

How to Replicate and Edit a Mailchimp Campaign

Learn how to efficiently duplicate an existing Mailchimp campaign to update content, subject lines, and preview text. This guide also covers the steps for testing your email to ensure accuracy before sending it to your subscribers.

Account Access

1 Navigate to <https://mailchimp.com/>



2 Click "Log In"



3 Log in to Mailchimp account

The image shows the Mailchimp login form. At the top, there is the Mailchimp logo and the text 'Log in to Mailchimp'. Below this, it says 'Need a Mailchimp account? [Create an account](#)'. The form has a 'Username or Email' label and a text input field containing 'kevin@cedarhighlandshoa.org'. Below the input field is a dark teal 'Log In' button, which is circled in orange. Below the button are two links: '[Forgot username?](#)' and '[Forgot password?](#)'. Below these links is a section titled 'Or, if you created your Mailchimp account with Google:' and a button with the Google logo and the text 'Continue with Google'. At the bottom of the page, there is a small copyright notice: '©2026 Intuit Inc. All rights reserved. Mailchimp® is a registered trademark of The Rocket Science Group. [Cookie Preferences](#), [Privacy](#), and [Terms](#)'.

Campaign Selection

4 Click "Campaigns"

You've reached 75% of your contact limit. Upgrade to keep growing. [Upgrade now](#)

Search...

Help

Create

Home

Campaigns

Automations

SMS

Forms

Audience

Analytics

Website

Content

Integrations

Upgrade

Home

Filters Quick actions Create

View and manage your emails, ads, social posts, and landing pages.

Pick up where you left off [All campaigns →](#)

Name	Type	Last edited	Recipients	Open rate	Click rate	Status	
Recent campaigns							
Cedar Highlands June...	Email	June 28, 2026 7:51 PM	158	46.8%	15.8%	Sent	Replicate
Cedar Highlands June...	Email	June 9, 2026 10:26 PM	157	48.4%	1.3%	Sent	Replicate
Cedar Highlands June...	Email	June 7, 2026 7:41 PM	156	48.1%	2.6%	Sent	Replicate

5 Replicate campaign

Create

Home

Campaigns

Email templates New

Automations

SMS

Forms

Audience

Analytics

Website

Content

Integrations

Upgrade

☐ Details Actions

Sent

Sun, Jun 07, 08:41 PM

[View report](#)

[Cedar Highlands HOA](#)

157 recipients

48.1% 2.6%

Opens Clicks

☐ Cedar Highlands March Update - 02.23.2026

Regular email

Last edited Tue, Mar 17, 09:13 PM by you

Sent

Tue, Mar 17, 09:13 PM

[View report](#)

[Cedar Highlands HOA](#)

