

JangoMail Tutorial

Mastering the JangoMail Send Email Function

With JangoMail, you can compose and send your messages from the tab labeled, **SEND EMAIL**. Start by clicking the **SEND EMAIL** tab.

On this tab, you have five composition choices:

- Download the High Impact for JangoMail template manager. This is software that you download to your computer. It has a template editor and 101 templates to choose from. You create an email using this software and then use this software to upload it back to JangoMail. [Learn more](#).

Choose from an option below. For an advanced template manager with 101 free templates, download the [High Impact for JangoMail template manager](#). [Learn more](#).

- Compose New Message – You start from a blank screen to begin composing. You may compose in plain text, use our HTML Editor, or use your own HTML code from outside sources.

Compose New Message

Compose New Message

- Compose New Message from JangoMail Smart Template – You select from one of the preset template options to start composing from that template's structure. All Smart Templates are completely modifiable.

Compose New Message From JangoMail Smart Template

SELECT ONE

Choose Template

- Re-Send Campaign – You select a message saved in your account from a prior campaign you have sent or previewed. You can then take the old message as your starting point for a new one, making whatever changes are necessary.

Choose Old Message ([Hide previews](#))

[Enter Campaign ID Manually](#)

SELECT ONE

Re-send Campaign Edit Campaign 2

- Edit Campaign – You have a message scheduled to go out at a future date or scheduled to go out on a recurring basis. Select this message to make edits that will affect the message as it is scheduled to go out in the future.

Choose Old Message ([Hide previews](#))

[Enter Campaign ID Manually](#)

SELECT ONE

Re-send Campaign **Edit Campaign ?**

Before You Begin Composing

Please **disable** any **pop up blocker software** you are running. Some of the Features within JangoMail will pop up guidance or confirmations to you in separate windows.

If you are using either HTML Editor (Advanced or Simple), you may be prompted for brief installations the first time you access the Send Email page on a new machine. Please accept / authorize these installations if you are prompted.

Composing a Message - Standard Options

Once you select your composition option, the **Send Email** composition screen appears.

This screen collects all of the information needed to build the email messages for your recipients. If you are Composing a New Message, the message field will be blank. If you are starting from a Smart Template, Re-Sending an Old Message, or Editing an Old Message, your fields will be pre-populated from your saved message.

Note: When Re-Sending an Old Message, the message's original recipients are NOT again pre-selected. You will need to specify your recipients for the new mailing. You will also need to specify any attachments, as they are also NOT retained from earlier mailings.

From Email Addressing

There are two components to an email address – the address itself and the display name.

From Email Address. Your account's default address is username@jangomail.com. There are options for this. You can review them from this screen by clicking the **Optional Settings** link. You may also want to review the [Options for the From Address PDF](#).

From Email Address: [Optional Settings](#)

Display Name. The **Display Name** is a user-friendly name that is used to clarify the email address. You may want your **Display Name** to be your first and last name. Often, businesses use the business name spelled out as the display name. So, some examples of display names might be: Brownie Kitchen, Jane Dough, or Jane with the Brownie Kitchen.

From Display Name:

Never use an email address in the display name field. This may result in improper delivery.

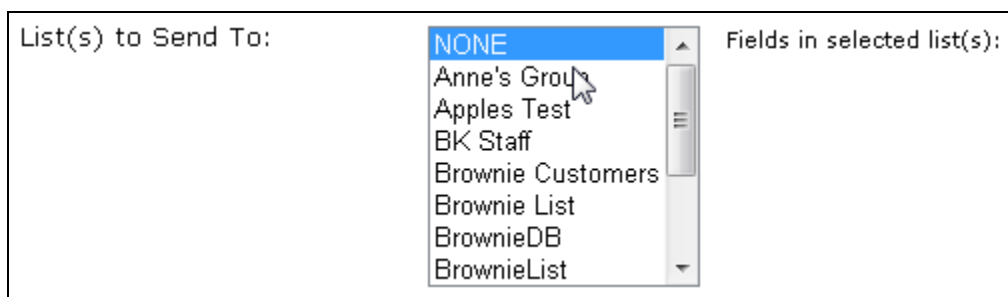
What your recipient sees is determined by their own email client program. Many programs show only the **Display Name**, giving the user the option to see the actual source address. Other programs display both the **From Email Address** and the **Display Name** side-by-side. As a sender, you cannot control this. It is a setting on the recipient's local machine.

Many JangoMail clients use the default username@jangomail.com address as the **From Email Address**, with the **Display Name** clarifying their identity – so it's clear that they are using a tool called JangoMail to send out messages for them.

List(s) to Send To:

The purpose of JangoMail is to make it easy to send emails to lists of addresses.

If you are storing your lists of addresses in JangoMail's **EMAIL LISTS** tab, this is the section where you select the List or Lists of addresses to which **YOU** will be sending your message. You will see all Lists currently stored in your account in the list box.



