AUTO RESPONDER 2.0
TUTORIAL

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AUTOMATICALLY
FOLLOW UP
WITH PROSPECTS

OR SEND THEM A SERIES OF
TARGETED VIDEO MESSAGES

We all know it takes more than one contact to turn a Prospect into a Customer.

Put our **Video Auto Responders** to work for you and easily send out
Video Email Messages at intervals you decide.

Let's get started!

1. Log into your Video Communication Center. Then, move your cursor over the button entitled "Video Responders." Select the "Video Auto Responders" link from the drop-down menu to go to the Video Auto Responders 2.0 Main Page.

2. On the Video Auto Responders 2.0 Main Page, you can start a new Campaign. You can also view, select and edit existing Campaigns.

   For now, enter a title for a new Campaign. We suggest choosing a name that is easy to remember and relates to the specific use of the Campaign. Type in your title and click "Submit." You will be taken to your Campaign Studio.
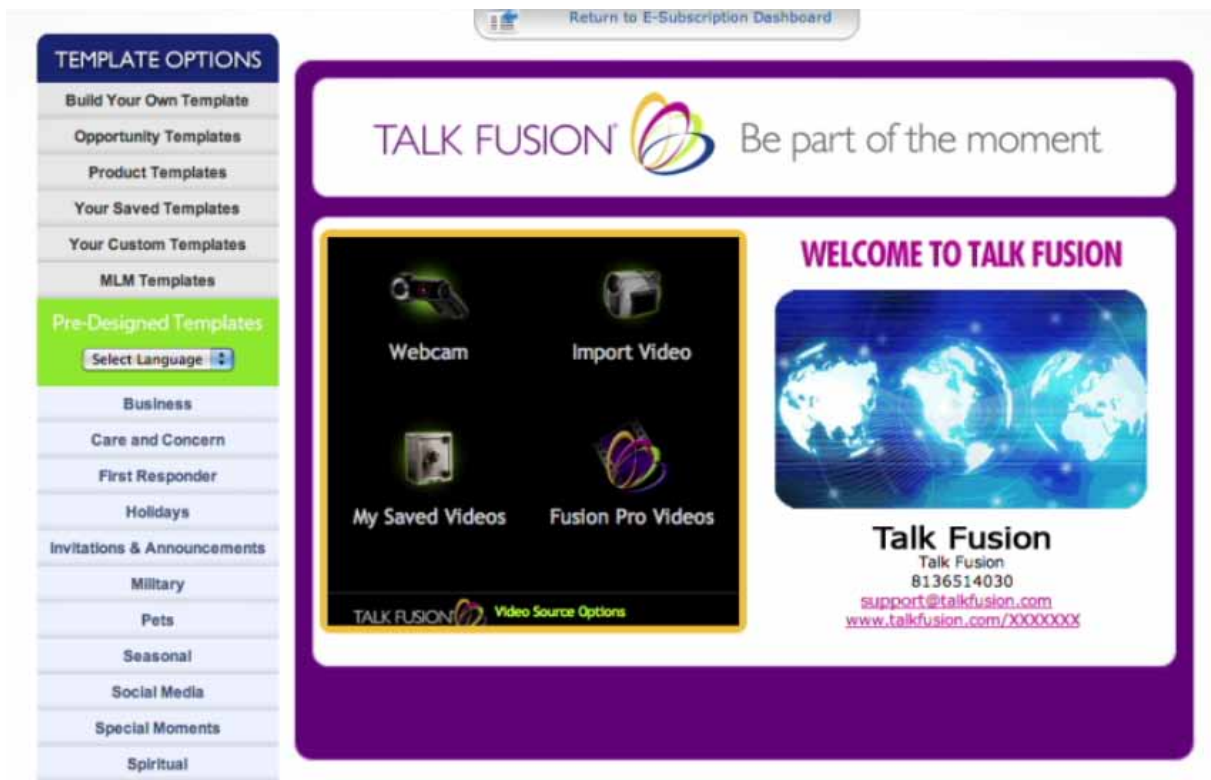
3. Your Campaign Studio works identically to your Video Email Studio. Use your Custom Template, choose from thousands of pre-designed templates, or create a new template by changing the border colors, banner, headline and picture using our easy onscreen Option Icons.

