Johnson Email Command Centre Instructions

Overview

The Johnson Email Command Centre is designed to help make the emails you send on behalf of Johnson easier and more effective. In the past we received feedback from many of our affinity partners that there have been issues with copying and pasting Johnson emails into their email programs.

The Johnson Email Command Centre was created to make sure the communications you send out fit your needs.

The tool will provide you with a customized email formatted to work in the email client you use as well as step-by-step instructions for deploying the email in your email client.

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Overview

This document outlines the following 4 easy steps for retrieving emails for the Members get More campaign using the Johnson Email Command Centre.

Step 1: Log in & change password

Step 2: Select email

Step 3: Select email client & preview email

Step 4: Send

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Step 1 (Login)

- Visit Johnson's Email Command Centre website at ecc.johnson.ca

- Enter the username and password provided to you by Johnson. If you have not received your login information please touch base with your contact person from Johnson
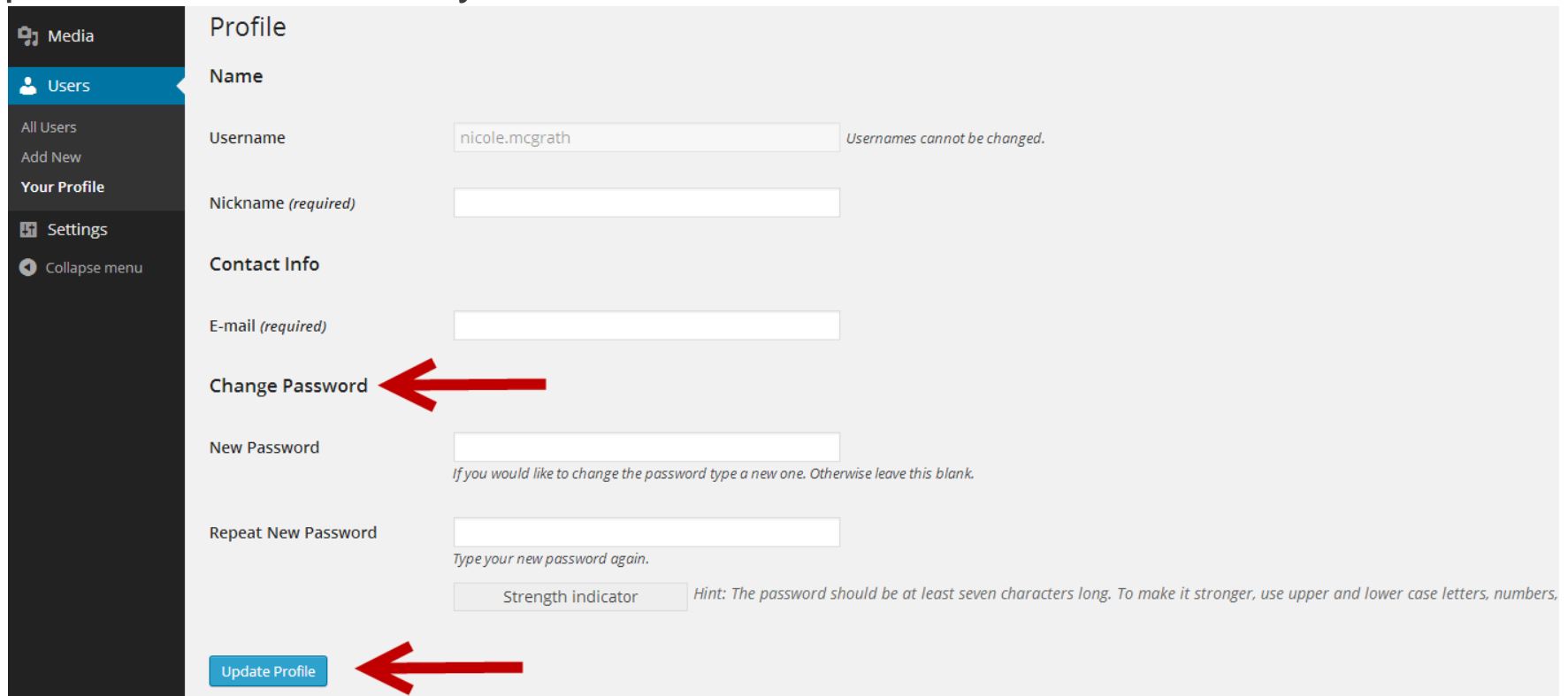
- Click "Log In"

Step 1 (Change password)

You have the option of changing your password if you like. To do this, click on "Johnson Inc" in the top left corner of the page