Click the desired list to select it. To select more than one list, click the first list, and then hold down the **Control** key while you click on additional lists.

Enter Additional Email Addresses to Send To:

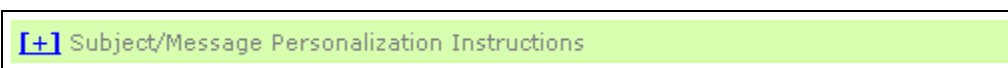
You may find that you want to manually add just a few addresses for a mailing, in addition to the List(s) selected. To do so, type their addresses into the **Additional Email Recipients:** text box.



JangoMail will auto-detect the separator in your list (comma, space, semi-colon, etc.).

Subject/Message Personalization instructions:

Subject/Message Personalization instructions provide guidance on using JangoMail's personalization feature in the **Subject** line and in the **Message** itself. Click the + to expand the instructions. For more information on personalization, review our [Tutorial on Lists and Personalization](#).



Subject:

Every email message has a **Subject**. This is how the recipient will identify what your message is about when it arrives in his/her inbox.

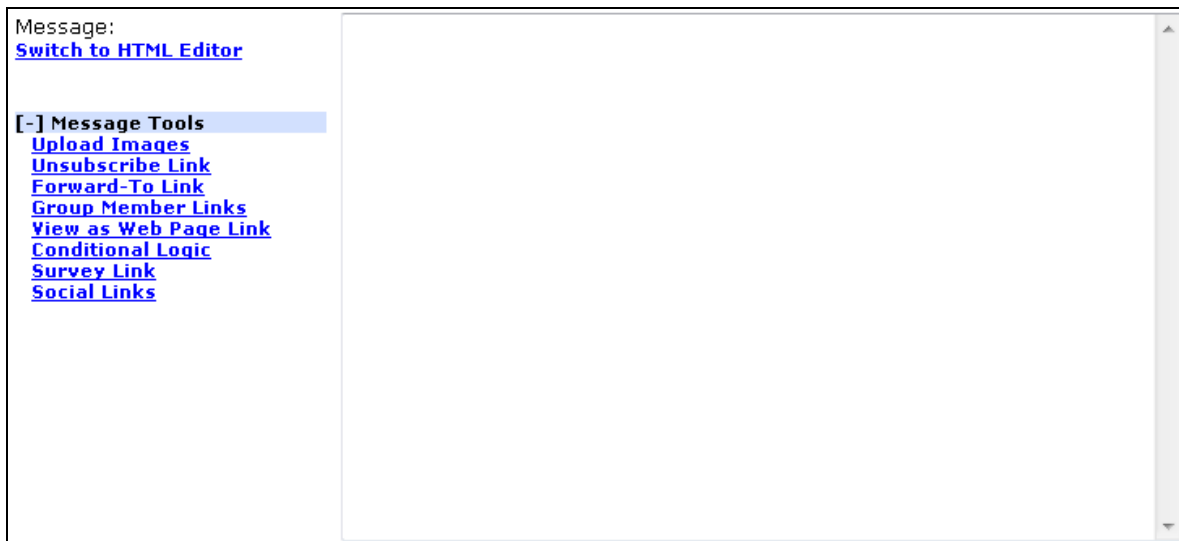
Subject:	
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Spend time on creating a good subject. The effort is very important in maximizing your results. A message that is too general in subject may be improperly discarded as junk mail or ignored because it is not clear that it is something the recipient wants to read.

Pay attention to the length of your subject. Most email programs have a column in the Inbox view to display the subject. This column's width may truncate your message, so make sure the subject gets to the point quickly, in case this Inbox view is cut off. Of course, when the message is opened to view, the entire subject will display. Our purpose is to make sure the recipient wants to open the message from what he/she can see from the Inbox view.

Message:

The **Message** area is the heart of JangoMail Composition.



Message:
[Switch to HTML Editor](#)

[-] Message Tools
[Upload Images](#)
[Unsubscribe Link](#)
[Forward-To Link](#)
[Group Member Links](#)
[View as Web Page Link](#)
[Conditional Logic](#)
[Survey Link](#)
[Social Links](#)

For greater detail on how to compose your message, we have separate tutorials on:

- Composing using the Java-based HTML Editor (Windows users only)
- Composing using the ActiveX-based HTML Editor (Windows users only)

You may also compose using your own HTML code directly (raw HTML) that has been created from another source. Details on using your own HTML code are included below.

This area also includes the **Message Tools** you can use to enhance the content of your message. Each **Message Tool**, when clicked, will pop up a window that explains how to use that particular feature. Please make sure to turn any pop up blocker programs off while you are working with these features.

Message Type:

JangoMail allows you to create messages in either plain text or HTML. By default, the **Message Type** is set to plain text.

Message Type:	<input checked="" type="radio"/> Plain Text	<input type="radio"/> HTML
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If you elect to use one of the built-in Editors for Windows users, this will automatically be set to HTML for you.