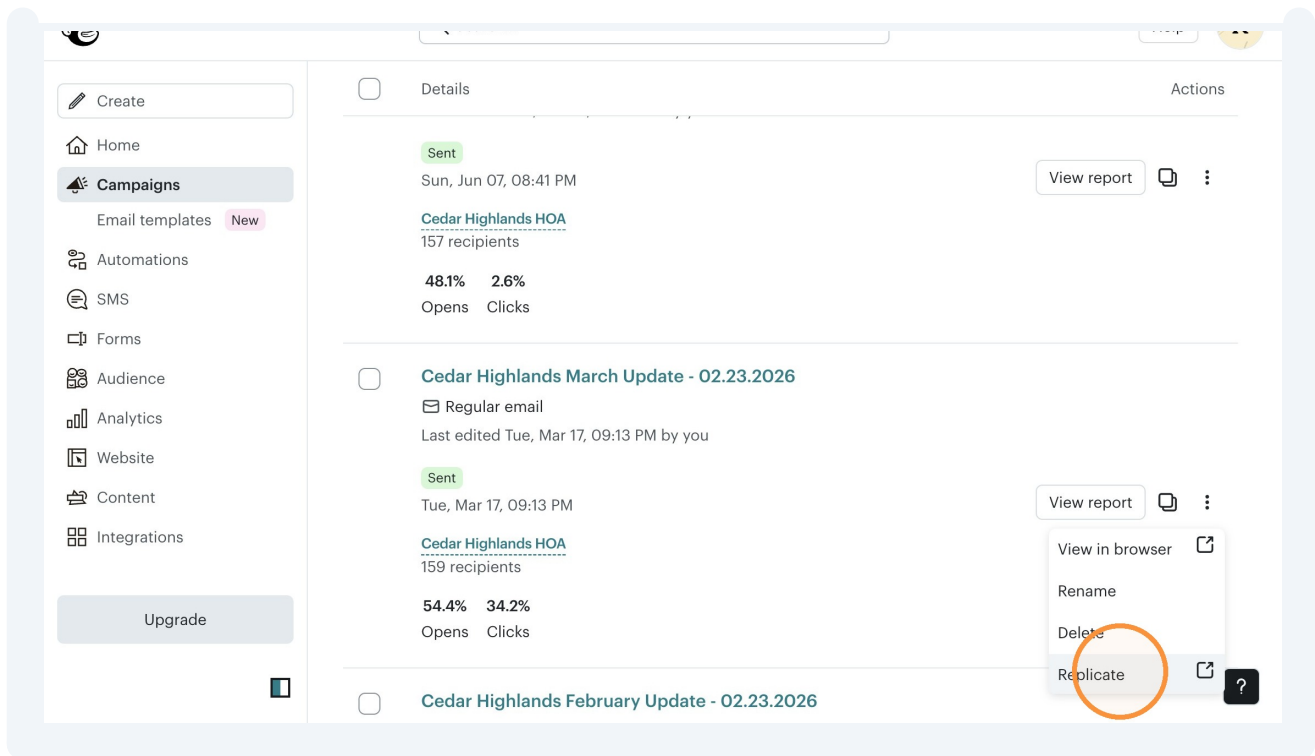
159 recipients

54.4% 34.2%

Opens Clicks

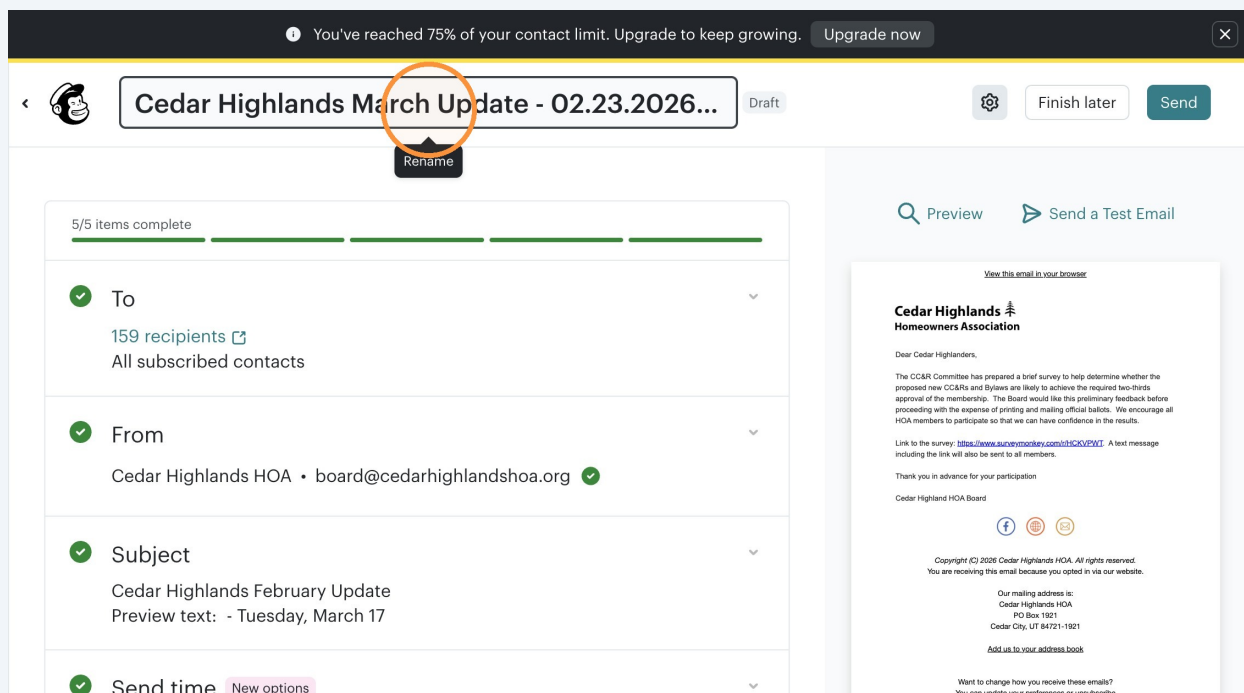
☐ Cedar Highlands February Update - 02.23.2026 ?

More actions



Campaign Customization

6 Rename campaign and update date



7 Update campaign title

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now

Cedar Highlands March Update - 07.08.2026

Draft

 Finish later

Send

5/5 items complete

✓ To

159 recipients 

All subscribed contacts

✓ From

Cedar Highlands HOA • board@cedarhighlandshoa.org ✓

✓ Subject

Cedar Highlands February Update

Preview text: - Tuesday, March 17

✓ Send time

New options

Preview

Send a Test Email

View this email in your browser

Cedar Highlands 

Homeowners Association

Dear Cedar Highlanders,

The CGAR Committee has prepared a brief survey to help determine whether the proposed new CGARs and Bylaws are likely to achieve the required two-thirds approval of the membership. The Board would like this preliminary feedback before proceeding with the expense of printing and mailing official ballots. We encourage all HOA members to participate so that we can have confidence in the results.

Link to the survey: <https://www.surveymonkey.com/r/HCKVFWZ>. A text message including the link will also be sent to all members.

Thank you in advance for your participation

Cedar Highland HOA Board

Copyright (C) 2026 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84721-1921

Add us to your address book

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe](#)

8 Select Subject section

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now

Cedar Highlands July Update - 07.08.2026

Draft

 Finish later

Send

✓ From

Cedar Highlands HOA • board@cedarhighlandshoa.org ✓

✓ Subject

Cedar Highlands February Update

Preview text: - Tuesday, March 17

✓ Send time

New options

Send now

✓ Content

Edit design

⚠ We automatically add a required Referral badge to your email footer. To remove the badge, [upgrade now](#).

✓ A plain-text version of this email will be included

Preview

Send a Test Email

View this email in your browser

Cedar Highlands 

Homeowners Association

Dear Cedar Highlanders,

The CGAR Committee has prepared a brief survey to help determine whether the proposed new CGARs and Bylaws are likely to achieve the required two-thirds approval of the membership. The Board would like this preliminary feedback before proceeding with the expense of printing and mailing official ballots. We encourage all HOA members to participate so that we can have confidence in the results.

Link to the survey: <https://www.surveymonkey.com/r/HCKVFWZ>. A text message including the link will also be sent to all members.

Thank you in advance for your participation

Cedar Highland HOA Board

Copyright (C) 2026 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84721-1921

Add us to your address book

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe](#)

9



10



Cedar Highlands July Update - 07.06.2020

From

Cedar Highlands HOA • board@cedarhighlandshoa.org

Subject

What's the subject line for this email?

