

Subscribers













- Subscribers List
- New

Subscribers List

Dashboard > Newsletter > Subscribers

Subscribers

Import subscribers + New Subscriber

Select a Mailing List		Type your search...	Search			
SN	Subscriber1199 Newsletter subscriber1199@host.com	Themes & Add-ons Update	Events & Webinars	Developer Update	Monday, March 14, 2022	 
SN	Subscriber1198 Newsletter subscriber1198@host.com	Developer Update	Events & Webinars		Monday, March 14, 2022	 
SN	Subscriber1197 Newsletter subscriber1197@host.com	Events & Webinars			Monday, March 14, 2022	 
SN	Subscriber1196 Newsletter subscriber1196@host.com	Events & Webinars	Themes & Add-ons Update		Monday, March 14, 2022	 
SN	Subscriber1195 Newsletter subscriber1195@host.com	Developer Update	Events & Webinars	Themes & Add-ons Update	Monday, March 14, 2022	 
SN	Subscriber1194 Newsletter subscriber1194@host.com	Themes & Add-ons Update	Events & Webinars		Monday, March 14, 2022	 

You can search for subscribers by entering the subscriber's first name, last name or email address. You can also search for subscriber's using a mailing list

Select a Mailing List Search

You can delete a subscriber by clicking on the 'trash' button at the right.

SN

Subscriber1199 Newsletter
subscriber1199@host.com

Themes & Add-ons Update

Events & Webinars

Developer Update

Monday,
March 14,
2022



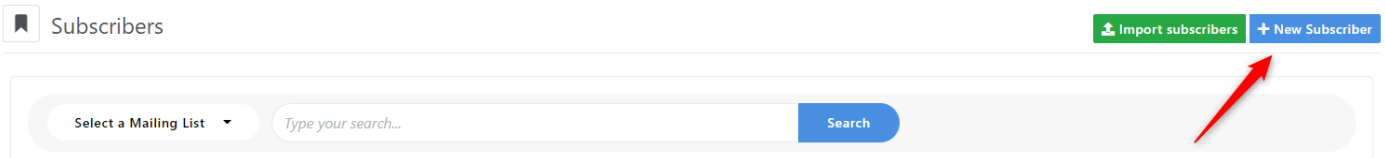
New

Here you can either add subscribers manually one by one, or import an entire list.

To add subscribers one by one, click the **“New Subscriber”** button.

You need to provide the details about the new contact such as the Name, First Name, Last Name, Language, and others informations as seen in the image below.

[Dashboard](#) > [Newsletter](#) > [Subscribers](#)



Basic Information

Email

Required

First Name

Required

Last Name

Required

Language

Required

Salutation

Title

Company

Add

To import an entire list of subscribers, click the **“Import Subscribers”** button.

[Dashboard](#) > [Newsletter](#) > [Subscribers](#)



To import subscribers correctly ,there are some important requirements for formatting your data.

Import Subscribers



File

 CSV File Example

Choisir un fichier

Aucun fichier choisi

Mailing list

Required

Developer Update



Opt-In Method

- Simple
- Double
- None

Success Email Template

Required

Welcome to our newsletter



Email Subject

Required

Sender Email

Required

notifications@xanvo.io



Sender Name

Optional

Cancel

Import

It is recommended to download the file template which provides the

valid CSV file structure.

The header of the first column in your CSV should be the following:

- email
- firstname
- lastname
- salutation
- title
- company
- locale

	A	B	C	D	E
1	email,firstname,lastname,salutation,title,company,locale				
2	xxxxxxxx@xxx.com,xxxxx,yyyyyyy,M,Prof,companyXXX,en_US,				
3	zzzzzzzz@zzz.com,ooooo,zzzzzzz,S,Dr,companyZZZ,de_DE,				