

JangoMail Tutorial

Using the Autoresponder Feature of JangoMail

Autoresponders work with JangoMail's **Groups and E-mail Addresses** section. This section allows you to create a Group, define field for the Group, and then add members into the Group. After creating the Group, you can define Autoresponders for the Group, such that e-mails will automatically go out to new Group members based on specific time intervals.

1. Create a Group to store your members.
 - a. Click on the **Groups and E-mail Addresses** tab.
 - b. Click **Add E-mail Group**.
 - c. Type in a name for the Group (example: ABC Test Group), and then click the **Add New E-mail Group** button.
2. Add a few members to your Group.
 - a. Select the Group by clicking the Group's name in the left blue area.
 - b. Click the **Add Member** button at the top of the blue area.
 - c. Add members to the Group individually. Add yourself to the Group. Add a few other test e-mail addresses as well.
3. Create the message that you want to use as an autoresponder.
 - a. Click the **Send E-mail** tab.
 - b. Click the **Compose New Message** button.
 - c. Enter a **From Display Name** that represents your organization.
 - d. Leave the **Groups To Send To** set to NONE, but enter in just your e-mail address in the **Enter Additional E-mail Addresses to Send To** box.
 - e. Type in the subject/message, and then click the **Send E-mail** button.
 - f. The e-mail is now saved into your account so that you can select it for an Autoresponder.
4. Create one or more Autoresponders for this Group.
 - a. Go back to the **Groups and E-mail Addresses** section.
 - b. Select the Group's name in the blue area.
 - c. Click **Setup Autoresponders for this Group** in the white area on the right.
 - d. Click **Create New Autoresponder**.
 - e. Follow the 3 steps and then click **Add Autoresponder**.

Example: If you set your autoresponder to send the message 10 minutes after joining, then the e-mail will be sent to all Group members when the time is 10 minutes past the member's **Submission Date**.

Tip: You can also reset the Submission Date of all members of a Group by clicking the **Reset Date/Time of Members** button in the Autoresponder section.

How do new subscribers join your Group? You can place a signup form on your web site which will add new subscribers directly to your JangoMail Group. See **Generate Sign Up Form for my Web Site** under the Group options. New subscribers can also send a blank e-mail to your jangomail.com e-mail account with the word "subscribe" in the Subject line.

Let's talk!

Need additional help or a guided tour of JangoMail's Autoresponders? Our contact information is below.