* Subject line Create A/B test

Cedar Highlands July Update

Preview text 23/150

- Wednesday, March 17

Preview text appears in the inbox after the subject line.

Save Cancel

Send time New options

Send now

Preview Send a Test Email

View this email in your browser

Cedar Highlands Homeowners Association

Dear Cedar Highlanders,

The CCARF Committee has prepared a brief survey to help determine whether the proposed new CCARFs and Bylaws are likely to achieve the required two-thirds approval of the membership. The Board would like this preliminary feedback before proceeding with the expense of printing and mailing official ballots. We encourage all HOA members to participate so that we can have confidence in the results.

Link to the survey: <https://www.surveymonkey.com/r/HCKRVPT> A test message including the link will also be sent to all members.

Thank you in advance for your participation

Cedar Highland HOA Board

Copyright (C) 2020 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84721-1921

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe

Cedar Highlands July Update - 07-08-2020

✓ From

Cedar Highlands HOA • board@cedarhighlandshoa.org ✓

✓ Subject

What's the subject line for this email?

*Subject line Create A/B test

Cedar Highlands July Update ↺

Preview text 23/150

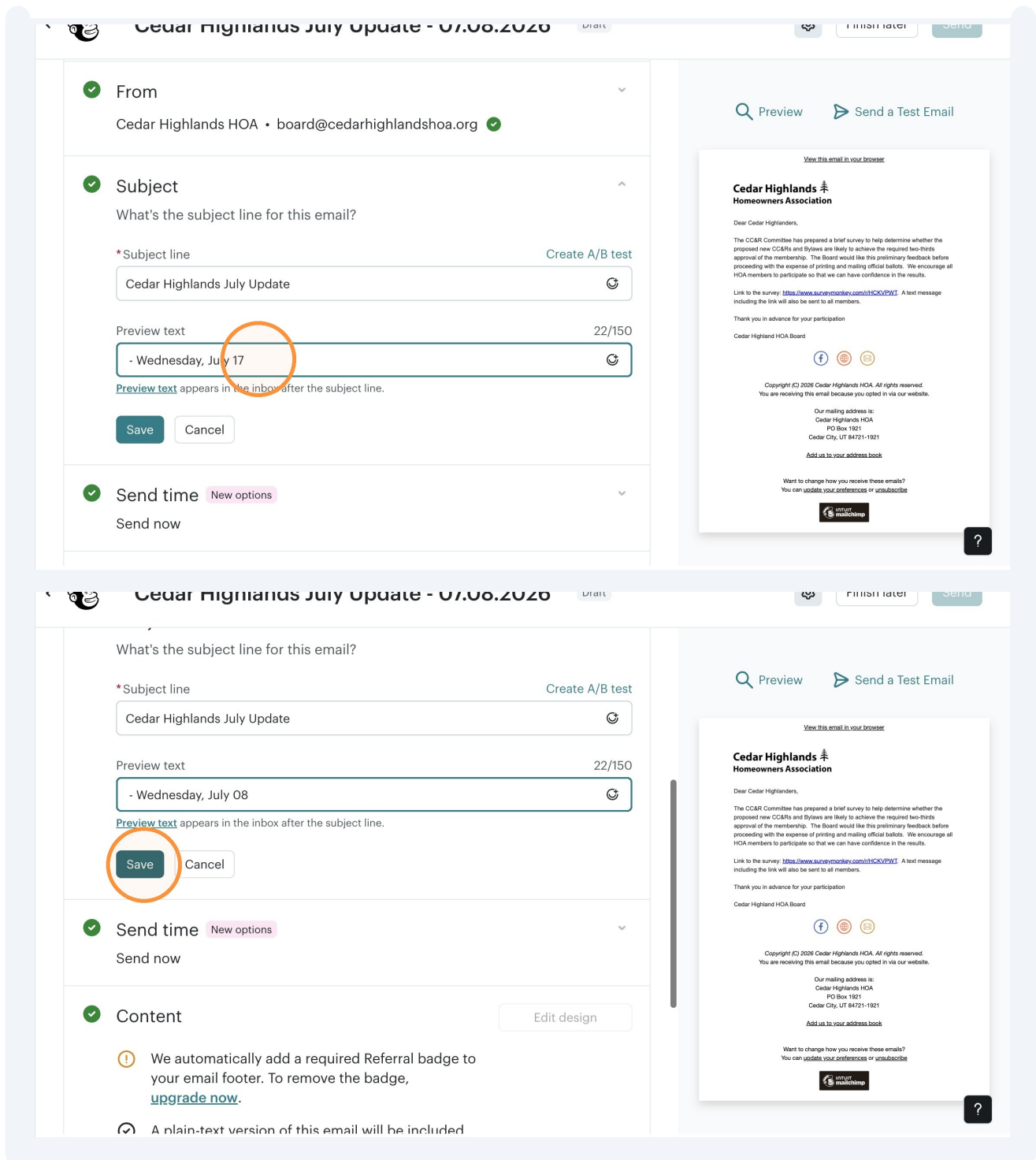
- Wednesday, March 17 ↺

[Preview text](#) appears in the inbox after the subject line.

Save Cancel

✓ Send time New options

Send now



Design and Content

11 Click "Edit design"

Cedar Highlands July Update - 07.08.2026

Preview Send

Subject
Cedar Highlands July Update
Preview text: - Wednesday, July 08

Send time New options
Send now

Content Edit design

⚠ We automatically add a required Referral badge to your email footer. To remove the badge, [upgrade now](#).

