

JangoMail Tutorial

Working with Lists: Adding and Importing Email Addresses

Overview:

You store your email lists in JangoMail's database using the **EMAIL LISTS** tab. Here, you create your own Lists, each with its own customizable fields, and import your email addresses and other data.

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- [Manually Adding New Members to your List](#)
- [Importing Members into your List](#)
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◆ Creating a new JangoMail List

- Select the **Add Email List** button.



- Type in a List Name for your list and then add in any related fields of information you will want to import, along with the person's email address. The List Name may include spaces. Field Names may not include spaces or punctuation characters, as this can cause errors in the database. First Name and Last Name are very common pieces of data to collect. We include these as suggestions ("FirstName" and "LastName," respectively). Field Names are like the column headings of a spreadsheet. They label the data you will be storing there.

- Click the **Add New Email List** button to create the List. Your List will be added to the list of Lists in the column on the left of the screen.
- Now, you're ready to move on to adding data to this List.

◆ **Manually Adding Members to a JangoMail List**

- Select your List from the list of Lists in the column on the left of the screen.

- To type in members individually, click **Add Member**.

- Type that Member's data into the fields as appropriate. Click the **Add Member** button in the bar at the bottom of the screen. The member will be added into your List and will be displayed in the column on the left, alphabetically, by email address.

◆ **Importing Members to a JangoMail List – Email Addresses Only**

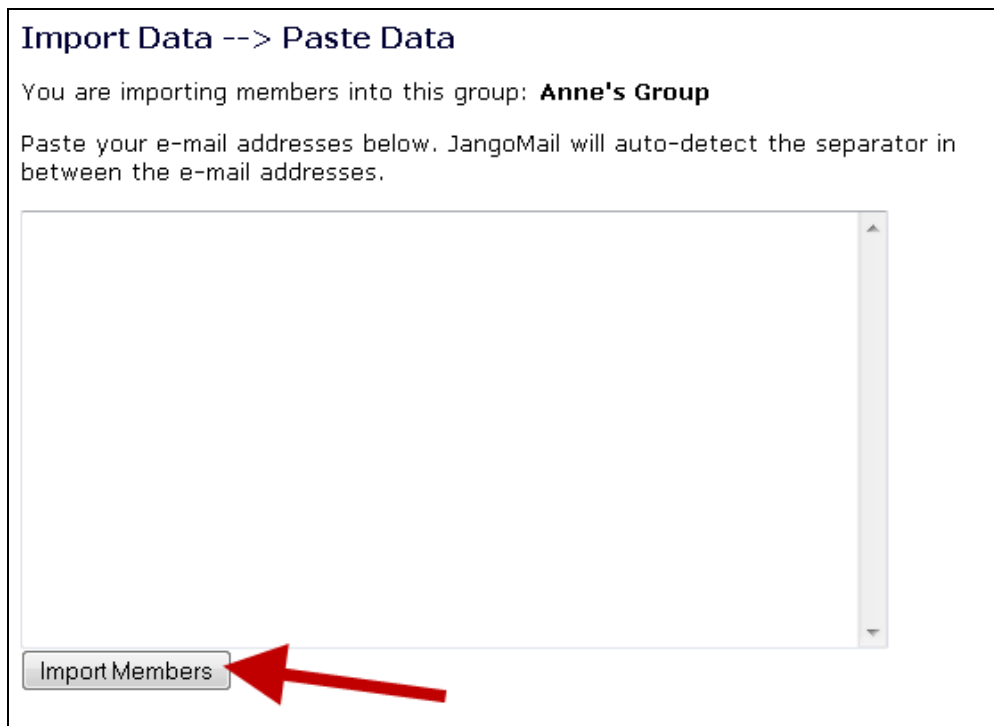
- Select your List from the list of Lists in the column on the left.

- Click **Import Members**.

- Select the **Import Just Email Addresses** button. You may either use “copy and paste” or select a text file (usually a .csv or tab-delimited file) as your source for data upload.



