

Mailing lists

- Mailing lists
- New

Mailing lists

A Mailing list is basically a contact list of your subscribers. Think of it as a contact book containing email addresses of all the users who sign up to receive your email newsletter.

this feature enables you to group together subscribers who have similar characteristics into different Mailing lists.

The most successful email marketing campaigns start with an email list full of qualified leads that are interested in what you have to offer.

So to keep your contacts organized, you need to create an email list.

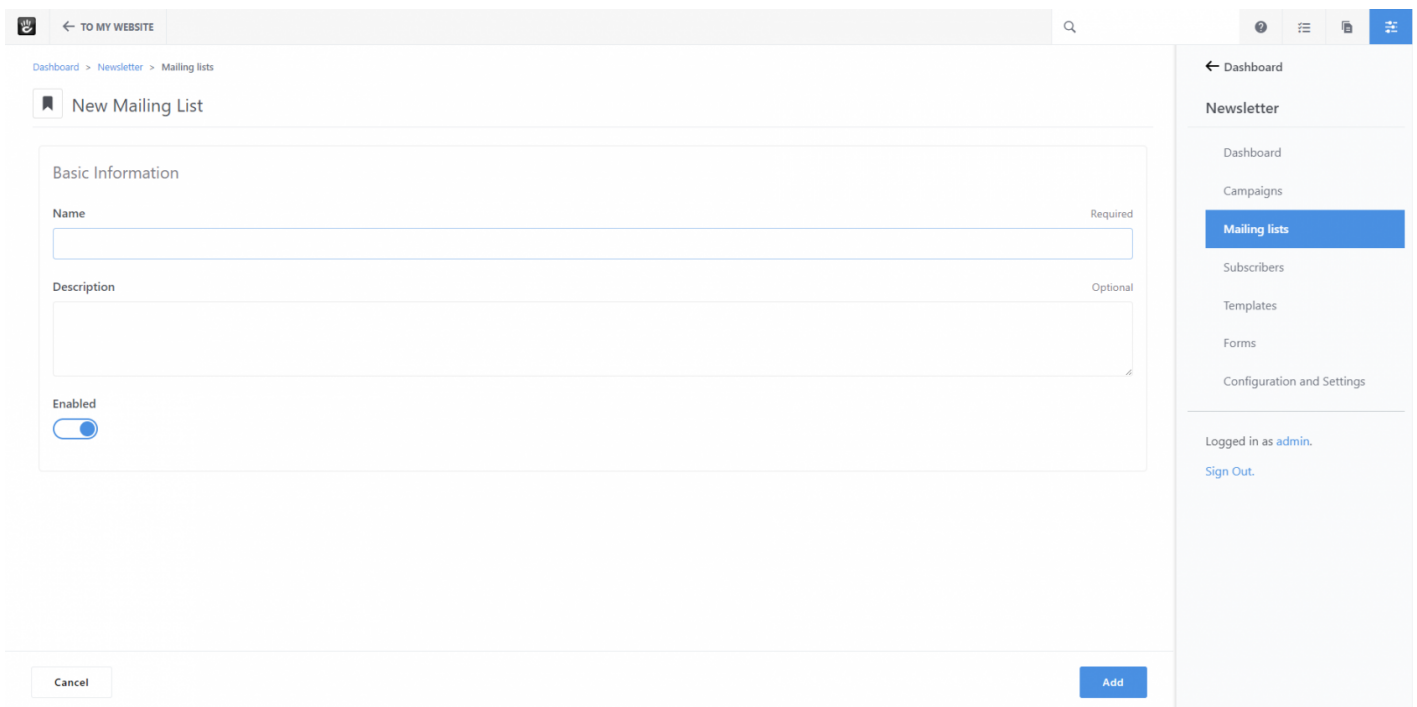
The screenshot displays a web interface for managing mailing lists. At the top, there is a navigation bar with a search icon and a 'TO MY WEBSITE' button. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Newsletter > Mailing lists'. The main content area is titled 'Mailing lists' and includes a '+ New Mailing List' button. A search bar with a 'Select a status' dropdown and a 'Search' button is positioned above a table of mailing lists. The table lists four mailing lists, each with a title, status, date, subscriber count, and action icons (add, edit, delete).

