Email Subscription Training

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Email Subscription Training

Email Subscription Training Topics

How do visitors subscribe to a list?

Anyone with a valid email address can subscribe to a list. No personal information is required other than a valid email address. Here are the steps to subscribing

1. Visit the Email Subscriptions Page

Find the 'subscribe' link on your home page or go to <sitename>/ newsletter/subscriptions

2. Subscribe to one or more lists

- Check the box or boxes of the lists you would like to join.
- Type your email address in the email field
- Click "Subscribe"

After clicking subscribe, you should see a message on the screen that says "You will receive a confirmation email shortly containing further instructions on how to complete your subscription."

3. Confirm subscriptions

Within a few minutes of subscribing, you will receive a separate email for each list that you joined. The emails will have a Subject Line similar to "Confirmation for <List name> from <Website Name>. (example subject line: Confirmation for General Announcements from ACME Incorporated). If you do not receive an email, check your spam folder.

- Click on the subscription link in the email to confirm your subscription.

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How do visitors unsubscribe from a list?

There are three ways for a visitor to unsubscribe from a list.

- **Unsubscribe via email**
  - Click the 'unsubscribe' link that is located at the bottom of all emails that you receive for that list. Clicking on that link will take you to <sitename>/ newsletter/subscriptions where you can finish the process
- **Unsubscribe via website**
  - Find the 'subscribe' link on your home page or go to <sitename>/ newsletter/subscriptions
  - Click the list(s) from which you would like to be removed
  - Click the unsubscribe button
  - Emails will be sent to you to confirm your unsubscription
- **Ask a staff member to remove your email address from the list**
  - Staff members with the appropriate permissions are allowed to add or remove email addresses from any list via the subscription administration pages

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How to Send an Email Notification?

1. Login

2. Go to the "Create Email List Notification" screen

You can get to the create page in one of three ways

- Go to your Dashboard page and click the Create Email List Notification link, OR
- Go to <sitename> /node/add and click the Email List Notification link, OR
- go to <sitename>/node/add/simplenews

3. Add Email Specifics

Simply do the following:

- Complete the Email Subject Line Field
- Select the Email Subscription List
- Complete the Email Body
- Click the "Send newsletter" radio button
- Optionally add related web page links
- Optionally attach files (Note -- the email will contain a link to attached files. It will not attach files to the email)

4. Click the Save and Send Button

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How to Create a New List?

1. Login

2. Go to the "Email Subscription Categories" screen

You can get to the create page in one of three ways

- Go to your Dashboard page, click the Manage Email Subscription Lists screen and then click the "Email Subscription Categories" link OR
- Go to <sitename> /admin/content/simplenews/types

3. Add Email Category

Simply do the following:

- Click the Add email category tab and fill out the details for your new list

4. Click the Save Button

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How to Manually Add or Remove Email Addresses from a List?

1. Login

2. Go to the "Email Address Management" screen

You can get to the create page in one of three ways

- Go to your Dashboard page, click the "Manage Email Subscription Lists" screen and then click the "Email Address Management" link OR
- Go to <sitename> /admin/content/simplenews/users

3. Add or Remove Addresses

- **Manually add new emails to a list**
    - Click the Mass subscribe tab
    - Enter one or more email address separated by commas, spaces, or line breaks
    - Check the checkboxes of whatever list you want to add these email to
    - Click the Subscribe Button
- **Manually remove emails from a list**
    - Click the Mass unsubscribe tab
    - Enter one or more email address separated by commas, spaces, or line breaks
    - Check the checkboxes of whatever list you want to remove these email from
    - Click the Unsubscribe Button