

# JangoMail Tutorial

## Setting an Email List to be Confirmed Opt-In

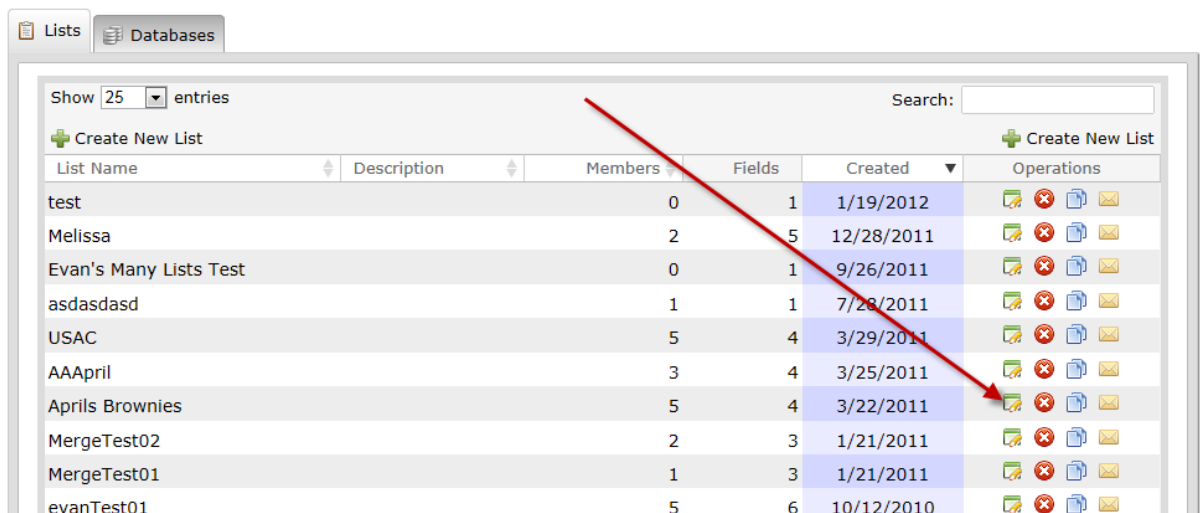
JangoMail allows you to confirm any address you're adding to a list, before you send your campaigns to it. Make sure that form sign ups aren't fraudulent by sending a confirmation message to the address provided first. If the custom link in the message is clicked, the address is confirmed and ready to receive your campaigns. If it is not clicked, the address will be skipped any time you Send to the List.

The general steps involved are to:









































1. Locate your account's custom confirmation URL.
2. Prepare your custom confirmation email message, including the special URL link.
3. Set the Email List to be "confirmed opt-in"
4. Set up a Scrub of unconfirmed addresses (optional)

### ◆ Locate your account's custom confirmation URL.

- Your confirmation email must have this special link in it to drive this feature.
- Navigate to **Lists** and click the **Edit Icon** next to the list that you would like to set as Confirmed Opt-In.



The screenshot shows the 'Lists' tab in the JangoMail interface. It displays a table with columns for List Name, Description, Members, Fields, Created, and Operations. A red arrow points to the 'Edit' icon (a pencil) in the 'Operations' column for the 'Aprils Brownies' list.

List Name	Description	Members	Fields	Created	Operations
test		0	1	1/19/2012	   
Melissa		2	5	12/28/2011	   
Evan's Many Lists Test		0	1	9/26/2011	   
asdasdasd		1	1	7/28/2011	   
USAC		5	4	3/29/2011	   
AAApril		3	4	3/25/2011	   
Aprils Brownies		5	4	3/22/2011	   
MergeTest02		2	3	1/21/2011	   
MergeTest01		1	3	1/21/2011	   
evanTest01		5	6	10/12/2010	   

- Click on the **List Settings** tab and copy the link provided under **Confirmation email** by selecting the link, right-clicking on your mouse and selecting **Copy**.

Members Fields List Settings

### List Name & Type

List name: Aprils Brownies

Test list: Yes No ?

### Opt-In Settings

Confirmed Opt-In: Yes No ?

Use system confirmation email: Yes No ?

Confirmation email: [Click to select a message]

Create a custom confirmation email containing the link <http://x.browniekitchen.com/c.z?%%MemberID%%>

Redirect URL:

### Social Data

Append social data: Yes No ?

