

Impact Outbox — Quick Start

Three steps. About 15 minutes. Then it runs itself.

1 — Set up your profile (5 min, one time ever)

Log in at app.impactoutbox.com. The setup screens ask for your name, company, and cell — this becomes the signature on every email the system sends for you. Then skim the Master Templates (the proven email sequence every campaign starts from) and tap **Approve All**.

Want the emails in your own words? Edit any template, anytime — your version becomes your default.

2 — Create your first campaign (5 min)

Tap **+ New Campaign** and **upload your launch meeting form** — a photo of the paper form works, and so does the *audio recording of the meeting itself*.

The campaign builds itself: **18 scheduled emails, 23 social posts with images, school-branded flyers, and your full task checklist** — all timed to your sale date. Uploaded audio? You also get **meeting minutes as a PDF**, ready to send the director.

Tip: add the school's logo — every flyer and graphic recolors itself to the school's colors.

3 — Check your Today panel each morning (1 min)

The top of your dashboard tells you the only things that need a human:

- **Sending today** — what the system sends automatically (you always see it first)
- **Post today** — a Facebook post is ready: copy, paste, done in 60 seconds
- Most mornings: "**Nothing needs you today.**" That's the product working.

That's the whole system.

Emails send themselves. Nothing overdue ever auto-sends. Every campaign has a pause button. You stay in control — the busywork doesn't.

Stuck on anything? Text me.

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Full guide & FAQ: impactoutbox.com/downloads