- Select **Copy and Paste Data** (If you have a text file, skip to the [next step](#).). The screen will give you an input area into which you can paste your source data. Paste your data in, and click the **Import Members** button below the paste box to begin the import. You will receive an email confirmation when the import is complete.




- Select **Upload Text File with Data**. You will be prompted to **Browse** to select your file (from a text only format like .csv or tab-delimited). Once selected, click the **Import Members** button beneath the Browse box to begin the import. You will receive an email confirmation when the import is complete.

Import Data --> Upload File

You are importing members into this group: **Anne's Group**

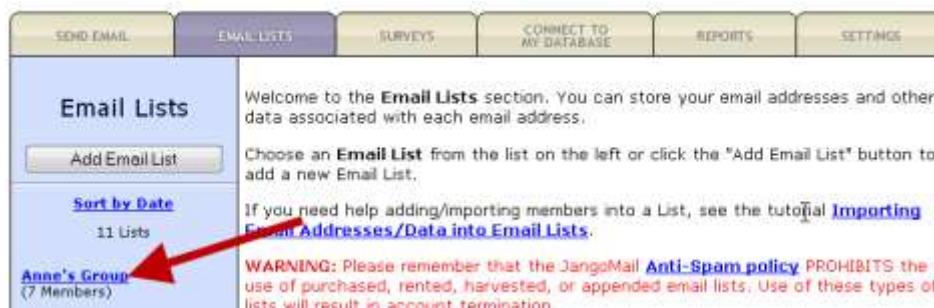
Upload your file below. JangoMail will auto-detect the separator in between the e-mail addresses.

Select your data file:



◆ **Importing Members to a JangoMail List – Email Addresses and Other Fields**

- Select your List from the list of Lists in the column on the left of the screen.



SEND EMAIL | EMAIL LISTS | SURVEYS | CONNECT TO MY DATABASE | REPORTS | SETTINGS

Email Lists

Welcome to the **Email Lists** section. You can store your email addresses and other data associated with each email address.

Choose an **Email List** from the list on the left or click the "Add Email List" button to add a new Email List.

If you need help adding/importing members into a List, see the tutorial [Importing Email Addresses/Data into Email Lists](#).

WARNING: Please remember that the JangoMail **Anti-Spam policy** PROHIBITS the use of purchased, rented, harvested, or appended email lists. Use of these types of lists will result in account termination.

- Click **Import Members**.



SEND EMAIL | EMAIL LISTS | SURVEYS | CONNECT TO MY DATABASE | REPORTS | SETTINGS

Anne's Group

All Email Lists

Send to List

Add Member

Import Members 

Filter and Send

Sort by **Alphabetical** | Date

Add New Member

[Switch to friendly form view](#)

E-mail Address:

FirstName:

DOB:

Submission Time: 8/5/2010 3:49:40 PM

- Select the **Import Email Addresses and Other Fields** button. You will see:

Import Members Into Group

You are importing into this group: **Anne's Group**.

STEP 1 - CHOOSE FIELDS:
 Select the fields names from the left box so that they appear in the correct order in the right box. The order of the fields in the right box should correspond with the order of the fields in your text data.

E-mail Address

FirstName

LastName

AppleType

>

Move All >>

<< Clear All

<

STEP 2 - CHOOSE METHOD:

Copy and Paste Data

Upload Text File with Data

- **STEP 1 – CHOOSE FIELDS.**

You will select the fields so that they match the original order of your data. Think of this as if your data were displaying in a spreadsheet and you are identifying each column, A, B, C, etc. To select a field, double click on it in the column on the left to move it over to the column on the right. When you are done, the column on the right should match the order of your source file's data.

Import Members Into Group

You are importing into this group: **Anne's Group**.

STEP 1 - CHOOSE FIELDS:
 Select the fields names from the left box so that they appear in the correct order in the right box. The order of the fields in the right box should correspond with the order of the fields in your text data.