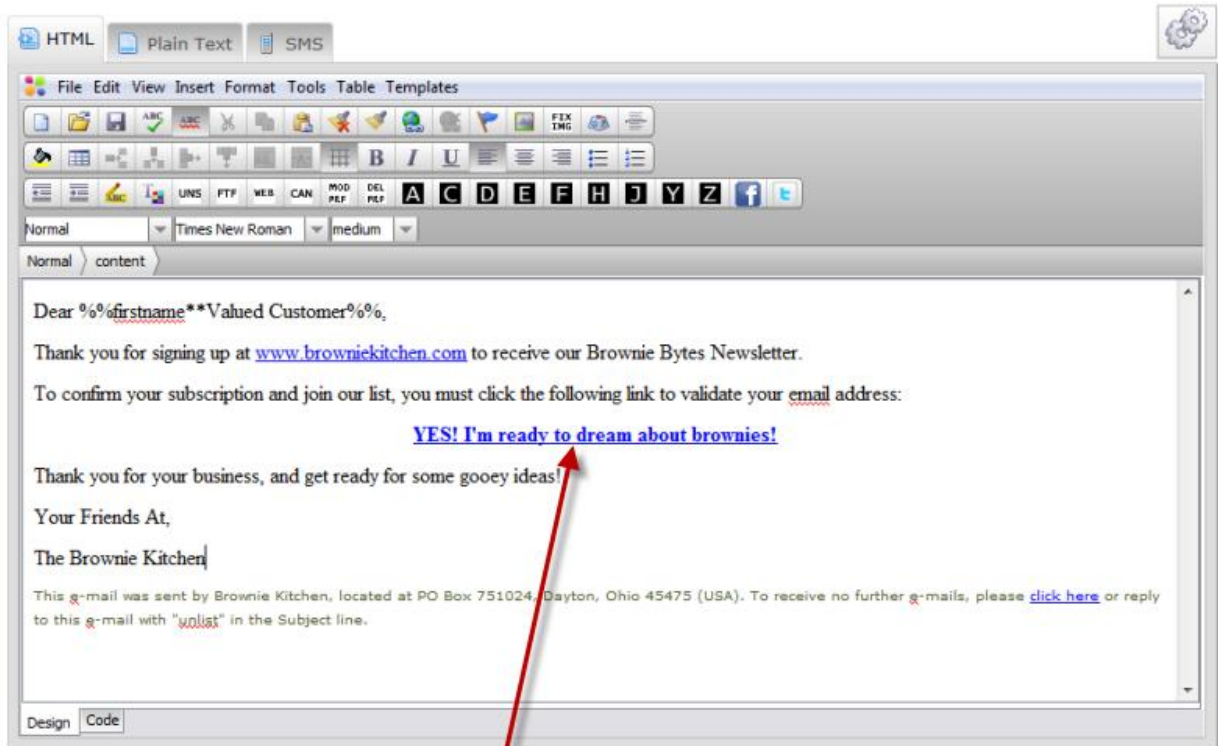
#### ◆ Prepare your Custom Confirmation Email.

- Go to the **Messages** section and begin to compose your message, either from scratch, or using one of the templates available.
- As you compose, remember that the confirmation email must be a brief confirmation of membership.

Make sure your confirmation clearly shows: who you are, what the recipient is signing up to receive, and what the call to action is (clicking to confirm). Really play up the need for action to finalize the registration.

Your subject line and message body need to be clear that this is not just an acknowledgement of registration, but the last step in registering!

- Make sure you **include the confirmation link** in your message.



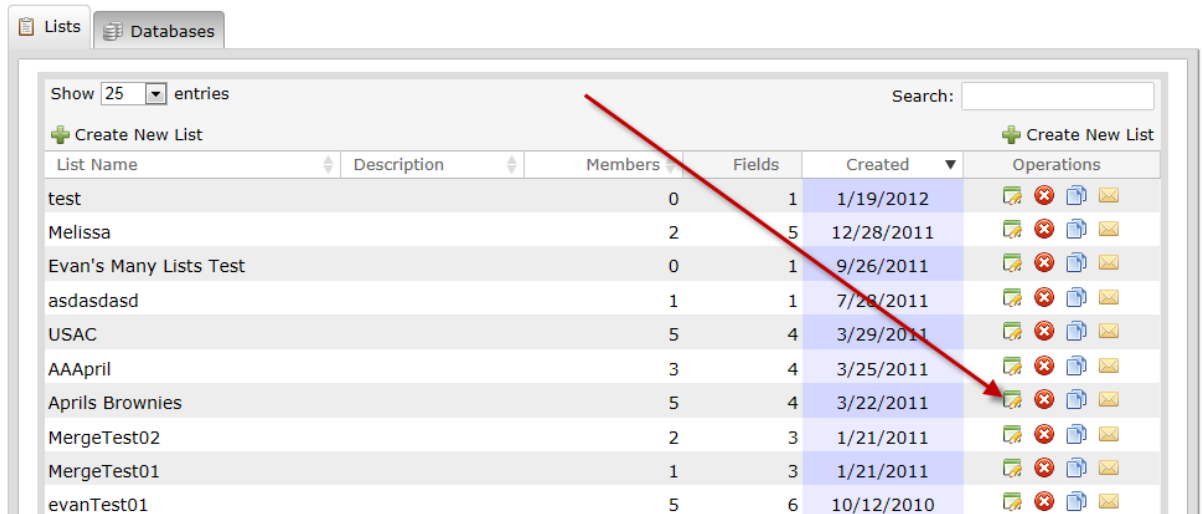
**links to:** <http://x.browniekitchen.com/c.z?%%MemberID%%>

