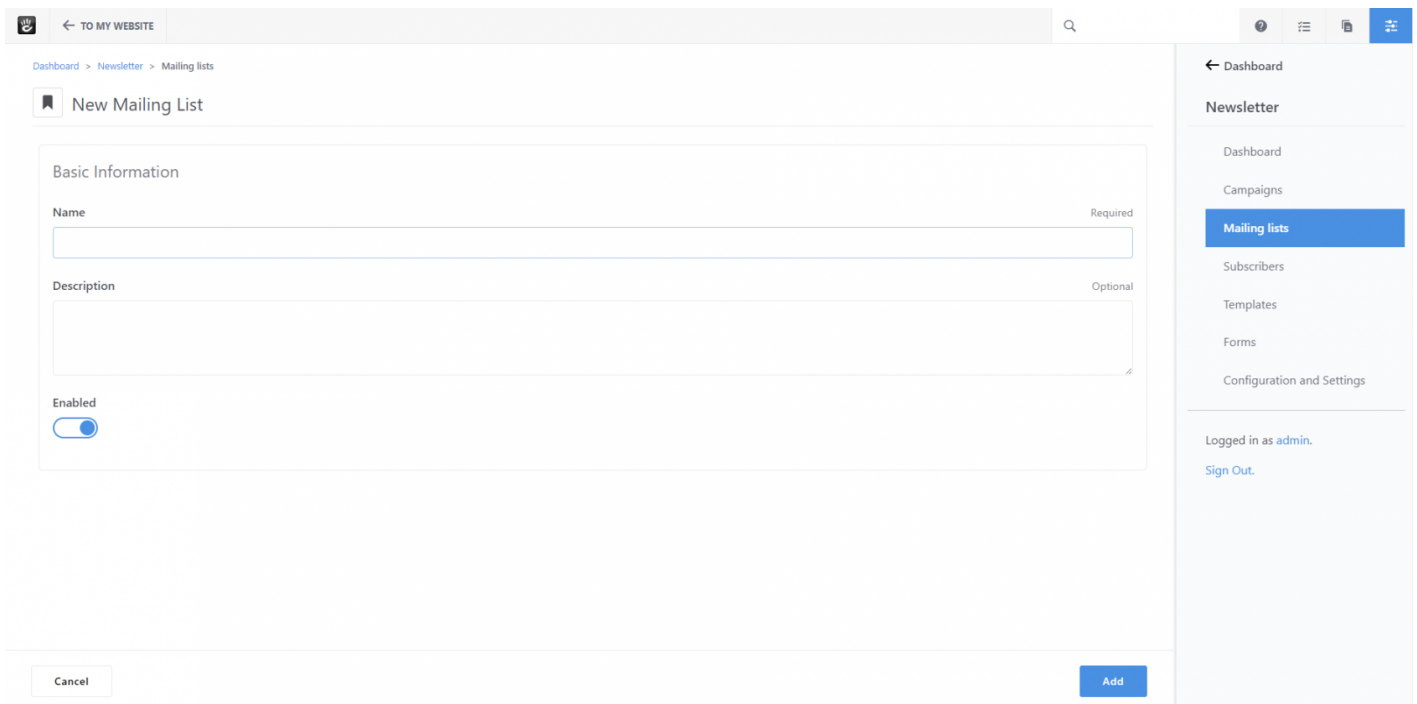


New

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













The screenshot shows a web application interface for creating a new mailing list. At the top, there is a navigation bar with a back arrow and the text 'TO MY WEBSITE'. Below this, a breadcrumb trail reads 'Dashboard > Newsletter > Mailing lists'. The main heading is 'New Mailing List'. The form is titled 'Basic Information' and contains three fields: 'Name' (Required), 'Description' (Optional), and an 'Enabled' toggle switch. The 'Name' field is empty, and the 'Description' field is also empty. At the bottom of the form, there are two buttons: 'Cancel' and 'Add'. On the right side, there is a sidebar menu with the following items: 'Dashboard', 'Newsletter', 'Campaigns', 'Mailing lists' (highlighted in blue), 'Subscribers', 'Templates', 'Forms', and 'Configuration and Settings'. Below the menu, it says 'Logged in as admin.' and 'Sign Out.'