If you have developed your own HTML code from an outside source, then you will first paste your code into the message box. Then set the **Message Type** to HTML instead of plain text, indicating that you have provided code in the message box.

*Important -- You do **not** want to use JangoMail's HTML Editors if you are using HTML code developed outside of our Editors. Different programs handle coding in their own way, and conflicts between one program's code and another can create conflicts and cause unpredictable results.*

How do you use your own code? You will first want to adjust the default settings to disable the HTML Editor under **SETTINGS, Composing > Send Email Page**, and set the page default to the plain text editor.

Editor that page defaults to:	<input type="radio"/> Plain Text Editor
	<input checked="" type="radio"/> HTML Editor

Please make sure that all URLs (either links or image references) are full URLs and not references to either local files or relative references (as a web site makes). See the **Note** below for additional details.

- ◆ Go to your HTML source code. Make sure you are viewing it as raw code so that you are viewing the tags (normally this would be in Notepad or the HTML view of your HTML program). Copy your HTML code.
- ◆ Go back into JangoMail and paste your HTML code into the Message Box. **Do not switch to the HTML Editor.** Again, all Editors code in their own particular way. Our tool may not be compatible and could modify your code in an unexpected fashion.
- ◆ Below the Message box, set the **Message Type** from **Plain Text** to **HTML**
- ◆ Continue selecting the other options as appropriate, address your message, and Send as you normally would.

Note: Any file references need to be full URLs of the file's web location. It is common for programs to default to local or relative referencing. Make sure you check both links and image tags. Some examples follow:

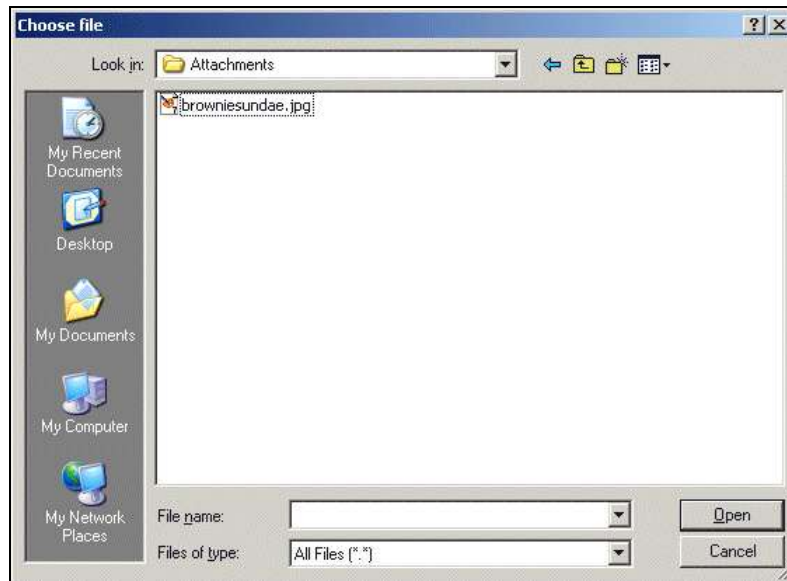
- Good: ``
Bad: ``
Bad: ``
- Good: ``
Not Good: ``

Attachments:

JangoMail is designed to allow you to send attached files to your messages. You may attach your first attachment here.

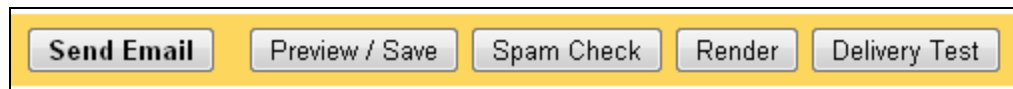
Add Attachment 1:	<input type="text"/>	<input type="button" value="Browse..."/>
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Click the **Browse** button. This will pop up a window that you can use to find and select the file that you want to attach. Select the desired file to bring the file's path back into the JangoMail window (double-click on the file).



Composing a New Message - Sending Bar Commands

The JangoMail Sending Bar appears twice on the composition screen: before the Advanced Options Section and again after the Advanced Options section.



Send Email

The **Send Email** button will send your message to the selected recipients. Once you send your message, it cannot be stopped.



By default, there is no confirmation. You may, however, set your account to require a confirmation upon clicking the **Send Email** button. Do this under **SETTINGS, Composing > Send Email Page**.

Preview/Save

The **Preview/Save** button allows you to send a preview of your message to yourself and saves the message in your list of Old Messages (**Send Email** tab initial screen).



Selecting **Preview/Save** pops up a window (keep any pop up blockers turned off). Type your address in the box and click **Send Message**. A preview message will be sent to the address provided, and the message will now be saved in your list of Old Messages so that you can use it as a starting point for new messages.

Note: Any personalization fields in your message will NOT show personalization in the Preview, as there are no related fields to use for the merge when you Preview. You will see only the personalization syntax in your Preview.

