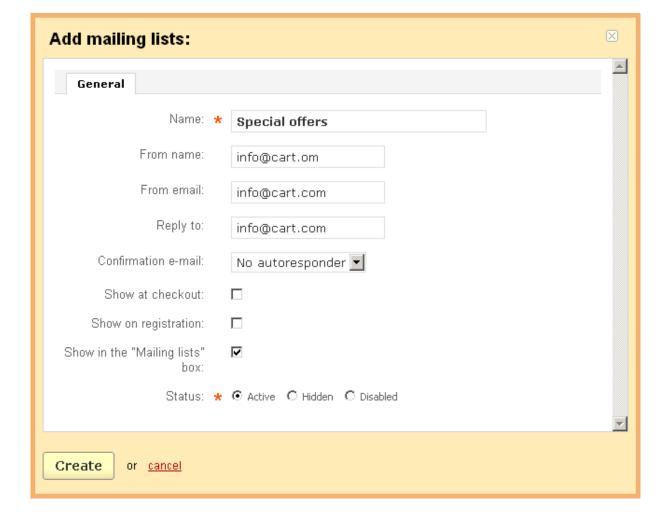
Creating a mailing list Creating a mailing list

- 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.



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.



3. 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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https://magicdustsupport.com.au/kb2/entry/114/