Reminder: This is the URL we found in the first step above!

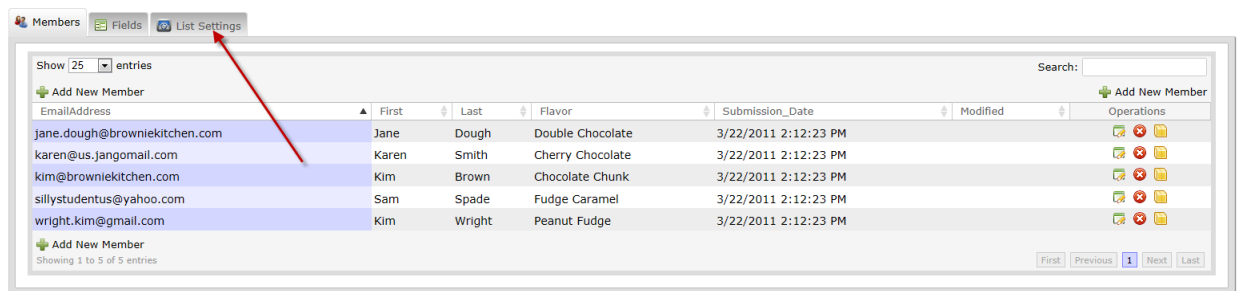
- **Send** the confirmation email to yourself to **Save** it in your account. Note: You must **Send** it to yourself. Preview will not save the message in a way that you can assign it to an Email List in the next step.

◆ **Set the Email List to be Confirmed Opt-In.**

- Navigate back to **Lists**. Click the **Edit Icon** next to the **List** that you would like to be Confirmed Opt-In.



- Click on the **List Settings** tab.



- On **List Settings** page, click **Yes** next to **Confirmed Opt-In**.

The screenshot shows the 'List Settings' page in JangoMail. At the top, there are three tabs: 'Members', 'Fields', and 'List Settings'. Below the tabs, there are two main sections:

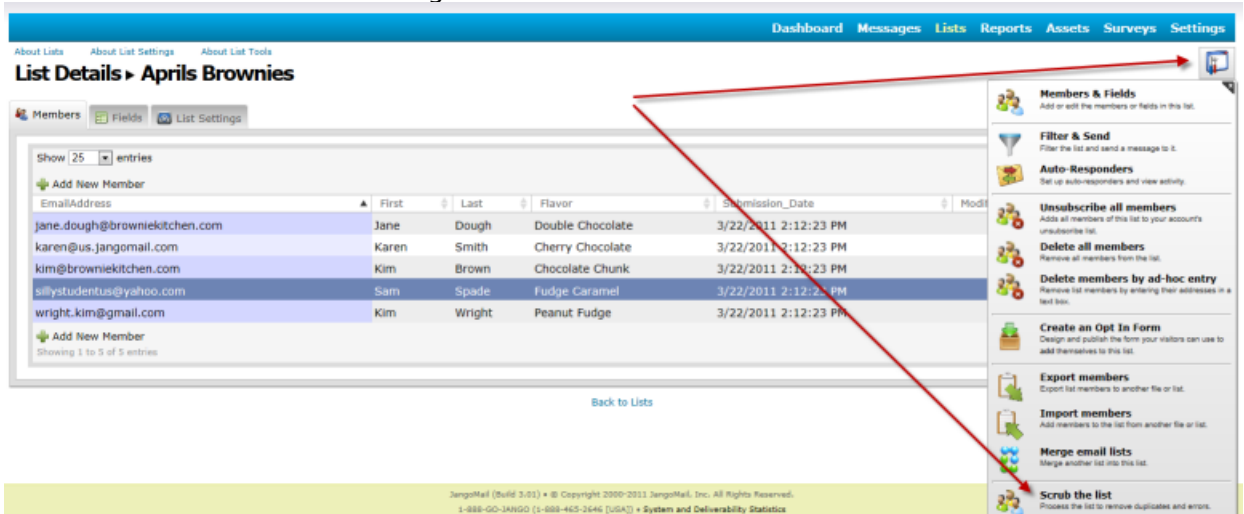
- List Name & Type:**
  - List name: Aprils Brownies
  - Test list: Yes No ?
- Opt-In Settings:**
  - Confirmed Opt-In: Yes No ?
  - Use system confirmation email: Yes No ?
  - Confirmation email: Confirm your Brownie Bytes News Regis. Create a custom confirmation email containing the link <http://x.browniekitchen.com/c.z?%%MemberID%%>
  - Redirect URL:

