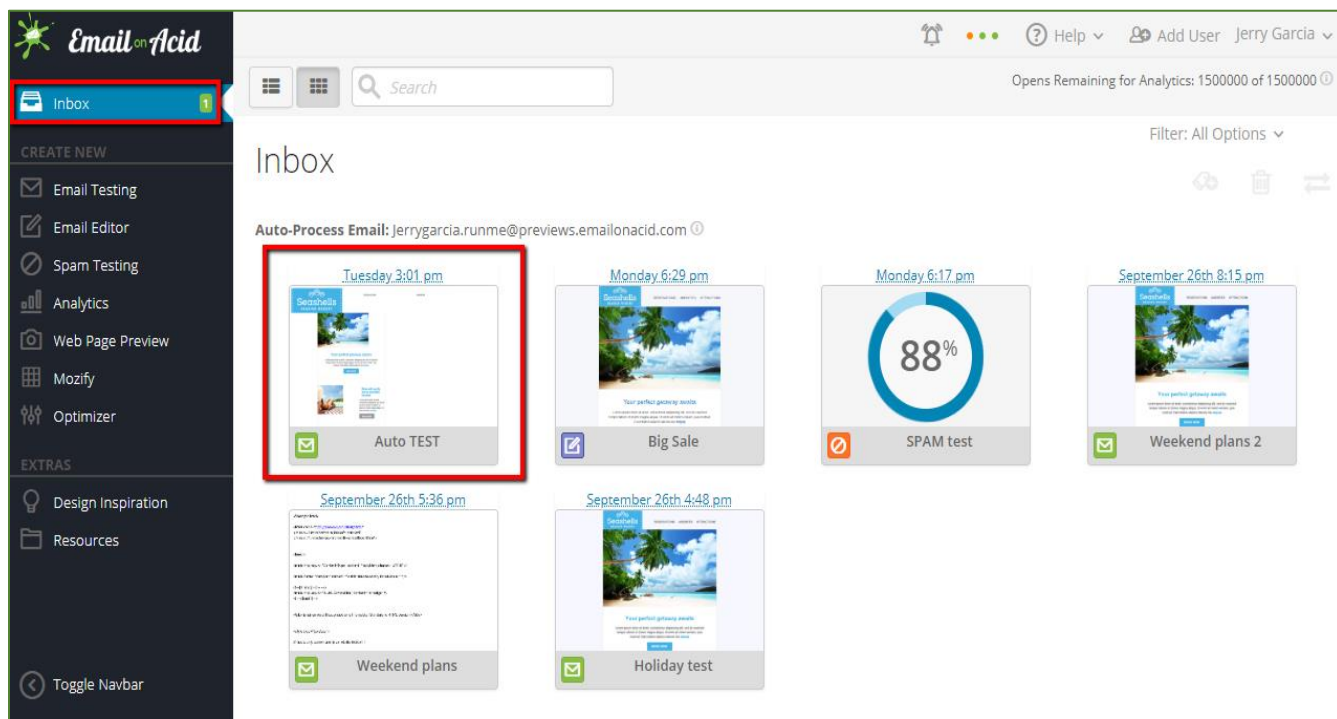
jerrygarcia.runme.ecp@previews.emailonacid.com

⚠ NEVER forward an email to this address. Email clients will drastically manipulate your email when forwarded.

Back to Inbox

Have the email HTML? Click [here](#) to run an Email Test.

10. Review your results in the Inbox.



The screenshot shows the Email on Acid web application interface. On the left is a dark sidebar with the 'Email on Acid' logo and a list of tools: 'Inbox' (highlighted with a red box and a '1' badge), 'Email Testing', 'Email Editor', 'Spam Testing', 'Analytics', 'Web Page Preview', 'Mozify', 'Optimizer', 'Design Inspiration', and 'Resources'. The main area is titled 'Inbox' and displays a grid of email test results. At the top of the main area, it says 'Auto-Process Email: jerrygarcia.runme@previews.emailonacid.com'. The results grid includes: 'Auto TEST' (Tuesday 3:01 pm, highlighted with a red box), 'Big Sale' (Monday 6:29 pm), 'SPAM test' (Monday 6:17 pm, showing an 88% score), 'Weekend plans 2' (September 26th 8:15 pm), 'Weekend plans' (September 26th 5:36 pm), and 'Holiday test' (September 26th 4:48 pm). Each result card shows a preview of the email being tested. The top right of the interface shows a search bar, a notification bell, and user information for 'Jerry Garcia'.



As a reminder, your test results can also be located on the Email on Acid dashboard under the **Recent Activity** section.

The screenshot displays the Email on Acid dashboard interface. At the top, there are three main action buttons: "Auto-Process", "Manual", and "Editor". Below these, the "Recent Activity" section is highlighted with a red box. To the right of this section is a link that says "View All Activity". The activity feed shows several test results, each with a thumbnail image of an email and a status icon (green checkmark for success, orange X for failure). The activities listed are:

- Auto TEST**: Tuesday 3:01 pm, status: success (green checkmark).
- Big Sale**: Monday 6:29 pm, status: success (green checkmark).
- SPAM test**: Monday 6:17 pm, status: failure (orange X), showing a circular progress indicator at 88%.
- Weekend plans 2**: September 26th 8:15 pm, status: success (green checkmark).
- Weekend plans**: September 26th 5:36 pm, status: success (green checkmark).
- Holiday test**: September 26th 4:48 pm, status: success (green checkmark).

The bottom of the dashboard shows the URL: <https://app.emailonacid.com/app/cp/welcome/#left-nav>.



Additional help can be found:

- In the Help Center
- www.helpdesk@emailonacid.com

