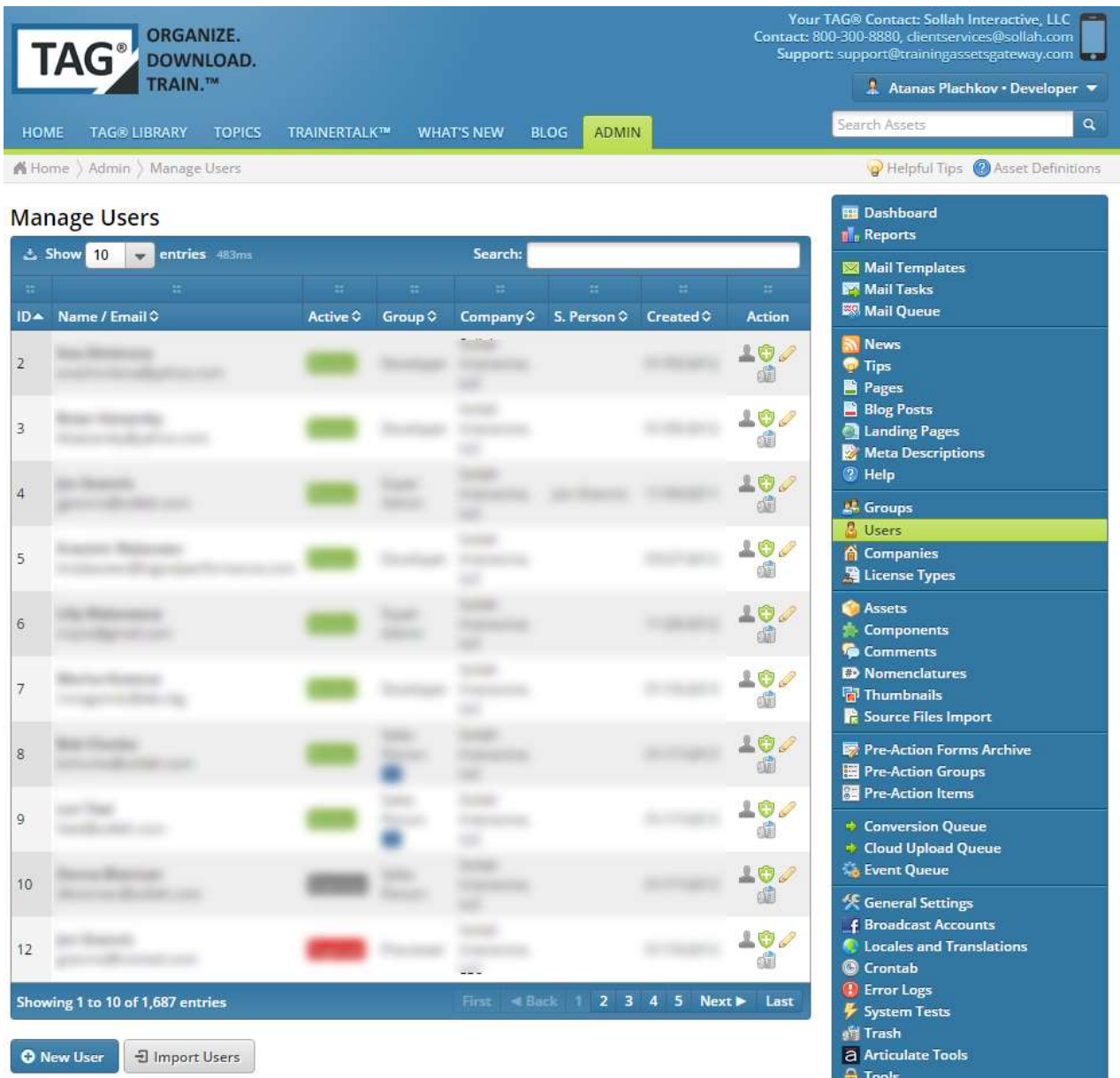


How to Email a Playlist in TAG®

IMPORTANT: To email a playlist – first you must have access to the admin area of TAG®.

