

# JangoMail Tutorial

## Create Lists, Add Members, Send Personalized Emails

The **LISTS** section allows you to define your lists, and then add members manually or import members in bulk into the Lists. This tutorial will show you how to create a List, add members to the List, and then send a personalized mass email to the List.

1. Create a List to store your members.
  - a. Click on the **Lists** tab.
  - b. Click **Create New List**.
  - c. Type in a name for the List (example: ABC Test List).
  - d. Click on the **Fields** tab. By default, JangoMail includes EmailAddress, SubmissionDate and Modified as fields for the List. Specify additional fields by clicking the Add New Item link. For example, add a field called "FirstName." If you need to add more fields than space is available, you can do so later.
2. Add a few members to your List.
  - a. Click on the **Members** tab and then click **Add New Member**.
  - b. Add members to the List individually. Specify the email address and any other fields that you added for the person you are adding. Add yourself to the List. Add a few other test members as well.
3. Send a personalized message to the List.
  - a. Click the **Messages** tab.
  - b. Click **Compose New Message** and select **With a New Blank Message**.
  - c. Click on the **From** tab. Enter a **From Display Name** that is representative of your organization.
  - d. Select the List that you just created in the **To Lists** tab and then click **Done**.
  - e. Type a Subject and Message. To personalize the Subject and Message, put the field name in between a pair of percentage signs. For example, if you want your Subject to say "Hello (recipient's first name)", you would type "Hello %%firstname%%" in the subject field.
  - f. After you have typed a Subject and Message, click the **Send** button.

*What else can you do with Lists?* Lists in JangoMail are very powerful. In addition to the above, you can also:

1. [Bulk import members into Lists from a data file.](#)
2. [Add List sign-up forms to your web site](#)
3. [Send emails only to List members that meet a certain criteria.](#)
4. [Scrub a List to remove duplicates, unsubscribes, bounces, and invalid email addresses](#) (see the bottom of page 5).
5. [Create autoresponders on Lists.](#)