

JangoMail Tutorial

Create Groups, Add Members, Send Personalized E-mails

The **Groups and E-mail Addresses** section allow you to define your lists, and then add members manually or import members in bulk into the Groups. This tutorial will show you how to create a Group, add members to the Group, and then send a personalized mass e-mail to the Group.

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).
 - d. By default, JangoMail suggests FirstName and LastName as fields for the Group. Specify additional fields in the boxes below. If you need to add more fields than space is available, you can do so later.
 - e. 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. Specify the e-mail address, first name, and last name of the person you are adding. Add yourself to the Group. Add a few other test members as well.
3. Send a personalized message to the Group.
 - a. Click the **Send E-mail** tab.
 - b. Click the **Compose New Message** button.
 - c. Enter a **From Display Name** that is representative of your organization.
 - d. Select the Group that you just created from the Group listing.
 - e. Notice that the fields in the Group appear to the right of the Group listing.
 - f. 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.
 - g. After you have typed a Subject and Message, click the **Send E-mail** button.

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

1. Bulk import members into Groups from a data file.
2. Add Group sign-up forms to your web site
3. Send e-mails only to Group members that meet a certain criteria.
4. Scrub a Group to remove duplicates, unsubscribes, bounces, and invalid e-mail addresses.
5. Create autoresponders on Groups.