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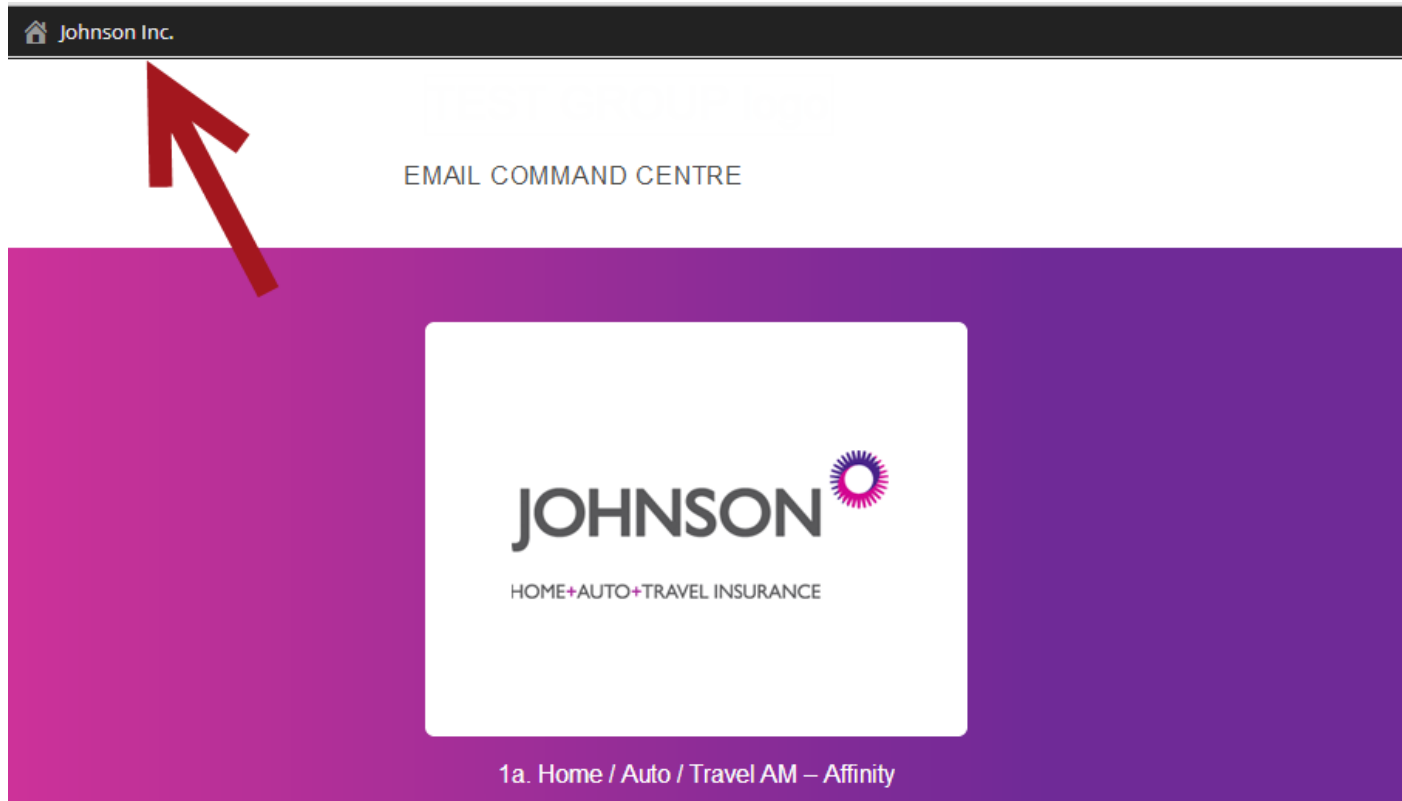
Step 1 (Change password)

This will take you to your profile page where you can change your password. Once you enter your new password click 'Update Profile".

Please note changing your password is optional. Feel free to keep the original password created for you.

Step 2 (select email)

The email(s) you have available to send will be presented to you as soon as you log in. To preview the email and view the instructions, click on the Johnson logo in the white box.

If you have more than one email available, multiple white boxes will appear.

Step 3 (select email client)

Choose the program (email client) you will use to send out this message to your members/employees. This will format the email content to ensure it looks good in your email program.
If you do not see your email program on the list please get on touch with your contact from Johnson.

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Step 3 (preview email)

If you would like to preview the email you will be sending click on "English" or "Français" next to the instructions tab. If you require any changes please let us know.

Step 4 (send email)

Follow the step-by-step instructions for copying the email into your email program and then sending.

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We hope you find the new tool helpful for executing Johnson emails.

If you have feedback, experience any issues or have questions please get in touch with your contact at Johnson.