Spam Check

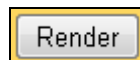
The **Spam Check** button will pop up a window (keep any pop up blockers turned off) that will evaluate your message for its likelihood to be confused as spam by the receiving email program.



The resulting analysis screen will show you the elements of your message that contributed to your total score, so that you can revise your message accordingly.

Render

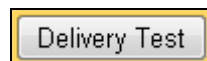
The **Render** button will pop up a window (keep any pop up blockers turned off) that will show you how your message will display in multiple email clients.



As HTML can be interpreted differently by different email programs, this is a useful tool for making sure your design is as consistent as possible between recipients' email clients.

Delivery Test

The **Delivery Test** button will pop up a window that will help diagnose an email delivery issue by sending variations of a "generic" email message and/or variations of your own email campaign to the email address you specify.



The resulting analysis screen will show the results and details of a series of delivery tests. Use the subject lines, which are labeled with each test, to determine the cause of an email delivery issue.

Composing a New Message - Advanced Options

Once you have the basic message elements established for your message, you may want to adjust the Advanced Options area to get the most out of your JangoMail service.

Advanced Options [expand all](#) | [collapse all](#)

Use the expand all link to quickly see every option available. Use the collapse all link to quickly hide all options under their headings. You can expand any option grouping by clicking the [+] next to its heading. You can hide any option grouping by clicking the [-] next to its heading.

Plain Text Message:

When you send HTML email with JangoMail, you will also want to include a plain text alternate version of your message. This version can have only typed characters -- no images, formatted text, or active links. You type this message in under Advanced Options.



The screenshot shows a web interface for composing an email. At the top, there is a heading "[-] Plain Text Message". Below this, there are two main sections: "Plain Text Message:" and "SMS Text Message:". The "Plain Text Message:" section contains a text area with the following content: `<http://www.browniekitchen.com>`, `Brownie Bytes Summer News`, `Hi, %%First**Brownie Byter%%.`, `We've got some exciting new things for you to give a try at The Brownie Kitchen, along with your old favorites too.`, and `New Brownies at the Kitchen! <http://www.browniekitchen.com> or your old favorite, %%favorite%%.`. Below the text area, there is a button labeled "Set Plain Text Automatically" and a checked checkbox labeled "Do not click-track text message.". The "SMS Text Message:" section is currently empty. At the bottom of the form, there is a link labeled "SMS Explanation".

The **Plain Text Message** is encoded in the same outgoing message, along with the HTML version. The receiving email program detects the coding in the message to display the portion it is capable of displaying: HTML capable email clients will show only the HTML portion and not the plain text. Plain text only clients display only the plain text version. There is no need to maintain two separate lists in your database.

Including the **Plain Text Message** does two things:

- A plain text message will be visible for your recipients who have email client programs that do not accept HTML.

- A plain text message increases the amount of typed text in your overall message. This will improve your deliverability, as many content filter programs “read” the ratio of HTML tags to typed text. The more text, the more favorable the ratio.

Note also that you have the option to turn OFF Click Tracking for only the **Plain Text Message**. Click tracking adds some code to any full URL shown in a text only version. If you are sending plain text, you may not want to use click tracking because it makes your URLs look more complex.

The **SMS Text Message** is an alternative message that will be sent in place of the regular message, if a recipient’s address is at a known SMS gateway, and not a standard email ISP provider. This may be up to 200 characters and would be what a recipient using an address on his/her phone or similar device would receive instead of the regular multipart HTML/text message.

Tracking Options:

There are two tracking options and an image encoding option available in this area.

[-] Tracking	
Click Tracking:	<input checked="" type="checkbox"/>
Open Tracking:	<input checked="" type="checkbox"/>
Embed Images (new!)	<input type="checkbox"/> Warning

The first, **Click Tracking**, allows you to see if the links in your message are being clicked. Reporting shows total clicks on any link, total and distinct clicks by each link, and finally which addresses clicked on which links. This is included in **REPORTS** under the **General Job Statistics** report.

By default, Click Tracking is turned OFF. To enable Click Tracking, check the box next to **Activate Click Tracking**.

Click Tracking:	<input checked="" type="checkbox"/>
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The second tracking option is **Open Tracking** (also known as Views or Read tracking). Open tracking will allow you to see which recipients open your message in HTML format, with images displaying. Reporting shows total Views and how many times each address has viewed. This is included in **REPORTS** under the **General Job Statistics** report.

By default, Open Tracking is turned ON. To disable Open Tracking, uncheck the box next to **Activate Open Tracking**.

Open Tracking:	<input checked="" type="checkbox"/>
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Things to think about when making tracking decisions:

- Click tracking will work in either HTML or plain text messages. In a plain text message, the URL must be complete, including the protocol. So it would look like: <http://www.browniekitchen.com/> and not just www.browniekitchen.com.