✅ A plain-text version of this email will be included automatically. [Edit](#)

Enable Social Cards

Share this email

Preview Send a Test Email

View this email in your browser

Cedar Highlands Homeowners Association

Dear Cedar Highlanders,

The CC&R Committee has prepared a brief survey to help determine whether the proposed new CC&Rs and Bylaws are likely to achieve the required two-thirds approval of the membership. The Board would like this preliminary feedback before proceeding with the expense of printing and mailing official ballots. We encourage all HOA members to participate so that we can have confidence in the results.

Link to the survey: <https://www.surveymonkey.com/r/HCCKVFW>. A text message including the link will also be sent to all members.

Thank you in advance for your participation

Cedar Highland HOA Board

Facebook Twitter LinkedIn

Copyright (C) 2026 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84201-1921

Add us to your address book

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe](#)

intuit mailchimp

12 Edit email content

Cedar Highlands July Update - 07.08.2026

Changes saved

How to use this builder

Content blocks

Drag to add content to your email

Image	Hi Heading	Paragraph
Button	Divider	Spacer
Video	Social	Logo

Homeowners Association

TEXT |

Dear Cedar Highlanders,

The CC&R Committee has prepared a brief survey to help determine whether the proposed new CC&Rs and Bylaws are likely to achieve the required two-thirds approval of the membership. The Board would like this preliminary feedback before proceeding with the expense of printing and mailing official ballots. We encourage all HOA members to participate so that we can have confidence in the results.

Link to the survey: <https://www.surveymonkey.com/r/HCCKVFW>. A text message including the link will also be sent to all members.

Paragraph ▾ | ▾ | 16 | ↑ | ↓ | **A** | **A** | B | I | U |  | ...

TEXT |  |  | 

Dear Cedar Highlanders,

This is where you can edit the email contents....

Link to the survey: <https://www.surveymonkey.com/r/HCKVPWT>. A text message including the link will also be sent to all members.

Thank you in advance for your participation

Cedar Highland HOA Board

13 Click "Save and exit"

 You've reached 75% of your contact limit. Upgrade to keep growing. [Upgrade now](#) 

 Cedar Highlands July Update - 07.08.2026 Saving... Send test **Save and exit** ▾

← Text      

Styles Visibility Code

Block background color

 #

Border

None ▾

Rounded corners

 0  

Device-specific

Same styles for desktop and mobile 

Padding top   Padding bottom  

Paragraph ▾ | ▾ | 16 | ↑ | ↓ | **A** | **A** | B | I | U |  | ...

Cedar Highlands 
Homeowners Association

TEXT |  |  | 

Dear Cedar Highlanders,

This is where you can edit the email contents....

Thank you in advance for your participation

Cedar Highland HOA Board

*Copyright (C) *CURRENT YEAR* *LIST:COMPANY*. All rights reserved.*

14 Click "Preview"

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now

Cedar Highlands July Update - 07.08.2026 Draft

To
159 recipients
All subscribed contacts

From
Cedar Highlands HOA • board@cedarhighlandshoa.org

Subject
Cedar Highlands July Update
Preview text: - Wednesday, July 08

Send time
Send now

Content

Preview

Send a Test Email

View this email in your browser

Cedar Highlands Homeowners Association

Dear Cedar Highlanders,

This is where you can edit the email contents....

Thank you in advance for your participation

Cedar Highland HOA Board

Copyright (C) 2026 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84721-1921

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe

intuit mailchimp

Testing and Finalization

15 Send test email and confirm

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now

Cedar Highlands July Update - 07.08.2026 Draft

To
159 recipients
All subscribed contacts

From
Cedar Highlands HOA • board@cedarhighlandshoa.org

Subject
Cedar Highlands July Update
Preview text: - Wednesday, July 08

Send time
Send now

Content

Preview

Send a Test Email

View this email in your browser

Cedar Highlands Homeowners Association

Dear Cedar Highlanders,

This is where you can edit the email contents....