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Change banner

Change picture & greeting

Change colors of inner and outer frames

To create a new template by changing the border colors, banner, picture or headline, simply hover your cursor over the area you want to change until the Option Icons appear, then select the option you want. You can select banners and pictures from Talk Fusion's library, or upload new ones from your computer.

HELPFUL TIPS:

Change Border Colors, Banner, Picture & Greeting in REAL TIME! *Simply Hover & Click!*

Select Images, Greetings and Banners from
Your Talk Fusion Library

Upload New Images or Banners from Your Computer,
or Create Your Own Greeting

Change Inner Frame Color

Change Outer Frame Color

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4. Once you are satisfied with your template, you will want to select or make a video for your new Campaign.

You can choose to make a new video with your webcam, import a video from your computer, use a saved video from your Video Library, or share a Fusion Pro Video. In this tutorial we will use a Fusion Pro Video, so click the link in the template with the Talk Fusion logo and the words "Fusion Pro Videos."

5. In the pop-up window, select a category of Fusion Pro Videos. We'll select "General Business."
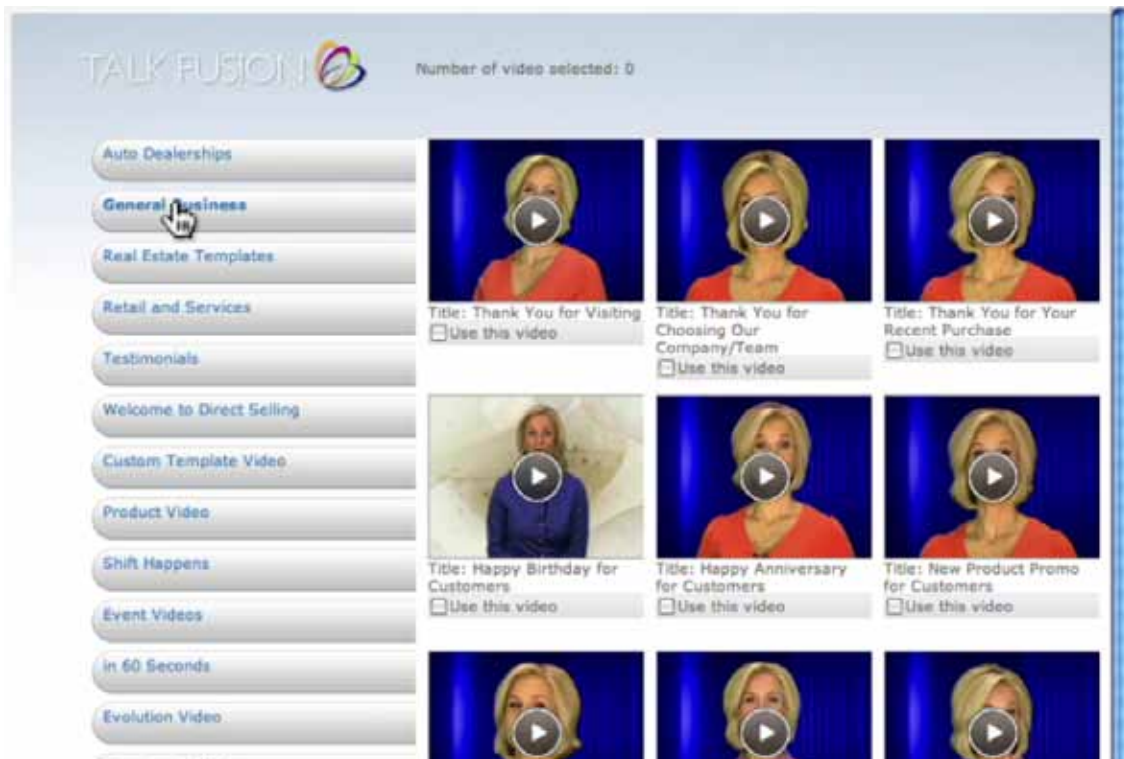
6. Check the boxes under the videos you would like to use. With Video Auto Responders, you can select just one video, or as many as you like! When you are finished, click the "Use Selected Video/Sort Selected Videos" button.

