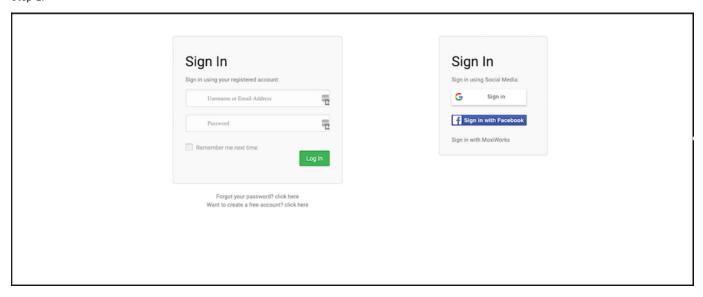**Testimonial Tree Help**

Collect Testimonial Via Email Instructions
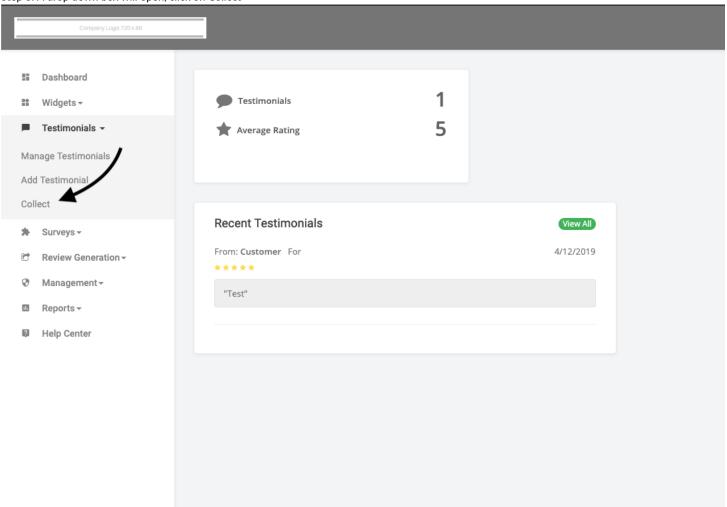
How to Collect a Testimonial Via Email

Here is how you can collect a Testimonial via email
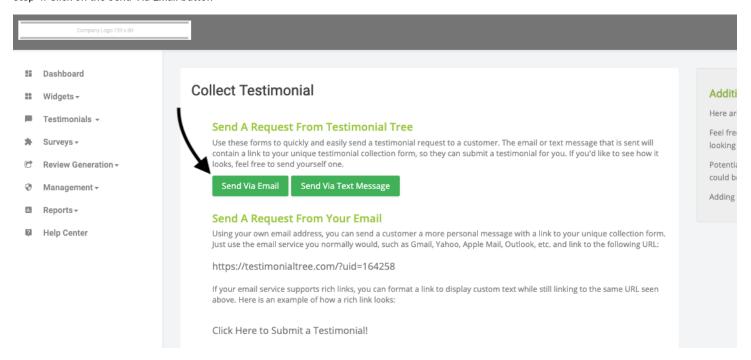
Step 1:

Step 2: Locate the left-hand navigation column, click on Testimonial.

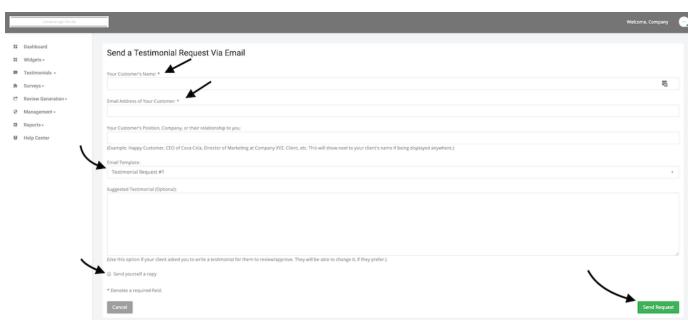Step 3: A drop down box will open, click on Collect

The Collect Testimonial Page will now open

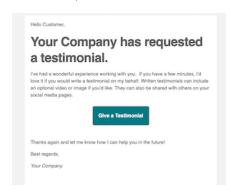Step 4: Click on the Send Via Email button

The Send a Testimonial Request Via Email page will open

Step 5: Enter your Customer's Name, Customer's Email Address in the required fields

Step 6: You can include the name of your Customer's company, or position, if you would like

Step 8: Check the box 'Send yourself a copy' if you would like a copy of the email you send to your customer

Step 9: Click the Send Request button in the bottom right hand side

Here is what your customers will receive:

https://desk.zoho.com/portal/testimonialtree/en/kb/articles/collect-testimonial-via-email-instructions