

## Mailing Lists – Using MDAemon Lists Feature

Why use a mailing list? Some people like to send out emails to groups of friends or clients using outlook. Outlook was not designed to do mailings of more than 20 or 30, although it can send more than this, there are instances where it can go into a tailspin and send the messages, over and over and over again to the same people. Using a mailing list, this will never happen.

When you send using our mailing list you put one email address in the “To” field, which will then be sent to the mail server which will “crack” your predefined list and send out an individual email to each person with their name or email address in the “To” field. This way the person receives the message unique to their address only. A much, cleaner and more professional way to send out mass mailings.

To set up a list on our servers you will need to do the following. When setting up a list please remember the types of restrictions you can have with the members. The most common is one way communication which means only you can send to the list, and no-one can reply to it and ALL its members:

**Normal** - Can send and receive messages.

**Digest** - Can send messages but receive grouped into digests.

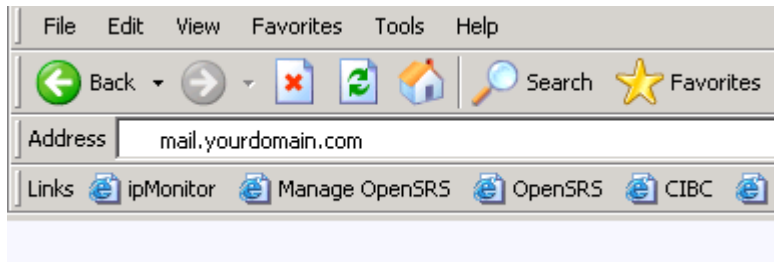
**Read only** - Can receive messages, but not send them.

**Post only** - Can send messages, but not receive them.

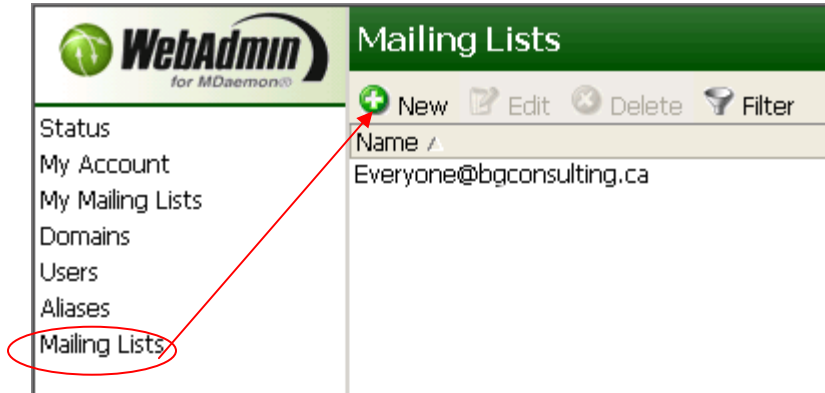
1. Create a CSV file that looks like this. It is important to remember that first and last name must be in one field and not separate and the headers must read exactly as you see here: FullName and Email. The CSV file is just an Excel file saved as a CSV

|   | A             | B                       | C |
|---|---------------|-------------------------|---|
| 1 | FullName      | EEmail                  |   |
| 2 | Dayle Goodman | footer_gal5@hotmail.com |   |
| 3 | mARK aQUINO   | markamis918@hotmail.com |   |
| 4 | Brian Penner  | bbpiner@telus.net       |   |
| 5 |               |                         |   |
| 6 |               |                         |   |

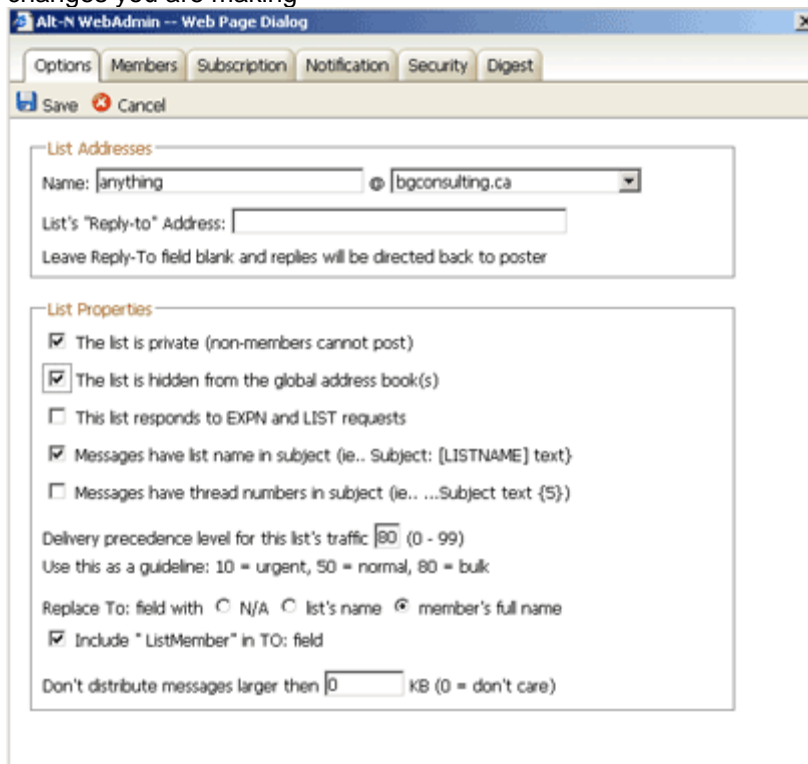
2. Once the file has been created you need to save it somewhere you will be able to find it easily. You will next set up the List using your web email account. To access that follow these next steps.
  - a. <http://mail.dynaworx.com> - this will work for all emails
  - b. <http://mail.yourdomain.com> - this is probably easier for you to remember as it is your domain name. It will redirect you to the mail.dyanaworx.com. Then all you need to do is put in your user name and password



