

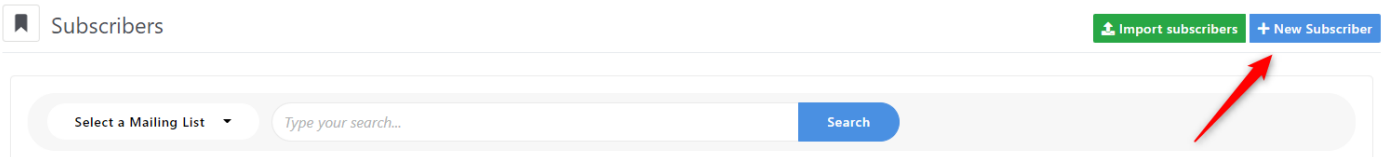
# New

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

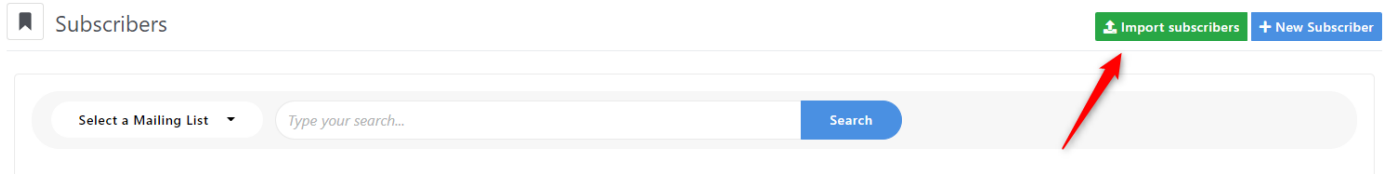
 

Company

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,				

---

Revision #6

Created Thu, Mar 17, 2022 4:38 PM by bilel

Updated Mon, Mar 21, 2022 10:02 AM by bilel