Thank you in advance for your participation

Cedar Highland HOA Board

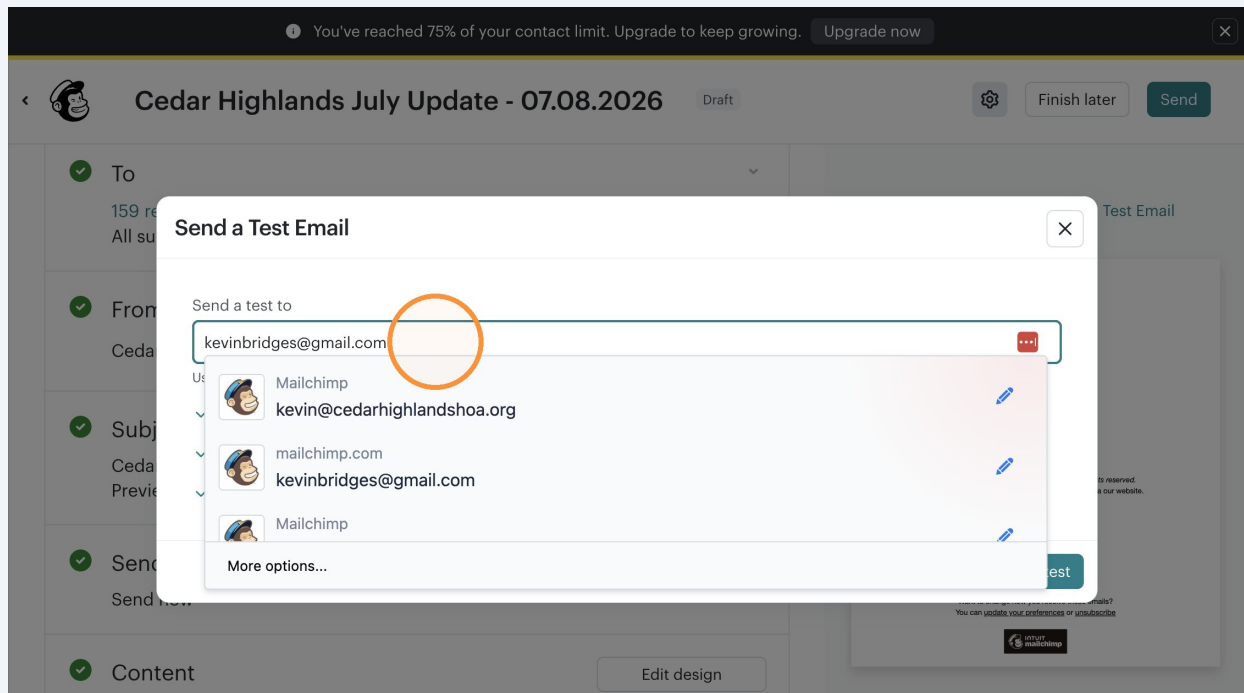
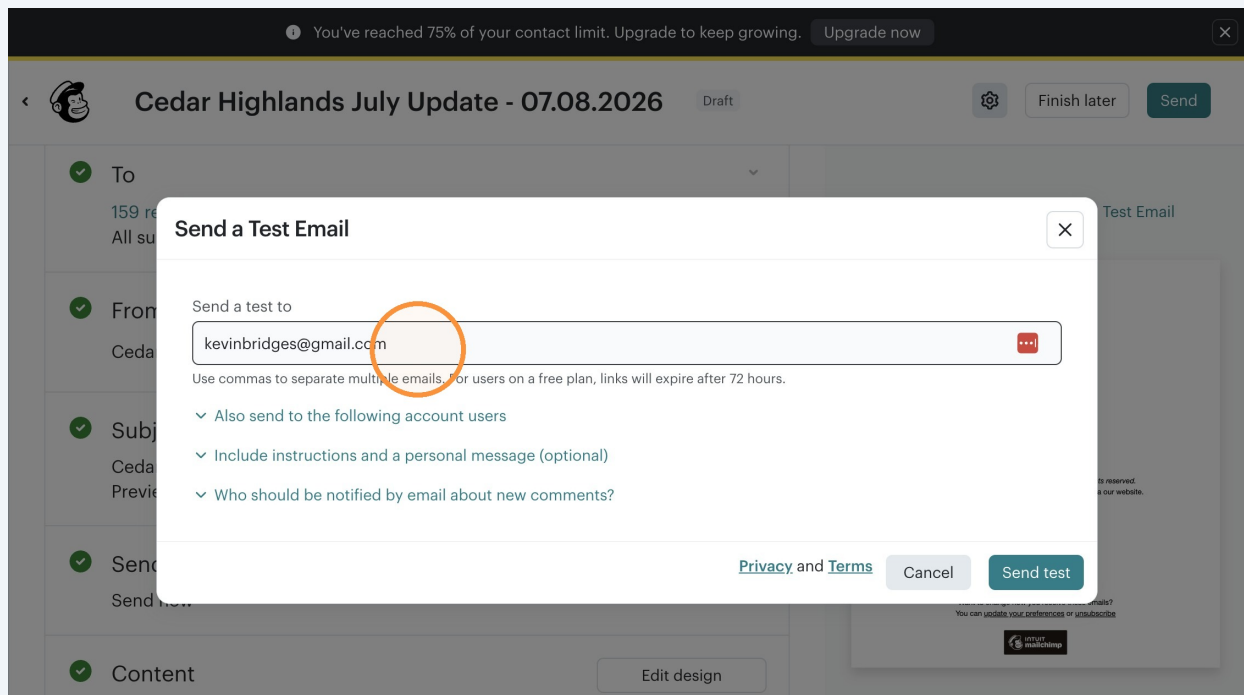
Copyright (C) 2026 Cedar Highlands HOA. All rights reserved.
You are receiving this email because you opted in via our website.