>

Move All >>

<< Clear All

<

E-mail Address

FirstName

LastName

AppleType

STEP 2 - CHOOSE METHOD:

Copy and Paste Data

Upload Text File with Data

Data Source Content (displayed in table):

EmailAddress	FirstName	LastName	AppleType
jsmith@aol.com	John	Smith	Red Delicious
jdoe@yahoo.com	Jane	Doe	Macintosh
sque@msn.com	Suzie	Que	Jonagold

Data Source Content (displayed as raw CSV):

```
EmailAddress,FirstName LastName,AppleType
jsmith@aol.com,John,Smith,Red Delicious
jdoe@yahoo.com,Jane,Doe,Macintosh
sque@msn.com,Suzie,Que,Jonagold
```

Important: The importer cannot skip columns from your source file. You will need to identify each column. If you have additional data in your source file that you do not wish to import, then delete it first.

You may either use "copy and paste" or select a text file (usually a .csv or tab-delimited file) as your source for data upload.

- **STEP 2 – CHOOSE METHOD: Copy and Paste Data.**
(If you have a text file as your data source, skip to the [next item](#).)

The screen will give you an input area into which you can paste your source data. Paste your data in, set the field delimiter, record delimiter, and text qualifiers to match your data content (see Note below), and click the **Import Members** button in the bar to begin the import. You will receive an email confirmation when the import is complete.

Import Addresses --> Paste Data

You are importing members into this group: **Anne's Group**

The data you paste should contain the following fields in this order:
emailaddress, FirstName, LastName, AppleType (separated by your delimiter).

Paste your data here, without the column names:

```
EmailAddress,FirstName LastName,AppleType
jsmith@aol.com,John,Smith,Red Delicious
jdoe@yahoo.com,Jane,Doe,Macintosh
sque@msn.com,Suzie,Que,Jonagold
```

Select a field delimiter:

If OTHER, enter your field delimiter here:

Select a record delimiter (line break is usually the default):

If you chose OTHER, enter your record delimiter here:

Select a text qualifier:

If OTHER, enter your text qualifier here:

Only update existing records, but add new ones **(new!)**:

Leave unchecked to add all records. Check box to only update existing email addresses with new field values, but add new ones.

Note: A "field delimiter" is a character placed within a text file to denote where one column ends and the next begins. The most common delimiters are the comma (a CSV file) and the tab (a tab-delimited TXT file). A "record delimiter" indicates when a new record of data begins. This is almost always Line Break – meaning that each line is a separate record of data. A "text qualifier" is how programs denote text field types from numeric ones. If you are unsure of either the record delimiter or text qualifier, leave the defaults unchanged.

- **STEP 2 – CHOOSE METHOD: Upload Text File with Data.**

You will be prompted to **Browse** to select your file (from a text only format like .csv or tab-delimited). Once selected, set the field delimiter, record delimiter, and text qualifiers to match your data content (see Note below), and click the **Import Members** button in the bar to begin the import. You will receive an email confirmation when the import is complete.

Import Addresses --> Upload File

You are importing members into this group: **Anne's Group**

Your data should contain the following fields in this order:
emailaddress, FirstName, LastName, AppleType (separated by your delimiter).

Select a file:

Select a field delimiter:

If OTHER, enter field delimiter:

Select a record delimiter (line break is usually the default):

If OTHER, enter record delimiter:

Select a text qualifier:

If OTHER, enter text qualifier:

Only update existing records, but add new ones (**new!**):

Leave unchecked to add all records. Check box to only update existing email addresses with new field values, but add new ones.

Note: A "field delimiter" is a character placed within a text file to denote where one column ends and the next begins. The most common delimiters are the comma (a CSV file) and the tab (a tab-delimited TXT file). A "record delimiter" indicates when a new record of data begins. This is almost always Line Break – meaning that each line is a separate record of data. A "text qualifier" is how

programs denote text field types from numeric ones. If you are unsure of either the record delimiter or text qualifier, leave the defaults unchanged.