Mailing List Title	Status	Date	Subscribers	Actions
Hosting & Support	Inactive	Monday, March 14, 2022	0	[Add] [Edit] [Delete]
Themes & Add-ons Update	Active	Monday, March 14, 2022	807	[Add] [Edit] [Delete]
Events & Webinars	Active	Monday, March 14, 2022	803	[Add] [Edit] [Delete]
Developer Update	Active	Monday, March 14, 2022	808	[Add] [Edit] [Delete]

The right sidebar contains a navigation menu with the following items: Dashboard, Newsletter, Mailing lists (highlighted), Subscribers, Templates, Forms, and Configuration and Settings. At the bottom of the sidebar, it shows 'Logged in as admin.' and a 'Sign Out.' link.

New

Simply click on the **'New Mailing List'** link from the top menu.



The screenshot shows a web dashboard interface for creating a new mailing list. At the top, there is a navigation bar with a search icon and a 'TO MY WEBSITE' link. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Newsletter > Mailing lists'. The main content area is titled 'New Mailing List' and contains a form with the following fields:

- Basic Information**
- Name**: A text input field with a 'Required' label.
- Description**: A text input field with an 'Optional' label.
- Enabled**: A toggle switch that is currently turned on.

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Add' on the right. On the right side of the dashboard, there is a sidebar menu with the following items:











- Dashboard
- Newsletter
- Dashboard
- Campaigns
- Mailing lists** (highlighted in blue)
- Subscribers
- Templates
- Forms
- Configuration and Settings

At the bottom of the sidebar, it says 'Logged in as admin.' and 'Sign Out.'

Enter a name and a description that helps you easily identify the list.

Next, click on the **'Add'** button, and [Newsletter package](#) will create the list for you and open a contacts interface to manage your list subscribers .

Available Contacts ← Back

<input type="checkbox"/> Email	FullName	Actions
<input type="checkbox"/> subscriber0@host.com	Subscriber0 Newsletter	
<input type="checkbox"/> subscriber1@host.com	Subscriber1 Newsletter	
<input type="checkbox"/> subscriber2@host.com	Subscriber2 Newsletter	
<input type="checkbox"/> subscriber3@host.com	Subscriber3 Newsletter	
<input type="checkbox"/> subscriber4@host.com	Subscriber4 Newsletter	
<input type="checkbox"/> subscriber5@host.com	Subscriber5 Newsletter	
<input type="checkbox"/> subscriber6@host.com	Subscriber6 Newsletter	
<input type="checkbox"/> subscriber7@host.com	Subscriber7 Newsletter	
<input type="checkbox"/> subscriber8@host.com	Subscriber8 Newsletter	
<input type="checkbox"/> subscriber9@host.com	Subscriber9 Newsletter	

You can manually add a contact to your list by clicking on **'Subscribe'** button and this will show you a dialog , asking how you would like to configure how to send the contact subscription.

Subscribe [X]

Opt-In/Out Method

- Simple
- Double
- None

Success Email Template Required

Welcome to our newsletter [v]

Email Subject Required

[Empty text box]

Sender Email Required

[Blurred dropdown menu] [v]

Sender Name Optional

[Empty text box]

[Cancel] [Confirm]

Subscriber9 Newsletter

You need to select 'Opt-in / Opt-out Method'

- Simple: Sending a welcome email to that contact email address after adding it to the list.
- Double: Sending a confirmation email to that contact email address in order to request contact confirmation and permission before adding it to the list.
- None: Adding contact to to the list without sending welcome or confirmation email.

If you select 'Simple' or 'Double' as a method, choose the email template you want to use.

And you need to enter the sender email and sender name you would like to send your email from.

Click '**Confirm**' button

Using a double opt-in subscription system can improve your email deliverability as well as the quality of your mailing list.