- c. Your username is your email address (i.e. [info@yourdomain.com](mailto:info@yourdomain.com))
- d. Your password is what ever it is set to. If you are unsure please contact Dynaworx offices and we can help you work it out 604-408-7480
- 3. Once logged in look to the bottom left of the screen and click on the “Options” button
- 4. Again on the left side of the screen you will see a lot of different options scroll to the very last one called “MDaemon Settings – customize your MDaemon mail account settings”. This will open a new window.
- 5. Look to the left and you will see “Mailing Lists”. Click on it and this is what you should see. It will be similar to this.

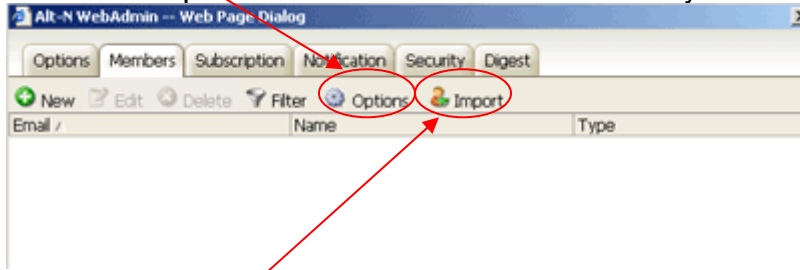


- 6. Click on the “New” Button. This will allow you to create a new list.
- 7. A new window will pop up. You can name the list anything you like. Ensure that your screen looks the same as this, with the exception of your list name of course! If you wish to change any of these fields you may but be careful that you understand exactly what changes you are making

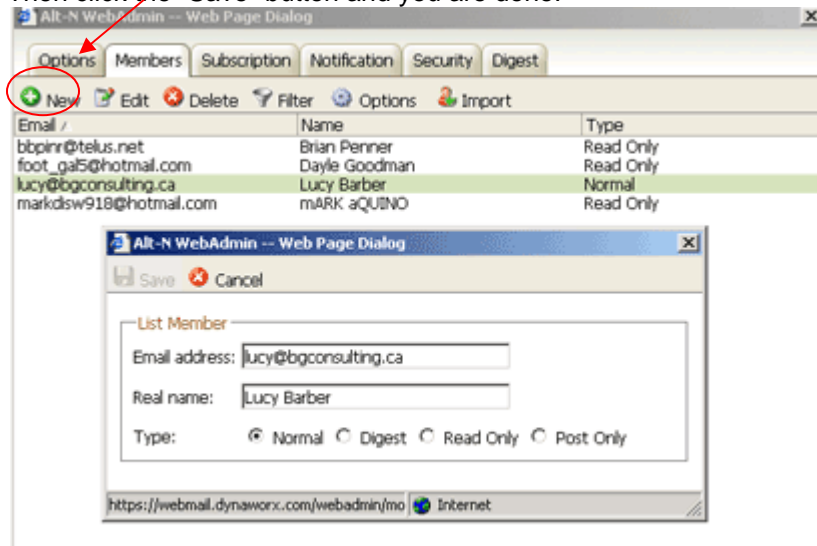


- 8. Once you have completed this click the “Save” button in the top left corner

9. Click on the next tab over titled "Members". This is where you will upload your CSV file.
10. Click on the "Options" button and check off the "Read Only" button then click "Save"



11. Click on the "import" button, this will open a small window that will allow you to browse your hard drive to find the CSV file you saved with your list of emails and names.
12. On the small screen where you will browse for the CSV file you will see another "import" button click that once you have located your CSV file.
13. Now you will need to add your email address to the list to allow you to send and receive to it. Click on the "New" button. A text box will pop up like you see below. Simply fill it in and ensure your settings are "Normal" which will allow you to post and receive to the list. Then click the "Save" button and you are done!



14. Now all you need to do is go into which ever email program you use to send email and create your email that you wish to send to your clients, put in the "To" field of the email the address you just called your list and send it as you would any other email. The emails will go out to each person individually.

Should you experience any difficulties at all loading your list please call us immediately and we will either load it for you or help you to load it. We also recommend that you do a small list the first time with a few "safe" address to test to before you load your full client list.