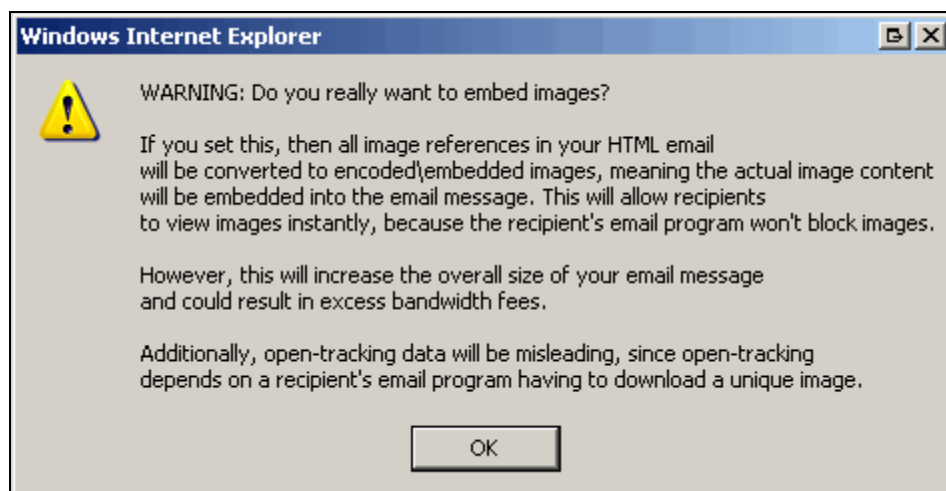
- Click tracking will modify the URL slightly, so that the recipient is invisibly passed through our tracking domain before landing on your page. The recipient will not "see" this redirect, but it will be in the URL. If you are sending plain text, you may not want to use click tracking because it makes your URLs appear more complex.
- Since JangoMail's click-tracking feature modifies your destination URL, to prevent your email from being labeled a phishing scam, you need to make sure that when sending HTML emails with click-tracking enabled, your link display text is NOT a URL. Phishing is a type of internet scam where a message purports to be from one legitimate organization, but users who click to respond are re-directed to the bogus site designed for stealing personal information. Most phishing detectors look for visible text that does not match the actual URL behind the link. So, the redirect we use for click tracking could trigger this security feature. Your display text could read "Brownie Kitchen" without trouble, but not "www.browniekitchen.com," for example.
- Open tracking works only for HTML messages. It works by inserting a tiny invisible image into each outgoing message. You may experience slightly diminished deliverability if you use Open Tracking, as some email content filter programs will discard messages that contain tracking images. This is your choice between maximum deliverability and your reporting needs.

*Note: You must select these options at the time you send **each** message. Once a message has been sent, these settings cannot be altered for that mailing.*

The **Embed Images** option allows you to choose whether images will be downloaded from their stored locations on an image server or if they will be encoded as part of the email itself.

By default, when you insert an image in HTML, the image itself does not become part of the message. The email carries the code that instructs the receiving email program to retrieve the image from its hosted location and display it in the message. For many recipients, it means that they do not see images until they click a link or button authorizing the display of images.

This can be very frustrating to message senders. If this option is checked, JangoMail will encode the images themselves into the actual emails. This will bypass many of the default security settings that email programs use to temporarily hide the images, allowing them to display immediately.



As the warning for the feature indicates, however, there are some things to consider:

- This works on many, but not ALL email client programs. Some may still require authorization to display images.
- This will make your message larger, possibly significantly larger, in actual sending size. This could result in additional fees for larger mailings, and no alert will prevent you from sending beyond your message size limits when this is the cause.
- Open tracking data may be misleading because we track opens based upon an IMG tag placed invisibly into outgoing HTML emails. If the recipient's program is not downloading images, the "open" cannot be tracked. You should expect your open statistics to drop, even though your message is being opened by recipients the same number of times.

Useful Headers:

Some elements of your message that would be common in a regular email client can be managed as headers:

[-] Useful Headers	
Priority:	Medium ▾
Request Return Receipt:	<input type="checkbox"/>
Reply-To Address:	<input type="text"/> Warning
CC Address:	<input type="text"/> Warning
BCC Address:	<input type="text"/> Warning

Setting Message Priority:

Your messages will be sent at medium (standard) priority unless you change the option here. You may choose to send your message at high, medium, or low priority.

Priority:	Medium ▾
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We strongly advise against sending with low priority, as this is a sure way to end up in many "junk" boxes instead of inboxes. Similarly, you will want to exercise caution when sending with a high priority, as you don't want to annoy your recipients with something non-urgent that is marked as urgent.

Request Return Receipt:

JangoMail allows you to **Request Return Receipt** for your mailings, but it is not an option used frequently. When you select this option, recipient systems will be asked to issue a response email back to the sender indicating that the message has been opened.

