

# Introduction to writing emails

Start here for a quick overview

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If you don't have access to your email list yet [click here](#)

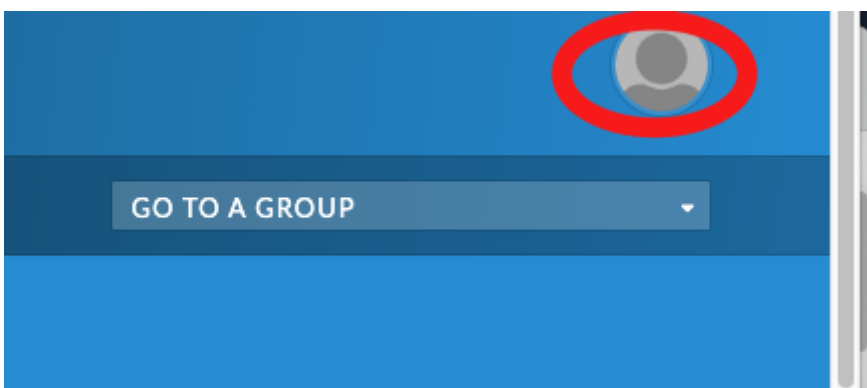
This chapter contains guidance on technical aspects of sending emails, advice on content, style, common errors and positive adjustments you can make to increase accessibility of what you send.

There are two ways to create an email on Action Network '**Drag and Drop**' or '**Visual/HTML**'.


The Action Network training team support the use of 'Drag and Drop' for various reasons, but mostly because it provides layout control and features such as buttons, without you needing any html skills. The [training](#) that you can request is based on this method.

You can set your default email writing method to drag and drop style by following the instructions below.

1. Click on your profile icon in the top right



2. Edit your profile



📍 Nottingham, United Kingdom 


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DEFAULT GROUP: EDIT


XR UK

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 **Edit Your Profile**  Edit Subscriptions

 Sign Out


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 Dashboard

3. Scroll to the bottom of the page and switch the toggle to 'drag and drop' and then 'save changes'

**Default Email Editor Mode** 

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Drag & Drop Editor Default 

**SAVE CHANGES**