1. Share the playlist with the user as described in the document **How to share a playlist in TAG®**.
2. Click on the **ADMIN** tab and then choose **Users** on the right. Find the user you want and click on the pencil to the right.



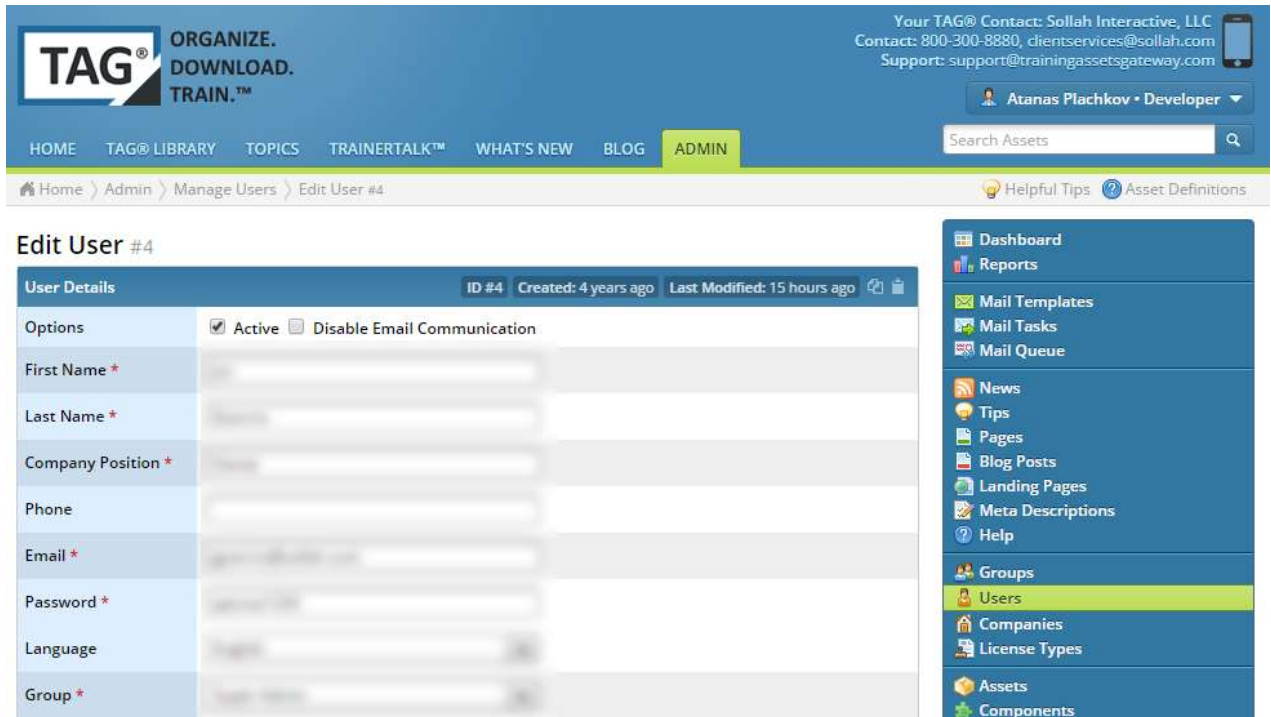
The screenshot shows the TAG Admin interface. At the top, there is a navigation bar with the TAG logo and the slogan "ORGANIZE. DOWNLOAD. TRAIN.™". The navigation menu includes "HOME", "TAG® LIBRARY", "TOPICS", "TRAINERTALK™", "WHAT'S NEW", "BLOG", and "ADMIN" (highlighted). A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a breadcrumb trail: "Home > Admin > Manage Users".

The main content area is titled "Manage Users". It features a table with the following columns: "ID", "Name / Email", "Active", "Group", "Company", "S. Person", "Created", and "Action". The table displays 10 entries, with the first 9 being active (green status) and the 10th being inactive (red status). The "Action" column contains icons for editing (pencil) and deleting (trash) for each user.

