JangoMail Tutorial

Create Lists, Add Members, Send Personalized Emails

The **LISTS** section allows you to define your lists, and then add members manually or import members in bulk into the Lists. This tutorial will show you how to create a List, add members to the List, and then send a personalized mass email to the List.

1. Create a List to store your members.
   a. Click on the **Lists** tab.
   b. Click **Create New List**.
   c. Type in a name for the List (example: ABC Test List).
   d. Click on the **Fields** tab. By default, JangoMail includes EmailAddress, SubmissionDate and Modified as fields for the List. Specify additional fields by clicking the Add New Item link. For example, add a field called "FirstName." If you need to add more fields than space is available, you can do so later.

2. Add a few members to your List.
   a. Click on the **Members** tab and then click **Add New Member**.
   b. Add members to the List individually. Specify the email address and any other fields that you added for the person you are adding. Add yourself to the List. Add a few other test members as well.

3. Send a personalized message to the List.
   a. Click the **Messages** tab.
   b. Click **Compose New Message** and select **With a New Blank Message**.
   c. Click on the **From** tab. Enter a **From Display Name** that is representative of your organization.
   d. Select the List that you just created in the **To Lists** tab and then click **Done**.
   e. 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.
   f. After you have typed a Subject and Message, click the **Send** button.

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

1. Bulk import members into Lists from a data file.
2. Add List sign-up forms to your web site
3. Send emails only to List members that meet a certain criteria.
4. Scrub a List to remove duplicates, unsubscribes, bounces, and invalid email addresses (see the bottom of page 5).
5. Create autoresponders on Lists.