Request Return Receipt:	<input type="checkbox"/>
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As an alternative to this method, JangoMail provides reporting on your message's reception (with our tracking features) so that your Inbox won't be clogged with individual receipts every time your message is opened. If, however, you have a specific need to receive return receipt emails for each and every recipient in your list, you can turn this on. If you do, be

prepared for the receipts to hit your Inbox. They will be treated as Replies and are not captured automatically by our system.

Reply-To Address:

It is rare that you will use the **Reply-To Address** feature. To be sure it is the feature you desire, we include a Warning about how it may affect your experience.

Reply-To Address:	<input type="text"/>	Warning
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When you specify a **Reply-To Address**, all replies of any kind (unsubscribe requests, out of office auto-replies, mailbox full messages, virus messages, etc) will be directed straight to this address and will bypass the JangoMail system entirely. JangoMail's automated tools to help you process these messages will not function.

Leaving this field blank means that replies will be directed back to the From Address and will be processed according to your options there. You may also want to review the [Options for the From Address PDF](#) for additional explanation.

CC Address:

It is rare that you will use the **CC Address** feature. To be certain it is the feature you desire, we include a Warning about how it may affect your experience.

CC Address:	<input type="text"/>	Warning
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When you send with JangoMail, JangoMail generates an individual message to each recipient on your list. You may include personalized content within these messages if you so choose.

If you also need to send a copy of each individual email message as it was generated to its recipient, then you supply a **CC Address** here. The CC address is visible "in the clear" to each recipient of the mailing. This **DOUBLES** the number of emails sent from your account.

BCC Address:

It is rare that you will use the **BCC Address** feature. To be certain it is the feature you desire, we include a Warning about how it may affect your experience.

BCC Address:	<input type="text"/>	Warning
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When you send with JangoMail, JangoMail generates an individual message to each recipient on your list. You may include personalized content within these messages if you so choose.

If you also need to receive a copy of each individual email message as it was generated to its recipient, then you supply a **BCC Address** here. This **DOUBLES** the number of emails sent from your account.

Scheduling:

Tell JangoMail when you want this message to go: right now, later, or on a schedule.

[-] Scheduling

When to send: **NOW** **LATER** (specify time in Eastern Standard Time)

Only send on: mm/dd/yy hh:mm AM/PM(EST)

[Pre-process](#) campaign now

[-] Optional Recurring Schedule (specify times in Eastern Standard Time)

Send every: **SELECT ONE** ▼

Start End mm/dd/yy hh:mm AM/PM (EST)

JangoMail messages are sent immediately by default. If you want to schedule your mailing to go out at a later time, then you can do so under the **When to Send** section.

NOW **LATER** (specify time in Eastern Standard Time)

Only send on: mm/dd/yy hh:mm AM/PM(EST)

[Pre-process](#) campaign now

First, select the radio button for **LATER**. Then specify the date and time that you want your mailing to be sent. Be sure you use the proper format as indicated on the screen: mm/dd/yy hh:mm:ss AM/PM. For example: 07/31/05 02:00:00 PM.

All times must be specified in Eastern (New York) time. Your message will now appear in the **General Job Statistics Report**, showing 0 messages sent. The date/time stamp shown in the **General Job Statistics report** will be the date/time you clicked Send Email. It will NOT show the date/time for which the mailing is scheduled. You may view the scheduled sending time by clicking the message's **Subject** in the **General Job Statistics report**.

The Pre-process campaign now option may be selected if you are sending to a large List and want JangoMail's automated process for removing duplicates, bounces, and unsubscribes to run in advance of the campaign's start date/time. If you are sending to a large list, this pre-processing time can take several minutes. Normally, it initiates at the date/time a campaign is scheduled to be sent. If the delay for pre-processing will affect your needs for time-sensitive deliveries, check this option.

*Note: You may delete a scheduled mailing prior to its sending time/date if you need to prevent it from being sent. You may do so under **REPORTS, Delete selected campaigns**.*

*You may edit a scheduled mailing prior to its sending time/date if you need to make changes. You do so under **SEND EMAIL, Choose Old Message > Edit Campaign**.*

When to Send - Optional Recurring Schedule:

If you send the same message to the same List regularly, you may want to use our **Recurring Schedule** feature. This would allow you to send your message on a schedule instead of logging into JangoMail each time. This is useful for things like meeting reminders (Ex: Club Meeting is on the first of each month, mark your calendar).

[-] Optional Recurring Schedule (specify times in Eastern Standard Time)

Send every: **SELECT ONE** ▼

Start End mm/dd/yy hh:mm AM/PM (EST)

First, schedule your mailing for its first installment, as you would normally -- either **Now** or **Later**. Then, set the Recurring Schedule's intervals. You must specify a **Starting** date. You may specify an **Ending** date if you want the mailings to stop after a period of time. You may leave the **Ending** date blank for the job to run continuously.

If you need to modify a recurring mailing, then you can do so under **SETTINGS, Sending and Receiving > Recurring Schedules**.

