

## 8 SETTING UP A MAILING LIST

If you want your website to be a bit more than just a static source of information, then inviting your visitors to join a mailing list may be the answer. However, although a mailing list is an ideal way of keeping in contact with your visitors, don't forget that they will expect you to email them. So only set one up if you are prepared to do the extra work.

If you are already familiar with your *admin* screen you will almost certainly have spotted the Community MAILING section. Well, this is the starting point for setting up your mailing list.

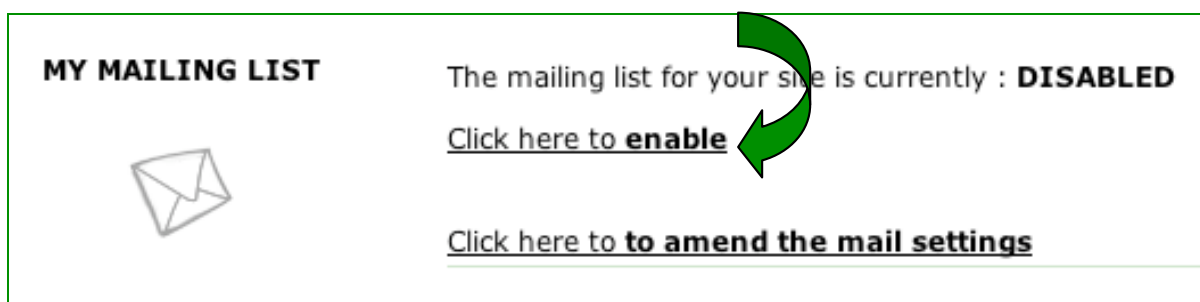
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### Setting up your first mailing list

To set up a new mailing list, go to the *admin* screen and click on **View Mailing Lists**.



Because this is the first time you have set up a mailing list, the mailing list for your website is currently disabled. To enable your mailing list, simply click on [Click here to \*\*enable\*\*](#).




A message is now displayed telling you that your mailing list is enabled. Click on the link to return to the *mailing list* screen.

**Status amendment -**


Your mailing list has been **ENABLED**

**[return to the mailing list screen](#)**



The *mailing list* screen now tells you that the mailing list for your website is enabled. You can now amend you mail settings or view your mailing list.

**MY MAILING LIST**



The mailing list for your site is currently : **ENABLED**

[Click here to \*\*disable\*\*](#)

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[Click here to \*\*to amend the mail settings\*\*](#)

MAIL STATUS	
subscribed users	<b>0</b>
number of emails sent this month	<b>0</b>
emails allowed per month	<b>10</b>

**Status amendment -**

Your mailing list has been **ENABLED**

**[return to the mailing list screen](#)**

## Changing your mail settings

If you click on [Click here \*\*to amend the mail settings\*\*](#), you will see that the default mail settings allow up to 100 subscribers and up to 10 emails to be sent per month. If you feel you can cope with more than 10 emails a month and/or you want to allow more subscribers, you can increase the number of users (you can go up to 1000) and you can increase the number of emails (you can specify up to 99 emails a month). To change a setting, highlight the number and type in the new number. Then click on the arrow at the bottom to return to the mailing list screen. For example

### Fields marked with a \* are compulsory

maximum users -  \*

maximum emails per month -  \*



### Viewing your mailing list

To look at your mailing list, click on [click here to view mailing list](#) and your *mail status* box is displayed. For example:

MAIL STATUS
subscribed users <b>0</b>
number of emails sent this month <b>0</b>
emails allowed per month <b>20</b>

If you changed the number of emails you are allowed to send a month, you will see that number displayed in the *Mail Status* box – otherwise the default of 10 will be displayed (see *Changing your mail settings* above). Because you have only just enabled the list, you would not expect to see anybody on your list yet. So, you can either sit back and wait for people to join, or you can add some subscribers yourself (that is, if you have their email addresses and (of course) their permission).


To add a subscriber, click on the **ADD +** button, and the *Add Entry* screen is displayed.


## ADD ENTRY

First name :

Surname :

Email Address :

Accept Modification 

Delete Entry 

Simply enter the first name and surname of the subscriber and their email address and then click on **Accept Modification**. A message is then displayed telling you that the subscriber has been added.

### Mailing list amendment -

The subscriber has been added

**[return to the mailing list screen](#)**

Click on **[return to the mailing list screen](#)** and you will see that the mail status box shows that you now have one subscribed user.

#### MAIL STATUS

subscribed users

**1**

number of emails  
sent this month

**0**


emails allowed per  
month

**20**

## Creating an email message

Once you have one or more users on your mailing list, a new option to create mail will be displayed on your *mailing list* screen.

**MY MAILING LIST**



The mailing list for your site is currently : **ENABLED**  
[Click here to \*\*disable\*\*](#)

[Click here to \*\*to amend the mail settings\*\*](#)

MAIL STATUS
subscribed users <b>1</b>
number of emails sent this month <b>0</b>
emails allowed per month <b>20</b>

- [click here to create mail](#)
- [click here to view mailing list](#)

To create a message simply click on [click here to create mail](#) and the following is displayed:

subject :

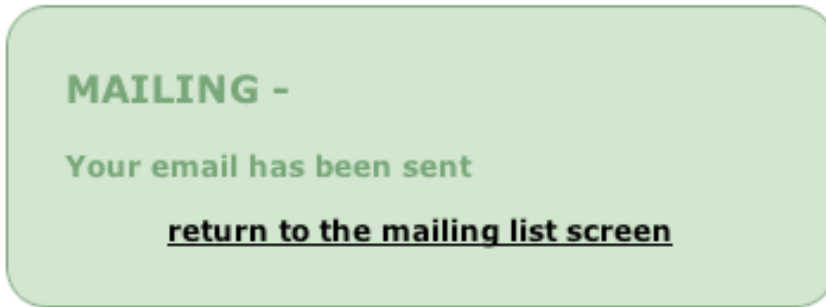
message :



When you have typed a subject for your message and typed your message click on



and the following message is displayed.



All subscribers on your mailing should now receive your message.

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## How do visitors join your mailing list?

Once you have enabled/set up your mailing list, a new button (see below) is displayed on the left-hand side of each page of your website (just above the page links).



When a visitor to your site clicks on this button, they are prompted to enter their name and email address (note that the name of **your website** is displayed in the top box):

Your website name will be displayed here

**JOIN our mailing list** 

To join the mailing list for WOSP Test Site please fill out the mail form below.


**Yes I would like to join the mailing list..**

first name :

surname :

email address :

Once the visitor to your site has filled in their name and email address and clicked on **submit application**, the following message is displayed:

**Thankyou for your Application** 

Your email address and details have been added to our mailing list.

You can unsubscribe by clicking on the link at the end of each email.

[click here](#) to close this window and return to the [www.wospweb.com](http://www.wospweb.com) website

When you next look at your mailing list, you will be able to view the details of all your new (and existing) subscribers.