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7. If you selected more than one video, a new pop-up window will open with your videos pictured vertically. You can re-order them easily by simply clicking on the images and dragging them up or down. When you have the videos in the order you want them, click the "I Am Done Sorting" button.
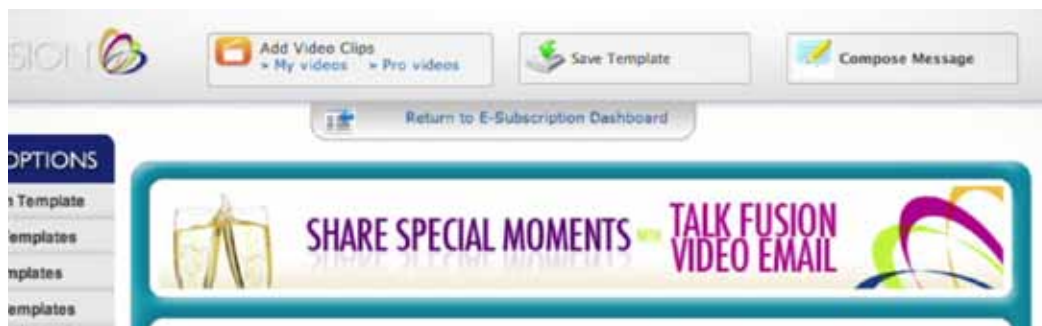
8. You will be directed back to your Campaign Studio, which now includes options to add more videos to your Video Email, save your template and compose the text of your message.

   To add more videos, select your Video Library or the Talk Fusion Pro Video Library, and repeat the previous 2 steps.

   To save your current template, click the "Save Template" button, name your template and click "Save." You also have the option to set your current template as your default template.

   When you are satisfied with your Video Email and template, click the "Compose Message" button.

BUILD **YOUR CAMPAIGN**

CREATE YOUR MESSAGE(S)

Message 1

☐ Place **Dear [Contact Name]** before the message.

Subject:

Attachment: Select File: (Choose File) no file selected (Upload)

Message:

B *I* U ABC | ≡ ≡ ≡ ≡ | Styles ▾ | Paragraph ▾

≡ ≡ | ≡ ≡ | ↺ ↻ | ∞ ⊘ ⚓ ⬇ ✔ ⓘ HTML

— ⬚ ▦ | x₂ x² | Ω

Your contact information for this message:

Display Name:

Business Name:

Phone Number:

Email:

Web Address:

☑ Display these links on my mail view page: [f] [t] [logo]BLOG ☐Remove Blog

NEW! *Now Our Video Email buttons can link right to your Facebook & Twitter Pages!*

Simply enter the URL(s) to your personal Facebook and/or Twitter pages below.

[f] http://facebook.com/ [   ] [t] http://twitter.com/ [   ]

SAVE & PROCEED TO NEXT MESSAGE

COMPLETE YOUR CAMPAIGN

9. The Build Your Campaign Page is where you create a personalized message to be sent with your Video Auto Responder. Write your own subject line and message. You can also instruct the Video Auto Responder to insert a personal greeting into each message using the text in your Contact List's "First Name" fields, replace Talk Fusion's Facebook and Twitter URLs with your own, or remove the social media link buttons completely.

You can create up to 5 separate Video Emails and messages per Campaign. (You will be able to schedule them for delivery at distinct intervals during the next step.) When you are satisfied with the number and content of this Campaign's messages, click the "Complete Your Campaign" button.