On the right side of the "Manage Users" page, there is a sidebar menu with various options. The "Users" option is highlighted in green. Other options include "Dashboard", "Reports", "Mail Templates", "Mail Tasks", "Mail Queue", "News", "Tips", "Pages", "Blog Posts", "Landing Pages", "Meta Descriptions", "Help", "Groups", "Companies", "License Types", "Assets", "Components", "Comments", "Nomenclatures", "Thumbnails", "Source Files Import", "Pre-Action Forms Archive", "Pre-Action Groups", "Pre-Action Items", "Conversion Queue", "Cloud Upload Queue", "Event Queue", "General Settings", "Broadcast Accounts", "Locales and Translations", "Crontab", "Error Logs", "System Tests", "Trash", "Articulate Tools", and "Tools".

At the bottom of the "Manage Users" page, there are two buttons: "New User" and "Import Users".

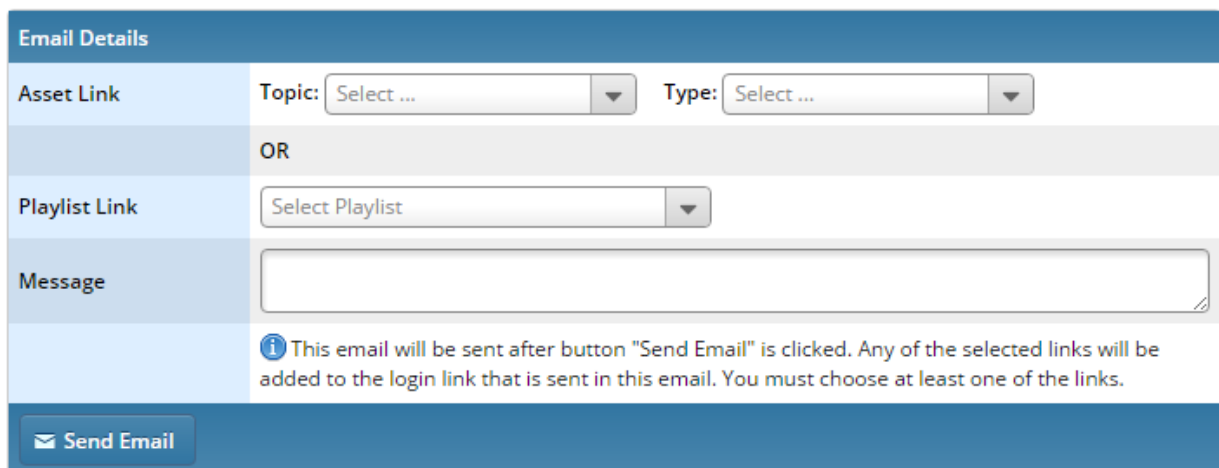
- Find the user you want and click on the pencil to the right.



The screenshot shows the 'Edit User #4' page in the TAG@ Admin interface. The top navigation bar includes 'HOME', 'TAG@ LIBRARY', 'TOPICS', 'TRAINERTALK™', 'WHAT'S NEW', 'BLOG', and 'ADMIN'. The user is logged in as 'Atanas Plachkov - Developer'. The main content area shows the 'Edit User #4' form with the following fields: Options (Active checked, Disable Email Communication unchecked), First Name, Last Name, Company Position, Phone, Email, Password, Language, and Group. A sidebar on the right contains a navigation menu with items like Dashboard, Reports, Mail Templates, Mail Tasks, Mail Queue, News, Tips, Pages, Blog Posts, Landing Pages, Meta Descriptions, Help, Groups, Users (highlighted), Companies, License Types, Assets, and Components.

- Scroll to the bottom and you will see this:

Send Email



The 'Send Email' form is titled 'Email Details'. It contains the following fields: 'Asset Link' with 'Topic:' and 'Type:' dropdown menus; 'OR'; 'Playlist Link' with a 'Select Playlist' dropdown menu; and a 'Message' text area. At the bottom, there is a 'Send Email' button. A note below the message field reads: 'This email will be sent after button "Send Email" is clicked. Any of the selected links will be added to the login link that is sent in this email. You must choose at least one of the links.'

- Click on the **Select Playlist** dropdown and then choose the playlist you wish to email.
- (Optional) Write a message that will be sent inside the email to the user.