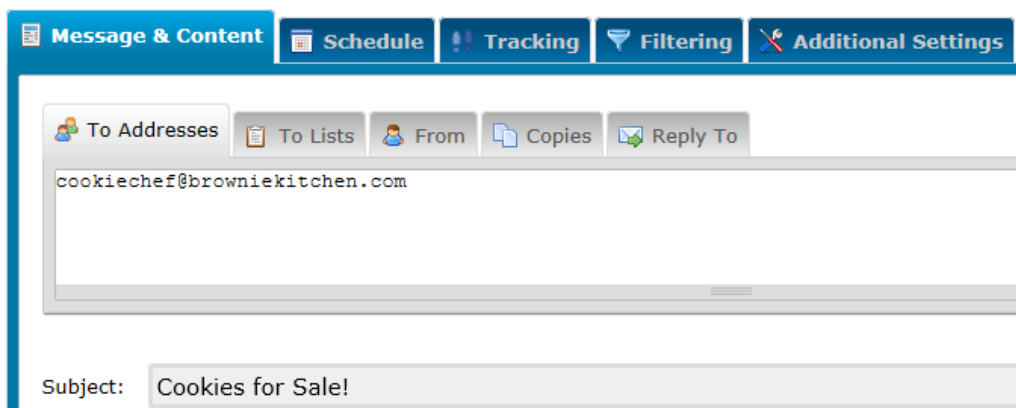
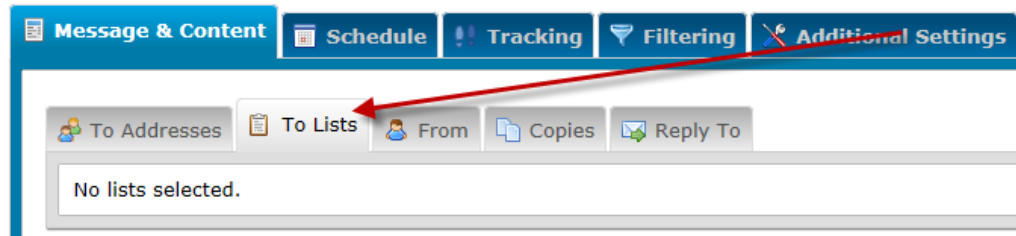


JangoMail Tutorial

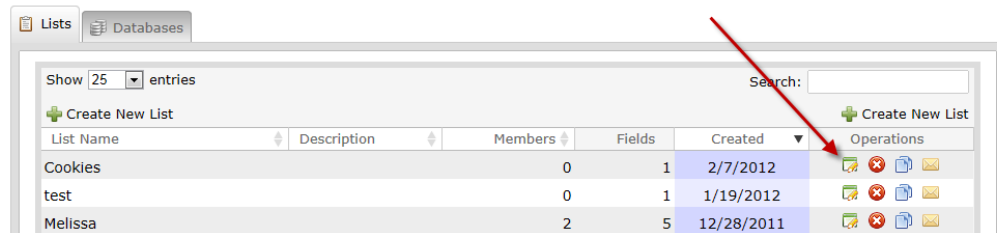
Using the Autoresponder Feature of JangoMail

Autoresponders work with JangoMail's **LISTS** section. This section allows you to create a List, define field for the List, and then add members into the List. After creating the List, you can define Autoresponders for the List, such that emails will automatically go out to new List members based on specific time intervals.

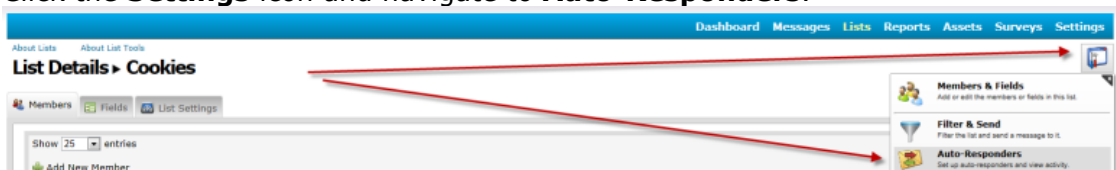
1. Create a List to store your members.
 - a. Navigate to the **LISTS** section.
 - b. Click **Create New List**.
 - c. Type in a name for the List (example: ABC Test List), and then click the **Save** button.
2. Add a few members to your List.
 - a. Click the **Add New Member** icon.
 - b. Add members to the List individually. Add yourself to the List. Add a few other test email addresses as well.
3. Create the message that you want to use as an autoresponder.
 - a. Navigate to the **Messages** section.
 - b. Click the **Compose New Message** icon and choose how you would like to create your message. We will create an email **with a New Blank Message**.
 - c. Click the **From** tab and enter a **From Display Name** that represents your organization.
 - d. Leave the **To Lists** tab set to **no lists selected**, but enter in just your email address in the **To Addresses** section.



- e. Type in the subject/message, and then click the **Send** button.
 - f. The email is now saved into your account so that you can select it for an Autoresponder.
4. Create one or more Autoresponders for this List.
 - a. Go back to the **LISTS** section.
 - b. Select the Edit Icon next to the List's name.



- c. Click the **Settings** icon and navigate to **Auto-Responders**.



- d. Click **Add New Item**.
- e. Name your autoresponder, select the message that you would like to send, choose between sending **relative to join time** or at an **exact time** and then click **Save**.

Lists/Add Auto Responder

Auto-Responder Name:

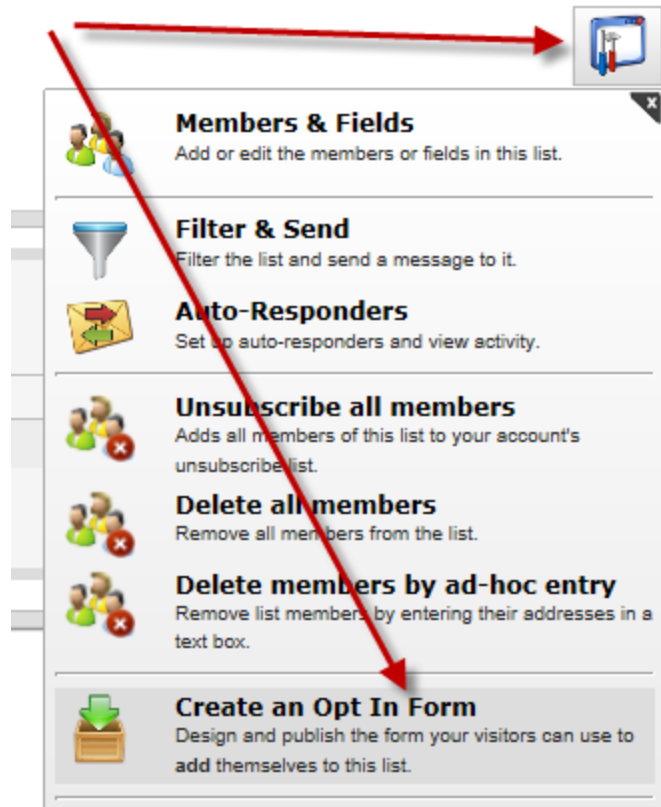
Message to Automatically Send:

Send auto-responder at:

after joining the list.

Example: If you set your autoresponder to send the message 3 hours after joining, then the email will be sent to all List members when the time is 3 hours past the member's **Submission Date**. If you set your autoresponder to 0 hours, the email will be sent immediately.

How do new subscribers join your List? You can place a signup form on your web site which will add new subscribers directly to your JangoMail List. See **Create an Opt In Form** under the List settings icon. New subscribers can also send a blank email to your jangomail.com email 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.