LESSON 01 · START

Getting started

Install MailCrafter, find your way around the three workspaces, and set it up the way you like.

Revision 1 · 21 November 2026 About 5 minutes

IN THIS LESSON

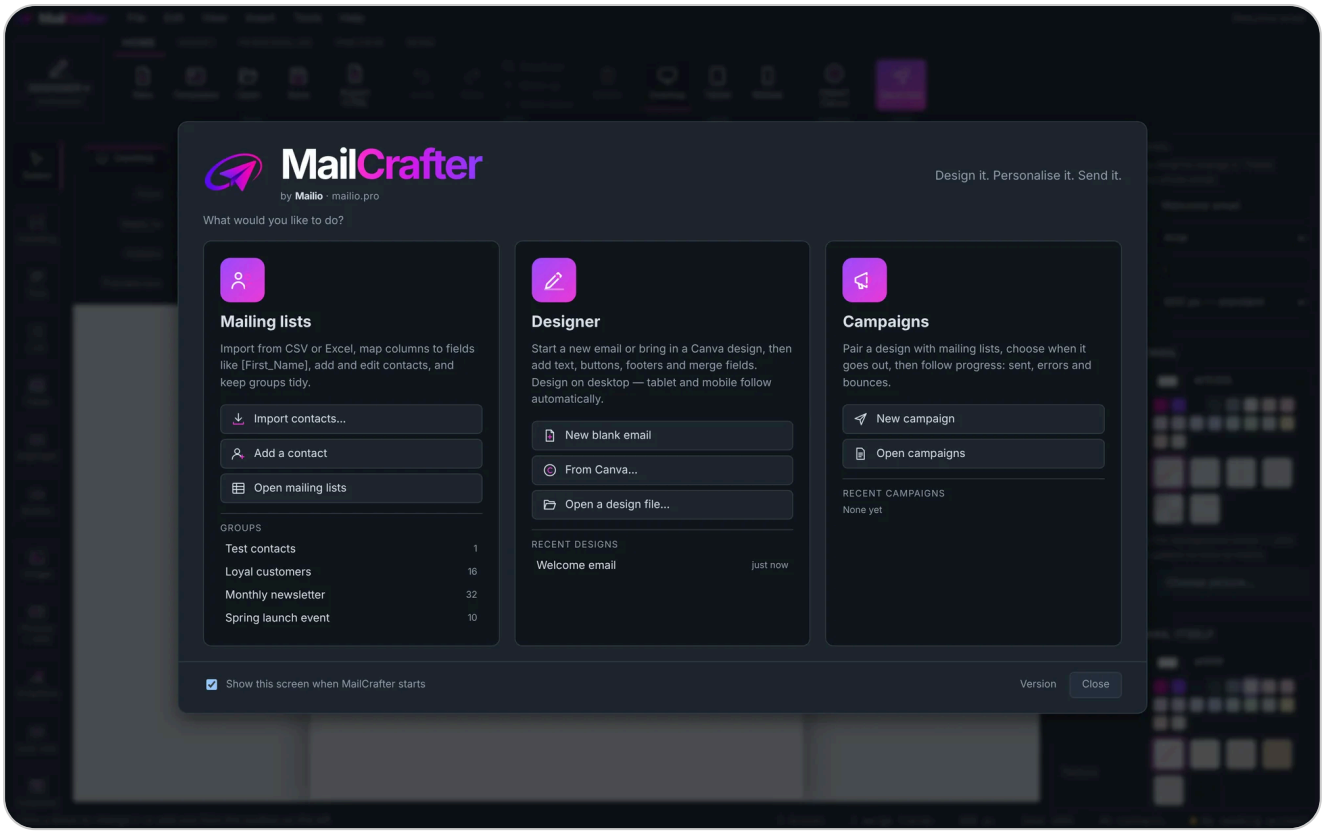
- Install MailCrafter and open it
- Know the three workspaces and how to switch between them
- Find the ribbon, the properties pane and the status bar

Install

1. Download MailCrafter and run `MailCrafter-Setup.exe`.
2. While MailCrafter is in beta its installer isn't signed yet, so Windows may hold it back. In your browser choose **Keep**; if a blue "Windows protected your PC" box appears, click **More info**, then **Run anyway**.
3. MailCrafter opens with its **Welcome Screen**.

The Welcome Screen

The Welcome Screen has three panels, one for each part of the job: **Mailing lists**, **Designer** and **Campaigns**. Each panel has shortcuts to the things you do most (import a list, start a new email, start a campaign) and shows your recent work.



Close it to go to the designer. If you'd rather not see it every time, untick **Show at start-up** in **Tools** › **Options**.

The three workspaces

- **Mailing lists**: your subscribers, their fields, your lists (groups) and the exclusion list.
- **Designer**: where you make the emails.
- **Campaigns**: where a design is paired with lists and sent.

Switch between them with the big **workspace button** at the left of the ribbon, which shows the one you're in.

Finding your way around

- **The ribbon** along the top holds the commands for the workspace you're in, grouped under tabs such as **Home**, **Insert** and **Personalise**.
- **The properties pane** on the right shows the settings of whatever you've selected. With nothing selected, it shows settings for the whole email or list.

- **The status bar** along the bottom tells you how many blocks, fields and subscribers there are, and whether a sending account is connected.

> **Try it.** Open **Tools** › **Options** and switch **Theme** between Dark and Light, then pick the one that's easier on your eyes.

Next: connect the email account MailCrafter will send through.

Revision history

Revision	Date	What changed
1	21 November 2026	First edition.