Go to the menu “Newsletter > Newsletter Builder” in the administrative account (if you don’t remember your password, please ask support@proquest.com):

You can choose an existing Newsletter or create one:

Enter a name and follow the instructions:

After selecting the content:
You need to choose the format, and enter your email:

Then, you choose “Online Viewing”:
Then, you review it and publish it. You will receive an email:

You need to open your email and click on: “Add now” and you will see the Newsletter in the end-users account:
That’s it!

For more information, please go to http://customer.factiva.com/al/12/14/9140.html