

Creating a mailing list

Creating a mailing list

1. [Set up the 'New & e-mails' addon.](#)

2. Open the **Content** tab and click on the **Mailing lists** link.

3. Click on the **Add mailing lists** button on the right.

4. Fill in the following fields:

1. **Name** - enter the mailing list name.

2. **From name** - enter the name from which the e-mails will be sent.

3. **From email** - enter the e-mail from which the e-mails will be sent.

4. **Reply to** - enter the e-mail to which the replies will be sent to.

5. **Confirmation e-mail** - choose an autoresponder for this mailing list (e.g. it can be sent to confirm subscriptions or unsubscriptions, etc.)

6. **Show at checkout** - select if you would like to display the subscription block at checkout.

7. **Show on registration** - select if you would like to display the subscription block at registration.

8. **Show in the "Mailing lists" box** - select if you would like to display subscription to the mailing in a separate side box in the storefront.

9. **Status** - select the desired mailing list status.

5. Click on the **Create** button.

6. The **Mailing lists** section will be displayed in the storefront and customers will be able to subscribe to the list.

Add mailing lists:

General

Name: * Special offers

From name: info@cart.om

From email: info@cart.com

Reply to: info@cart.com

Confirmation e-mail: No autoresponder

Show at checkout: ☐

Show on registration: ☐

Show in the "Mailing lists" box: ☒

Status: * ☒ Active ☐ Hidden ☐ Disabled

Create

 or [cancel](#)

To add subscribers to the mailing list:

1. Open the **Content** tab and click on the **Subscribers** link.
2. Click on the **Extra** link of the desired subscriber, new small section will be displayed. Select the **Subscribed** and **Confirmed** check boxes of the desired mailing list and click on the **Save** button.

[illegible]

- Or click on the **Add subscriber** button on the right, fill in the necessary fields in the opened window (select the desired check boxes in the **Mailing lists** section) and click on the **Create** button.

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eShop 2.0 -> Addons -> News and Emails -> Creating a mailing list

<https://magicdustsupport.com.au/kb2/entry/114/>