You may find Recurring Schedules more useful if you are using either the **Filter and Send** feature or the **Extract from My Database** feature in writing queries to select your mailing's recipients. For example, to send to everyone who signed up for information at your web site in the past 24 hours. If you are running a query that pulls data that may change from one mailing to the next scheduled mailing, then you will have an additional option here that will allow you to tell JangoMail to rerun the query each time the schedule runs -- to pull the data that matches your criteria at that time. Check the box for fresh data to be pulled each time the scheduled job runs.

For more information, review our full tutorial on [Scheduling Mass Emailings](#).

Adding Additional Attachments:

JangoMail allows you to send up to 20 attachments along with your message. The first attachment is added in the standard composition area. Attachments 2 through 6 can be attached here under Advanced Options. Again, you use the **Browse** buttons to select your files to attach.

[-] Additional Attachments		
Add Attachment 2:	<input type="text"/>	<input type="button" value="Browse..."/>
Add Attachment 3:	<input type="text"/>	<input type="button" value="Browse..."/>
Add Attachment 4:	<input type="text"/>	<input type="button" value="Browse..."/>
Add Attachment 5:	<input type="text"/>	<input type="button" value="Browse..."/>
Add Attachment 6:	<input type="text"/>	<input type="button" value="(personalized attachment only)"/>

Attachment 6 is to be used **only** for sending **personalized attachments**. For more details, you may want to review our [PDF on Personalization](#).

Contact JangoMail if you need to send 7 to 20 attachments so that we can adjust your account accordingly.

Tip: You will want to make sure you really want to send a message with attachments. Attachments can greatly affect your message size and sending cost. Attachments can also negatively affect the overall deliverability of your message. You may want to review our [PDF regarding Attachments](#) for more details.

Filtering:

You may choose to exclude particular addresses from a given campaign at the time of sending. JangoMail provides some filtering options that you can set at the time the campaign is sent.

[-] Filtering

Do not send duplicates:

Don't send to recipients of these past emailings: NONE
Enjoy a Brownie on Us! -- 7/14/2010 13:11 -- 1 recipients

Don't send to members of these Lists:

NONE

Anne's Group
Apples Test
BK Staff
Brownie Customers
Brownie List
BrownieDB
BrownieList

Don't send to recipients of emailings from the last: days

Preventing Duplicates:

By default, JangoMail will only send one copy of each message to an email address. This is indicated by the default setting for **Do not send duplicates**.

Do not send duplicates:

If you want to send multiple copies of a mailing to an address if it appears more than once for a particular mailing, then you will need to uncheck this box.

Don't send to recipients of these past emailings:

To exclude recipients of a previous mailing from your current email, you may select the prior message from this drop-down list.

Don't send to recipients of these past emailings:

NONE

Enjoy a Brownie on Us! -- 7/14/2010 13:11 -- 1 recipients

You may find this useful if you add new members to a List and want to include only the new additions in a mailing that was already sent to the rest of the List.

Don't send to members of these Lists:

You may have the same addresses stored in multiple lists. If you want to send to all members of one list, except those that are also members of another list, then you may specify the list to be EXCLUDED here.

Don't send to members of these Lists:	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">NONE</div> <div style="padding: 2px;">Anne's Group</div> <div style="padding: 2px;">Apples Test</div> <div style="padding: 2px;">BK Staff</div> <div style="padding: 2px;">Brownie Customers</div> <div style="padding: 2px;">Brownie List</div> <div style="padding: 2px;">BrownieDB</div> <div style="padding: 2px;">BrownieList</div> </div>
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Technical Headers:

Some behind the scenes encoding can be placed within a message's header information, indicating settings that an email client would need to have to display a message with special needs like non-English characters.

[-] Technical Headers	
Content Transfer Encoding:	<input type="text" value="NONE"/>
Character Set:	<input type="text" value="ISO-8859-1"/>
MAIL-FROM Address:	<input checked="" type="checkbox"/> Use JangoMail MAIL-FROM

Content Transfer Encoding:

When you send email, the data in your message is encoded so that the data may be exchanged between servers. Normally, you may leave **Content Transfer Encoding** left blank. If your particular data needs require either **Quoted Printable** or **Base 64** encoding, then you may make that selection here. If you don't know you need a particular encoding type, leave this set to **NONE**.

Content Transfer Encoding:	<input type="text" value="NONE"/>
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Character Set:

The default **Character Set** is ISO-8859-1. This is a standard English character set.

If you are sending non-English characters, or require a particular character set to accommodate special symbols, then you may make your selection here.

Character Set:	<input type="text" value="ISO-8859-1"/>
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MAIL-FROM Address:

This feature is for advanced email users only.

Leaving this box checked will force the use of a JangoMail.com MAIL-FROM address during the SMTP transaction, as opposed to using the From Address of the email campaign as the MAIL-FROM address during the SMTP transaction.