- You may choose to use either the system confirmation email or the email that you just composed. To choose the email you just composed, click in **[Click to select a message]** next to **Confirmation email:** and select your message.
- You may also choose a **Redirect URL** if you would like to send your customers to your own unique confirmation page. By default, recipients are sent to JangoMail's generic confirmation page.

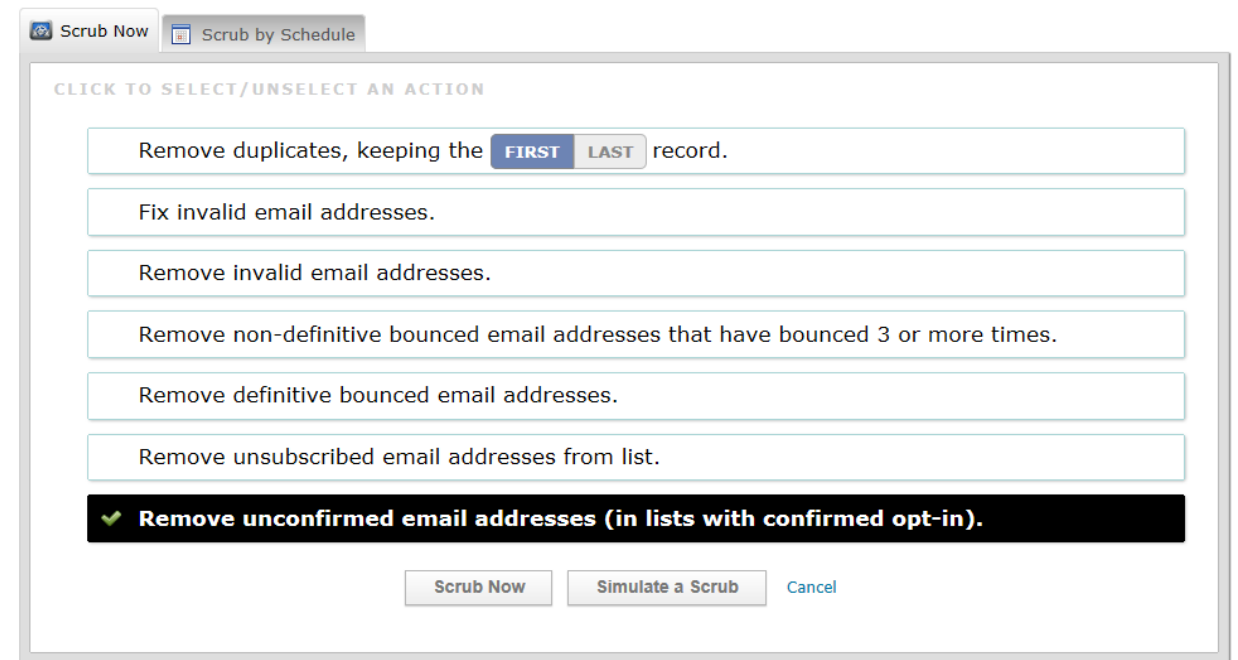
◆ **Set up a Scrub of unconfirmed addresses (optional).**

- Unconfirmed addresses will not receive emails sent to the List, but you may want to do some housekeeping and tidy up a bit, removing unsubscribed addresses upon occasion. This is quick and easy, with a **Scrub!**
- Go to **Lists** and click on the Edit Icon next to the list that you would like to scrub.

- Click on the Menu Icon to the right of the screen and select **Scrub** List.



- You can either manually run a Scrub on demand on the **Scrub Now** tab or go to the **Scrub by Schedule** tab to set it to run on a recurring schedule.



- Choose the methods by which you would like to scrub your list and then click the **Scrub Now** button. You will receive an email when your scrub is finished.