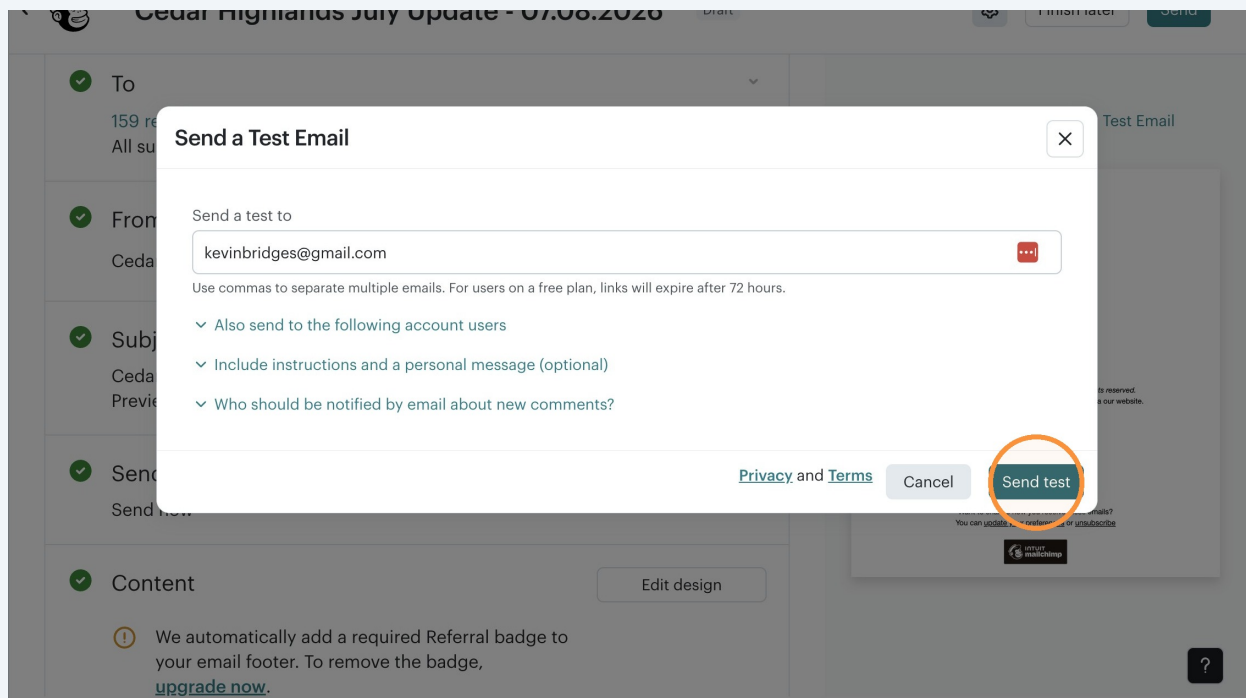
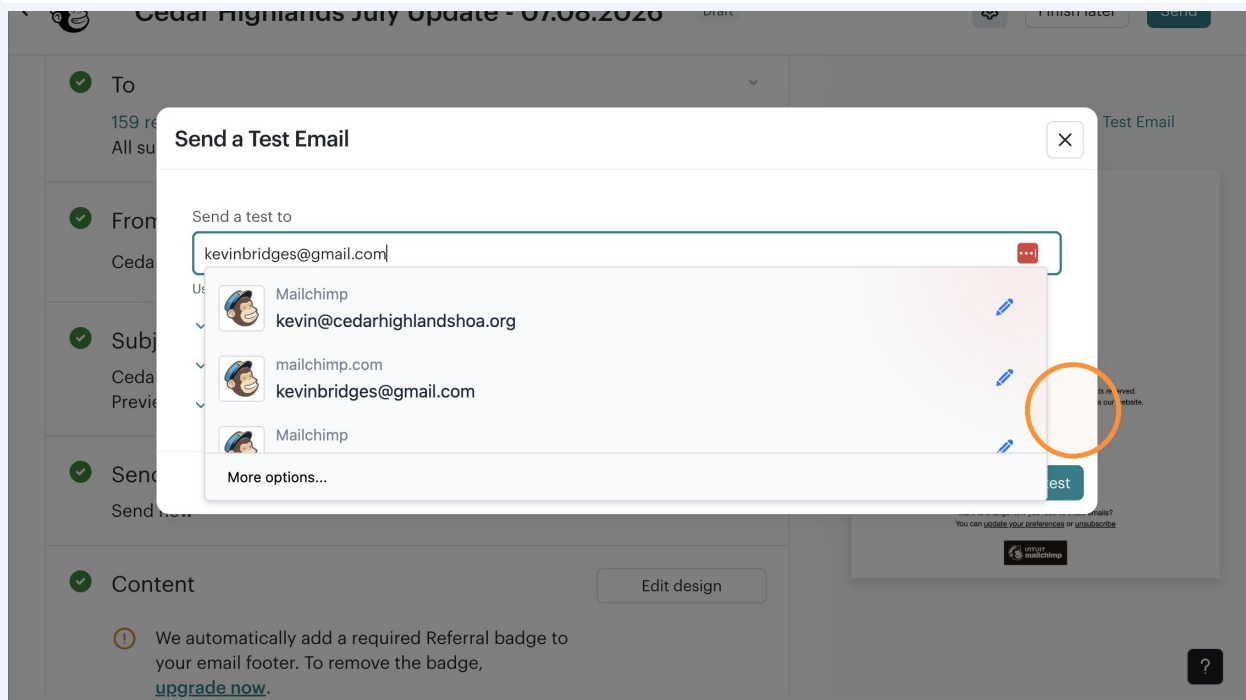
Our mailing address is:
Cedar Highlands HOA
PO Box 1921
Cedar City, UT 84721-1921

