

MTD Email Broadcasting

To ensure that your email is ready to go on your broadcast date, MTD currently operates on a one-week production schedule. This allows enough time for creation, testing, editing and approval of the email template.

If your broadcast date is Monday...



Mon	Tue	Wed	Thu	Fri

Mon	Tue	Wed	Thu	Fri



... then your Setup Information page must be completed, and all HTML, text and graphics files must be uploaded to the Teamwork Project Manager by the previous Monday.