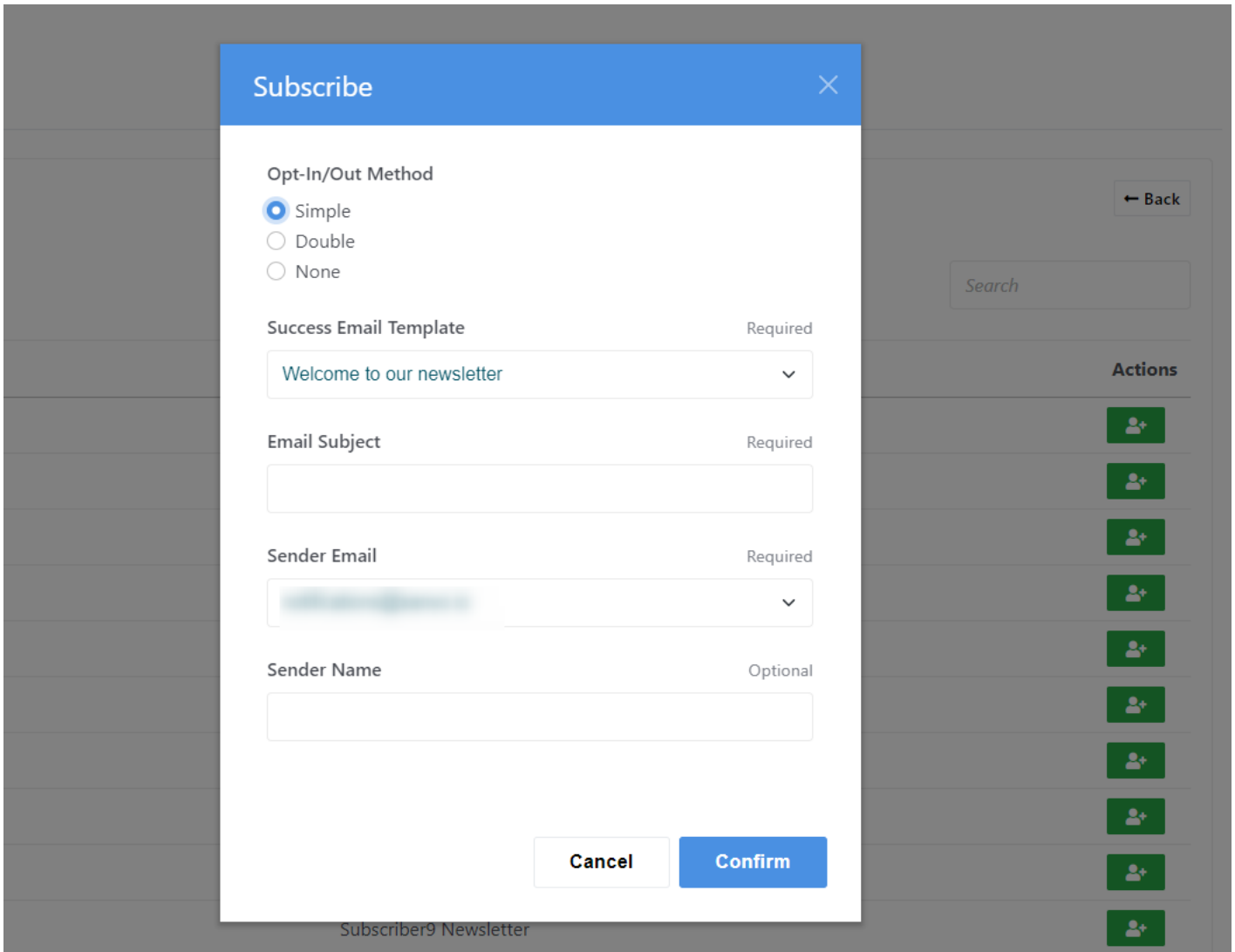
Enter a name and a description that helps you easily identify the list.

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.



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.

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