

JangoMail Tutorial

Working with Groups: Adding and Importing E-mail Addresses

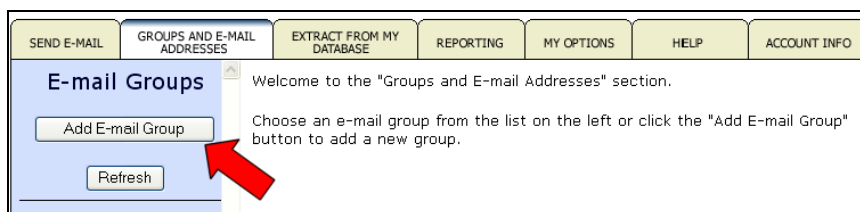
Overview:

You store your e-mail lists in JangoMail's database using the Groups and E-mail Addresses tab. Here, you create your own Groups, each with its own customizable fields, and import your e-mail addresses and other data.

- [Creating a New JangoMail Group](#)
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◆ Creating a new JangoMail Group

- Select the **Add E-mail Group** button.



- Type in a Group Name for your list and then add in any related fields of information you will want to import, along with the person's e-mail address. The Group 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.

Add New E-mail Group

Group Name: *

Field 1 Name: EmailAddress

Field 2 Name: FirstName

Field 3 Name: LastName

Field 4 Name:

Field 5 Name:

Field 6 Name:

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


◆ Manually Adding Members to a JangoMail Group

- Select your Group from the list of Groups in the column on the left of the screen.

SEND E-MAIL GROUPS AND E-MAIL ADDRESSES EXTRACT FROM MY DATABASE REPORTING MY OPTIONS HELP ACCOUNT INFO

E-mail Groups Welcome to the "Groups and E-mail Addresses" section.

 Choose an e-mail group from the list on the left or click the "Add E-mail Group" button to add a new group.

[Apples Test](#) (0 members) 


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

SEND E-MAIL GROUPS AND E-MAIL ADDRESSES EXTRACT FROM MY DATABASE REPORTING MY OPTIONS HELP ACCOUNT INFO

Apples Test Add New Member

[Back to E-mail Group Listing](#) [Switch to friendly form view](#)

 E-mail Address: *

 FirstName:

 LastName:

 AppleType:

Sort by [Alphabetical](#) | [Date](#) Submission Time: 12/19/2005 1:29:08 PM

There are currently no members in this group.

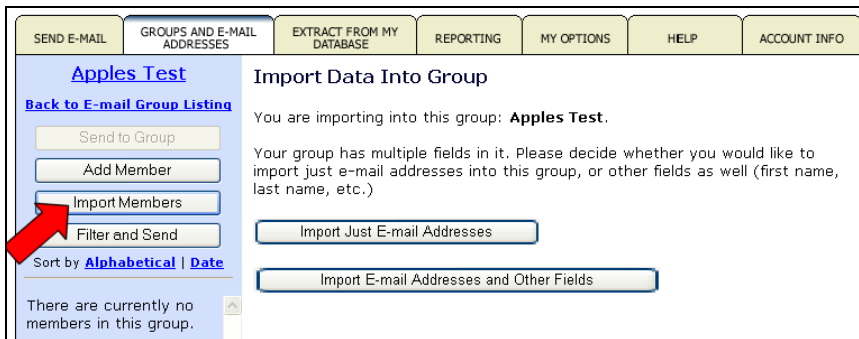
- Type that Member's data into the fields as appropriate. Click the **Add Member** button in the bar at the bottom of the screen. The member will be added into your group and will be displayed in the column on the left, alphabetically, by e-mail address.

◆ **Importing Members to a JangoMail Group – E-mail Addresses Only**

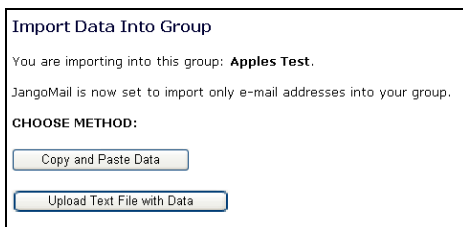
- Select your Group from the list of Groups in the column on the left.



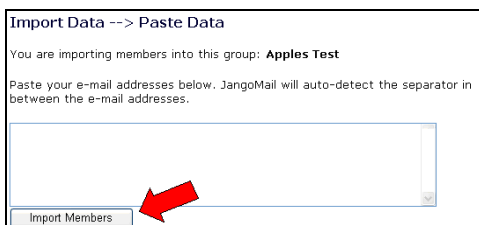
- Click **Import Members**.



- Select the **Import Just E-mail 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 e-mail 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 e-mail confirmation when the import is complete.

◆ Importing Members to a JangoMail Group – E-mail Addresses and Other Fields

- Select your Group from the list of Groups in the column on the left of the screen.

- Click **Import Members**.

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

- **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.

Data Source Content (displayed in table):

First	Last	Email	Apple Type
John	Smith	jsmith@aol.com	Red Delicious
Jane	Doe	jdoe@yahoo.com	Macintosh
Suzie	Que	sque@msn.com	Jonagold

Data Source Content (displayed as raw CSV):

```
First,Last,Email,Apple Type
John,Smith,jsmith@aol.com,Red Delicious
Jane,Doe,jdoe@yahoo.com,Macintosh
Suzie,Que,sque@msn.com,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 e-mail confirmation when the import is complete.

Import Addresses --> Paste Data

You are importing members into this group: **Apples Test**

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

Paste your data here, without the column names:

First, Last, Email, Apple Type
John, Smith, jsmith@aol.com, Red Delicious
Jane, Doe, jdoe@yahoo.com, Macintosh

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:

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 e-mail confirmation when the import is complete.

Import Addresses --> Upload File

You are importing members into this group: **Apples Test**

Your data should contain the following fields in this order:
FirstName, LastName, emailaddress, 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:

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.