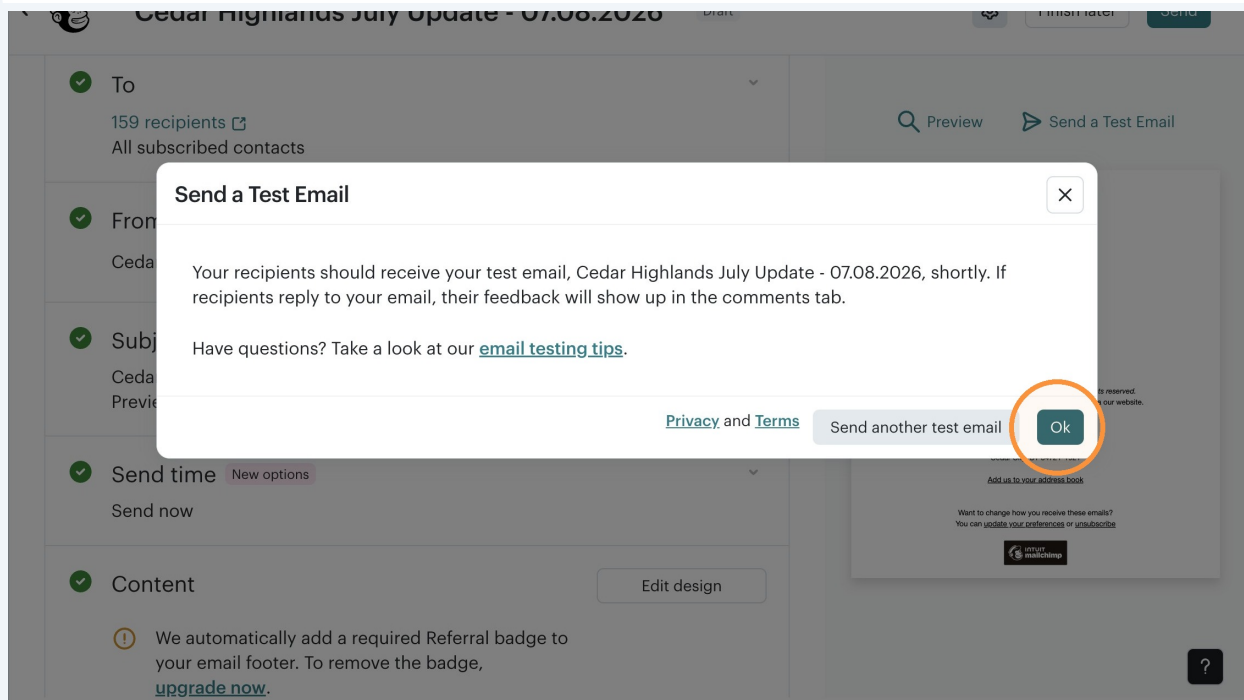
Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe

