

JangoMail Tutorial

Sending a Mass E-mail Using Your Existing E-mail Software

Logging into JangoMail and using the web interface is not the only way to send mass e-mails with JangoMail. You can also use your existing e-mail software such as Outlook, Outlook Express, Eudora, Pegasus, and others to send mass e-mails through JangoMail. To do this, compose your e-mail message in your existing e-mail software and then send the e-mail message to a special e-mail address, **YourUsername@init.jangomail.com**, with instructions included in the Subject line.

1. Determine which **Group** you would like to send to.
 - a. You can use your existing e-mail software to send to either an existing **Group** in your JangoMail account or to members in a web site database.
 - b. If you wish to send to a **Group**, make sure the **Group** exists in your account and that there is at least one member in the **Group**.
 - c. If you wish to send to members in a web site database, make sure the settings under **My Options → Web Site / DB Settings** are filled out.
2. Configure your JangoMail account to properly handle mass e-mail initiations from an external e-mail client.
 - a. Go to **My Options → Mass E-mail Initiations**.
 - b. Type in a **Default From Name** that will appear as the sender on the outbound mass e-mails.
 - c. Check or uncheck the **Activate Click Tracking** box, depending on whether you would like JangoMail to track clicks of links within your e-mail message sent from your existing e-mail software.
 - d. Click the **Save Changes** button.
3. Compose an e-mail message in your e-mail software.
 - a. Compose a new message in your e-mail software.
 - b. Set the message to send to **yourusername@init.jangomail.com**. For example, if your username is "abccompany", you would send the message to abccompany@init.jangomail.com.
 - c. The Subject line must be formatted with special instructions. At the beginning of the Subject line, type **[YourPassword-send GroupName]**. For example, if you want the Subject of your mass e-mail to be "ABC Company Press Release" and your JangoMail account password is "abc920392" and you want to send to a **Group** called "Contact List", then your To/Subject lines should look like:

To: abccompany@init.jangomail.com
Subject: [abc920392-send Contact List] ABC Company Press Release
 - d. Compose your e-mail message.
 - e. Click the **Send** button in your e-mail software.

JangoMail will now receive the message and begin sending the mass e-mail to the Group or data specified. Within 1-2 minutes after sending the e-mail to JangoMail, you will receive a reply e-mail confirming that your mass e-mail initiation request has been received.

What else can you do from your own e-mail software?

Along with initiating mass e-mails from your own e-mail software, you can also:

1. Subscribe new members by forwarding messages sent to you by them
2. Unsubscribe e-mail addresses