

Getting started with Simplelists.com – Single list

Background

This document assumes that a single list has already been created and activated.

This document is a very basic 'getting started' guide to a single email list, covering only the basics to sending the first email on your list. For more detailed information see the other reference guides available under 'support' at www.simplelists.com.

Adding members to the address book

To use your list, members must first be added to the address book. To do this log in to your account, and select 'List members' from the menu. Then click on 'Add member' which presents a page where a user's name and email address can be added.

Before members become active on your list, they must confirm their email address. This is achieved by the sending of a confirmation email. The user receives the email which contains a link for them to click on. Once they select the link, their email address is confirmed, and they become an active member of your list. This is shown by a green tick next to their name in the address book.

To send confirmation requests when adding a new member, select the tick box entitled 'send email confirmation request to address'.

Using your list

Once members are added and confirmed on your list, the list is used by sending an email to your list email address from an email account. The email address for your account is stated at the top of the 'members home' page. An email sent to the address will get distributed to all members of your address who are confirmed.

Please note – the default setting on the list is to only allow members of your list to post emails; therefore any postings to your list from email addresses not yet on the list will be held for your approval.

Advanced features

Your list also contains other features such as the ability to restrict posting of emails to only certain members, the ability to add a subject prefix and message footer, and the ability to moderate all emails sent on your list.

To learn more about these features see the single list reference guide, available at www.simplelists.com.