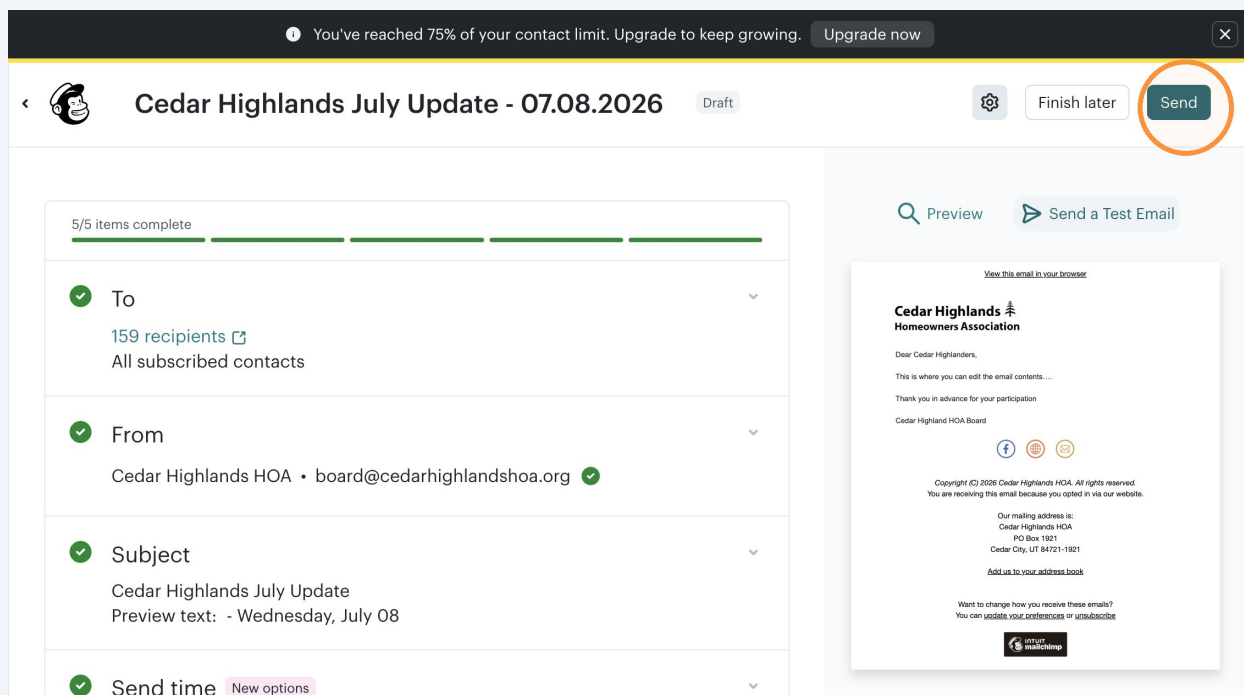
intuit mailchimp



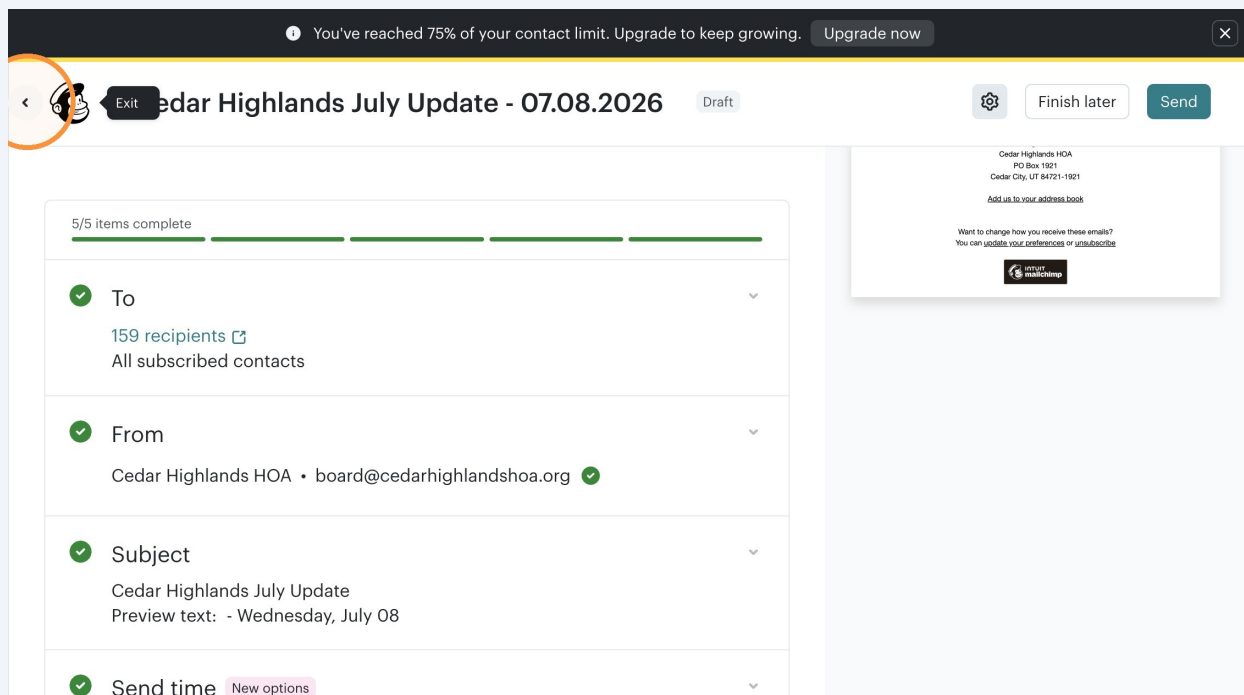




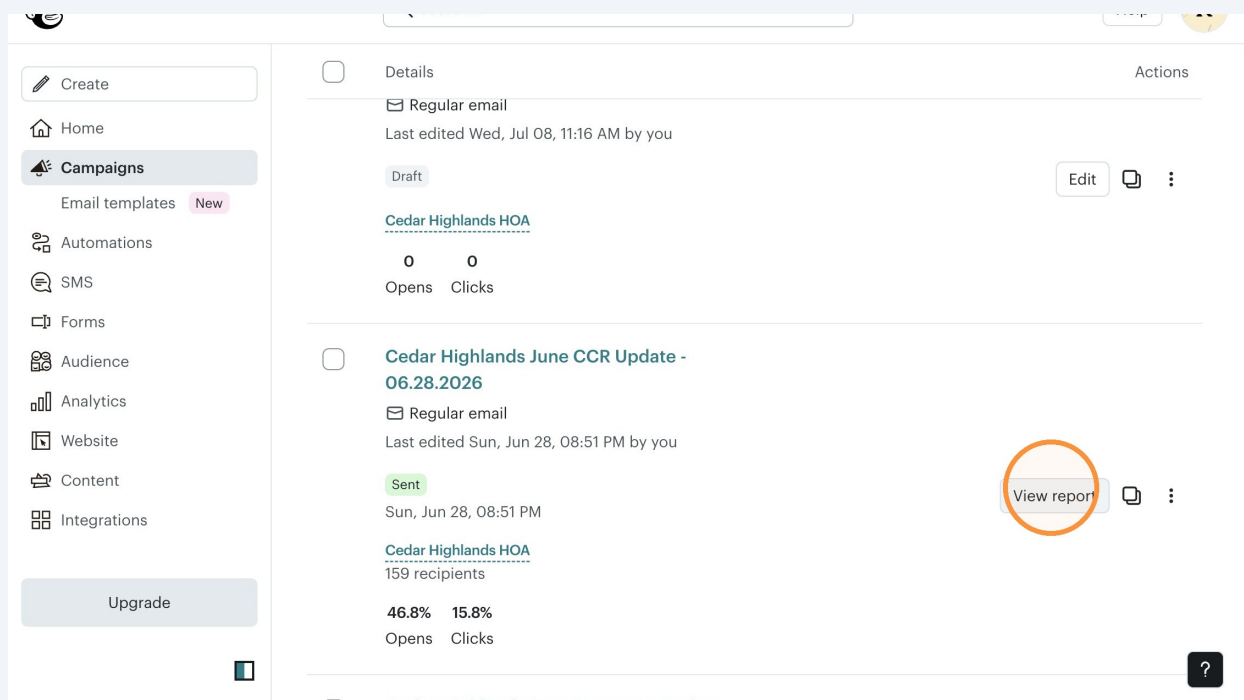
16 Click "Send"



17 Click Exit icon



18 Click "View report"



19 Log out

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now



Kevin
Cedar Highlands HOA



Create

Home

Campaigns

Email templates New

Automations

SMS

Forms

Audience

Analytics

Website

Content

Integrations

Upgrade

All campaigns

Email report

Switch report

Actions

Share feedback about this page

Tell us what you think

Cedar Highlands June CCR Update - 06.28.2026

Replicate

View email

Recipients

Audience

Subject

Status

159

Cedar Highlands HOA

Cedar Highlands June 2026 CCR Update

Sent Sun June 28, 2026 8:51 pm

Bot filtered data

Kevin

Owner

Cedar Highlands HOA

Notifications

Profile

Account & billing

Pricing plans

Hire an expert

Support

EN | English

log out

Privacy and Terms

Cookie Preferences

Bot filtered data

Overview

Click performance

Recipient activity

Ecommerce

Social

Deliverability