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CAMPAIGN SCHEDULER

Message 1   Date: 10/20/2011   Time: 06:00 PM   Eastern
Message 2   Date: 10/21/2011   Time: 12:00 AM   Eastern

Time Zone Calculator

SELECT INDIVIDUAL CONTACTS

Enter Email:
Search by Name:

Selected Individual Emails:

Remove Selected   Remove All
Hold the Ctrl key and select multiple

SELECT CONTACT FOLDERS

E-Subscription Contact Folders   Talk Fusion Contact Folders   Selected Contact Folder(s):

Remove Selected   Remove All
Hold the Ctrl key and select multiple

PREVIEW YOUR CAMPAIGN

10. On the Complete Your Campaign Page, set exactly when each of your Campaign messages will be sent using the Campaign Scheduler, then designate your recipients. Your Contacts will auto-populate from your Talk Fusion and E-Subscription Contact Folders—just click the arrows to include a whole folder in your list of recipients, or add recipients not in your Address Book manually. When finished, click the "Preview Your Campaign" button.

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PREVIEW **YOUR CAMPAIGN**

PREVIEW YOUR MESSAGES TO:

Copy this campaign and lauch a new campaign.   add additional message

You can edit any part of your campaign messages, templates, or videos here.
When all edits are finished, click "SAVE CAMPAIGN" located at the bottom of the page .

**VIEW MESSAGE 1**

To preview template, click icon.

Edit your template in your Video Email Studio.

Edit your contact info for this messag.

Scheduled: Date: 10/20/2011   Time: 06:00 PM   Eastern
Subject:
Message:

VIEW MESSAGE 2

To preview template, click icon.

Edit your template in your Video Email Studio.

Edit your contact info for this messag.

Scheduled: Date: 10/21/2011   Time: 12:00 AM   Eastern
Subject:
Message:

SAVE YOUR CAMPAIGN

RETURN TO VIDEO RESPONDER DASHBOARD

11. The Preview Your Campaign Page gives you a complete overview of the Video Auto Responder Campaign you have just created. You can double-check and edit everything— individual recipients, delivery times, your message content, videos and Video Email Templates. You can even add additional messages, or copy your Campaign and use it as the basis for a new Campaign without having to start over from scratch!

When you are satisfied with every element of your Campaign, click the "Save Your Campaign" button.

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YOUR CAMPAIGN HAS LAUNCHED

Modified: 10/20/2011 5:11:19 PM ET

Campaign sent: **Winter Customer Drive**

Selected Intervals: Message 1: 10/20/2011 06:00 PM ET
Message 2: 10/21/2011 12:00 AM ET
Message 3: 10/22/2011 12:00 AM ET

YOU WILL RECEIVE AN EMAIL NOTIFICATION
WHEN EACH MESSAGE HAS BEEN VIEWED.

RETURN TO VIDEO RESPONDER DASHBOARD
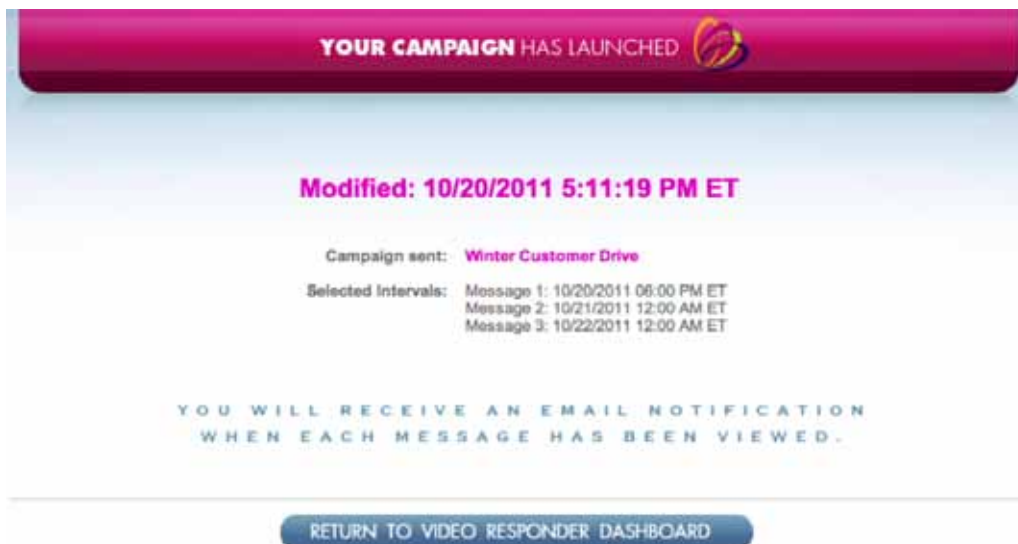
12. Congratulations! You have just scheduled your very first Video Auto Responder Campaign!

