

## How do I use and create mailing lists?

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A mailing list is a great way to send emails to a large number of recipients. Each mailing list available on your account can have up to 2,500 subscribers, and you can reach all those users simultaneously with just one email. To set up a mailing list: Log into your eXtend Control Panel Click 'Mailing Lists' Under 'Add a New Mailing List', enter in the mailing list's name Click 'Create' You have now created a mailing list In 'Modify Mailing Lists', you can edit your new list by clicking on the 'Now' link under the 'Edit List?' column. In the 'Edit' page, you can add email addresses to your list, or get the HTML to create a subscription form on your site. We do not tolerate unsolicited email. If you add email addresses to your mailing list, you must make certain that they have opted in to receive emails from you. Any customer who abuses this facility will have their account terminated. To add subscribers to your list: Click 'Now' under the 'Edit List?' column for the list you want to edit Under 'Subscribe Email Addresses', enter in the email addresses you want to add, one per line Click 'Subscribe' The subscribers will now be on your list To create an HTML form for subscribers: Click 'Now' under the 'Edit List?' column for the list you want to edit Under 'Get HTML Code', copy the HTML in the text box Open a page on your website or create a new page Paste the code into the appropriate place on the page Save and upload to your site Your visitors will now be able to subscribe using the form When a visitor signs up, or when you add them to a list, they will receive an email that asks them to confirm that they want to subscribe to your mailing list. To edit the confirmation email: Click 'Now' under the 'Edit Confirmation Email' column for the list you want to edit Edit the Name, Email Address, and Subject to match your information Select the content type (Plain-text or HTML) from the drop-down list Edit the Body as needed, using the variable tags as you wish and making certain you include the [CONFIRM] tag Click 'Save This Email' This revised email will be the one that is now sent When you have subscribers on your list, you can start to send out emails to your mailing list. To send an email to your mailing list: Click 'Now' under the 'Email Subscribers' column for the list you want to use Enter in the email address you want to use Enter in the Email Subject Select the content type (Plain-Text or HTML) from the drop-down list Build the email as you want, using the advanced editor or the simple editor Click 'Send Message Now' The message will be sent out to your subscribers

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