

JangoMail Tutorial

Sending a Mass Email Using Your Existing Email Software

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

1. Determine which **List** you would like to send to.
 - a. You can use your existing email software to send to either an existing **List** in your JangoMail account or to members in a web site database.
 - b. If you wish to send to a **List**, make sure the **List** exists in your account and that there is at least one member in the **List**.
 - c. If you wish to send to members in a web site database, make sure the settings under **Settings → Integrating JangoMail with Other Systems → Set Master Profile for WebDB** are filled out.
2. Configure your JangoMail account to properly handle mass email initiations from an external email client.
 - a. Go to **Settings → Sending and Receiving → Externally Launched Emails**.
 - b. Type in a **Default From Name** that will appear as the sender on the outbound mass emails.
 - c. Go to the **Tracking & Authentication** tab and check or uncheck the **Activate Click tracking on externally launched emails** box, depending on whether you would like JangoMail to track clicks of links within your email message sent from your existing email software.
 - d. Click the **Save** button.
3. Compose an email message in your email software.
 - a. Compose a new message in your email 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 ListName]**. For example, if you want the Subject of your mass email to be "ABC Company Press Release" and your JangoMail account password is "abc920392" and you want to send to a **List** 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 email message.
 - e. Click the **Send** button in your email software.

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

What else can you do from your own email software?

Along with initiating mass emails from your own email software, you can also:

1. Subscribe new members by forwarding messages sent to you by them
2. Unsubscribe email addresses