AUTO RESPONDER
JUST VIEWED

Name: **Associate Name**

Email: support@talkfusion.com

Phone: **813-651-4030**

Subject: Winter is almost here!

Source: Video Responder

Viewed: Friday, October 21, 2011 - 8:27:11 AM Eastern Time.

Please log into your **Video Email Center** and select your **Reports** tab for more details.

W W W . T A L K F U S I O N . C O M
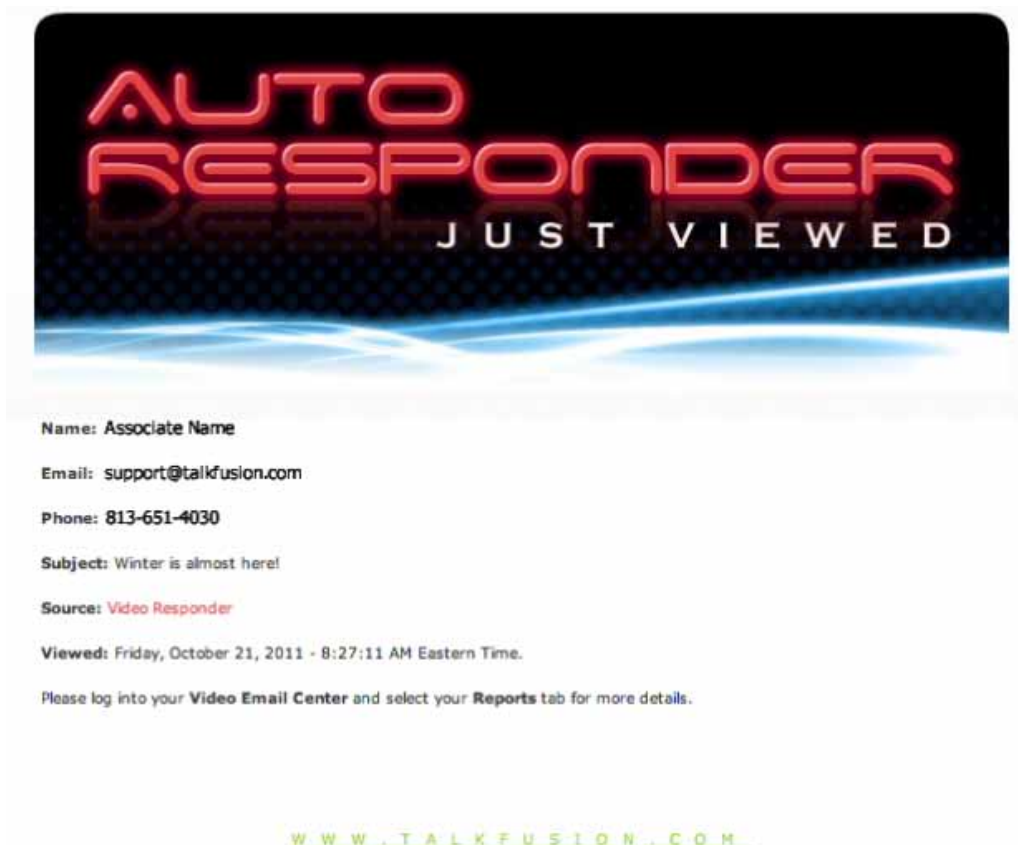
13. You will automatically receive an email notification when each message you send has been viewed—so you will know exactly when to follow up with Prospects and Customers!

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E-Subscription and Video Auto Responders.

Nothing could be easier, or more effective, when it comes
to capturing leads and helping you build your business!

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