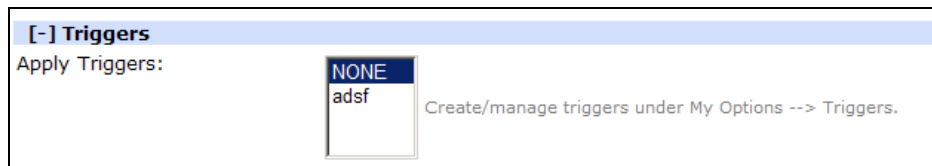
In most cases, your recipient does not see the MAIL-FROM address. The MAIL-FROM address is only used during communication between email servers.

Unchecking this box, which will result in the specified From Address being used as the MAIL-FROM, may reduce your deliverability if you don't have an SPF or SenderID record set for your From Address's domain authorizing JangoMail's servers to send email on your domain's behalf.

If you are unsure of this setting, **leave the box checked**.

Triggers - Apply Triggers:

Triggers allow you to send automated follow up email messages to your recipients who take a particular action on an email message. You can setup such an automated follow-up email when a recipient clicks a link, opens an email message, or visits a page on your web site.

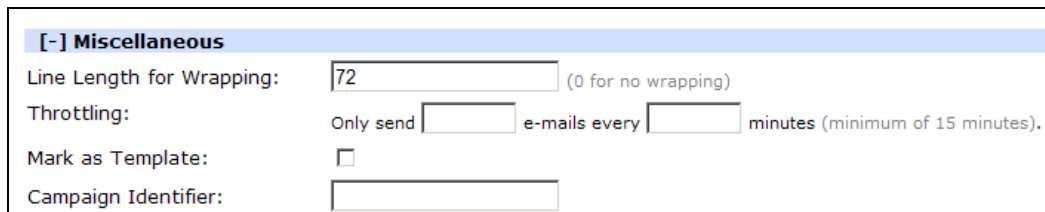


[-] Triggers
Apply Triggers: NONE
asdf [Create/manage triggers under My Options --> Triggers.](#)

You first create and manage Triggers under My Options --> Triggers. Campaign specific triggers are applied to individual email campaigns here on the "Send Email" page. You can review our [Tutorial on Triggers](#) for more details on this feature.

Miscellaneous Options

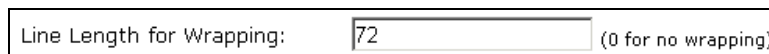
There are just a few more options you can adjust:



[-] Miscellaneous
Line Length for Wrapping: (0 for no wrapping)
Throttling: Only send e-mails every minutes (minimum of 15 minutes).
Mark as Template:
Campaign Identifier:

Line Length for Wrapping

The **Line Length for Wrapping** option allows you to set how many characters will be sent in each line of the encoded message.



Line Length for Wrapping: (0 for no wrapping)

This makes no visible change to an HTML message, as the interpretation of the code is what displays, not the code itself. This will visibly affect a plain text message. 72 is a standard default. If you want the message to auto-wrap in the recipient's email client, then set the **Line Length for Wrapping** to 0 (zero).

Note: Setting wrapping to zero may result in no wrapping and some deliverability problems. Do so with caution.

Throttling:

When you send your email with JangoMail, all messages are sent out as rapidly as our system can handle them. You can choose to send out your message in batches at a selected interval. This is especially useful if many of your addresses are at the same domain (for example, if 80% of your list of 20,000 is at aol.com).

Throttling: Only send <input type="text"/> e-mails every <input type="text"/> minutes (minimum of 15 minutes).
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To improve deliverability so the receiving email server does not improperly detect your message as spam as a result of receiving many emails very close together. For example, you may want to set it to send 500 emails every 15 minutes until the job is complete.

Mark as Template:

Will this message be a standard template for future mailings? Save it to the top of your Re-Send Old Message list) here.

Mark as Template: <input type="checkbox"/>
--

Simply compose an email message as you normally would, and with this setting "on," JangoMail will designate that particular email message as a custom template. When you go back to the Send Email section in the future, your "templated" emails will appear at the top of the "Re-send Old Message" and "Edit Old Message" drop-down menus.

Campaign Identifier:

You can flag a particular email to be part of a campaign, with a name assigned by you. This Campaign Identifier is visible in Reporting, along with the numeric ID for the campaign.

Campaign Identifier: <input type="text"/>

You can specify it in some API calls, to delineate the particular information to be retrieved, and it will be included in your message's header information if needed for analysis. The campaign identifier is not visible "in the clear" on any messages, but is an internal control tool used by some JangoMail customers.

Sending Bar Commands

The JangoMail Sending Bar appears twice on the composition screen: after the Basic Options Section and again after the Advanced Options section.

For details on these features, you can review [Composing a New Message - Sending Bar Commands](#) above.

<input type="button" value="Send Email"/>	<input type="button" value="Preview / Save"/>	<input type="button" value="Spam Check"/>	<input type="button" value="Render"/>	<input type="button" value="Delivery Test"/>
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