

Mailing Lists

Overview

A mailing list allows you to send one message and have it relayed on to multiple recipients. You create a mailing list address, and then attach the recipients.

Adding a Mailing List

Click “New List.”

Your Mailing Lists	
List Name:	<input type="text" value="My Mailing List"/>
List Address:	<input type="text" value="mymailinglist"/> @ <input type="text" value="fusemail.com"/> <input type="button" value="v"/>
Security Key: <i>Use the security to restrict who can send to this mail list.</i>	<input type="text"/> This security key will be required to be the first word of the subject of the message being sent to your mailing list. When the message is processed the security key is removed from the subject. If you do not wish to use this feature leave this field blank. Example: If your key is 'MySecretKey' your subject we need to be: 'MySecretKey Your Monthly Newsletter'
Private Mailing List: <i>Use the private feature to only allow sending to this list from myself.</i>	<input type="checkbox"/> The Private Mailing List option allows only your email account to send email to this mailing list and no one else. All other email sent to this list will be rejected and returned to sender. If sending via an email client you must enable SMTP Authentication in order to send email to your private mailing lists.

Enter a name for your list. This is for your reference only, you can enter any name you'd like.

The list address is the address you will send to when you want to reach your recipients.

The security key is an optional feature that requires you to put the key as the first word in the subject when sending to the list. We strongly recommend adding a key to prevent spam from going to your list and to prevent loops.

The private mailing list option allows you to prevent anyone else from sending to your mailing list. This will only let the account that created the mailing list send to it.

Add Addresses: <i>Add addresses one per line.</i>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: center;"><input type="button" value="Add these Addresses"/></div>
Import Addresses: <i>Import addresses from your contact folders</i>	<div style="display: flex; align-items: center;"><input type="button" value="Contacts"/> <input type="button" value="Import Folder"/></div> <p>This adds the address to the addresses to be added list above.</p>
Current Addresses:	No Addresses
<input type="button" value="Save List"/>	

Next you will want to add recipients to your mailing list. You can add these in the add addresses text field, one per line. Make sure to click “Add these Addresses” before you click “Save List.”

You can also select a contact folder and click “Import Folder” to add all of the contacts in that folder to your mailing list.

Click “Save List” to finalize the creation of your mailing list.

Adding New Recipients to an Existing List

Select the appropriate radio button next to the list you wish to add more recipients.

Click on the “Update” button.

Click on the “Delete” button.

Scroll down to the add addresses text field and add the appropriate entries (one per line).

Click “Add these Addresses” and then “Save List.”

Deleting a Mailing List

Select the appropriate radio button next to the list you wish to remove.

Click the “Delete” button.