

Create & Edit Lists



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*To create a new list, click the **LISTS** tab on the main menu, and click the **GREEN** "Add New List" button at the bottom of the page:*

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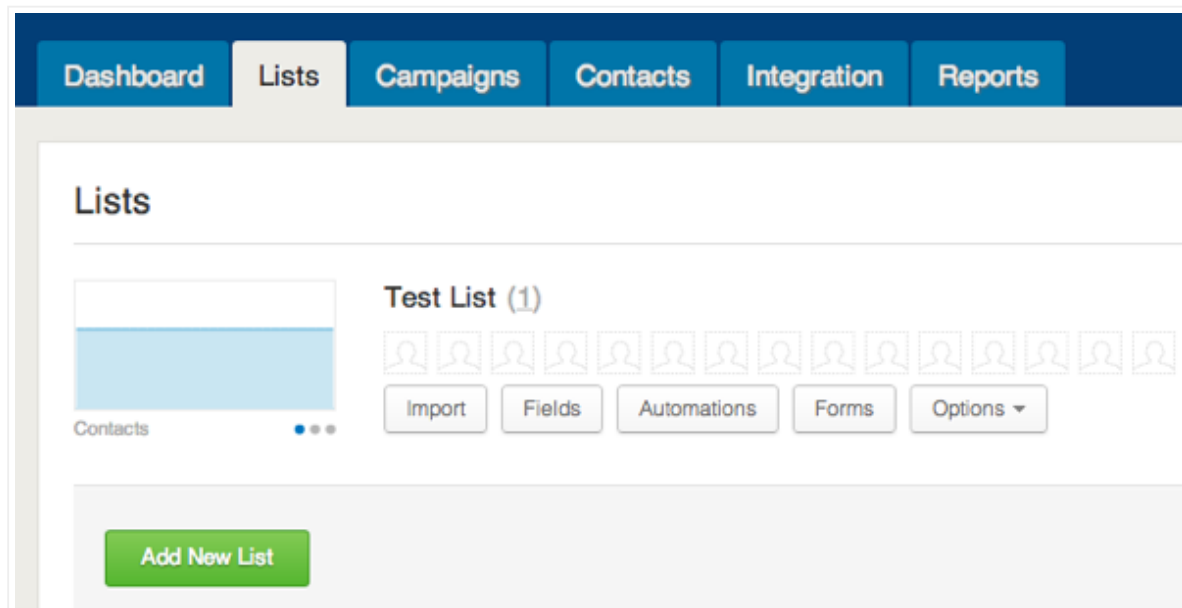
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If you have already created a list, the address will be available in the pull-down menu. Otherwise, you can select "Add New Address...":

Create New List

Name your list: (Examples: Monthly Newsletter, Sales Leads, etc...)

Sender Address:

What is the address of your company or organization?

What website URL is this list for?

Remind your contacts why they are on this list and why you are emailing them:

EXAMPLE = You are receiving this email as you have subscribed to our newsletter when placing an order on our site.

Click the GREEN "Create List" button and you are done!

To EDIT an existing list, navigate to the LISTS tab and click the OPTIONS button and then "List Name & Address":

Lists

Contacts

Test List (1)

Import Fields Automations Forms

Options ▾

- List Name & Address
- Engagement management
- Exclusions
- Email Headers
- Subscribe by Email
- Database Sync
- Copy
- Advanced Settings
- Delete

Add New List

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