

## 8. Setting up a Mailing List

If you want your web site to be more than just a static source of information then you can invite your visitors to join a mailing list.

If you are already familiar with the *admin* screen you will almost certainly have spotted the Community MAILING section. This is the starting point for setting up your mailing list.

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### Setting up your mailing list

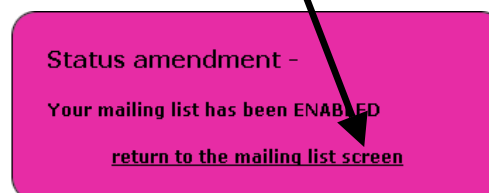
To set up a new mailing list, go to the *admin* screen and click on **View Mailing Lists**.



At this is the first time you have set up a mailing list you will need to 'enable' it. To do this simply click on **Click here to enable**



A message is now displayed telling you that your mailing list is enabled. Click on the link to return to the *mailing list screen*.



The mailing list screen will now tell you that the mailing list for your website is enabled. You can now amend your mail settings or view your mailing list.

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**MY MAILING LIST** The mailing list for your site is currently : **ENABLED**



[Click here to \*\*disable\*\*](#)

[Click here to \*\*to amend the mail settings\*\*](#)

MAIL STATUS
subscribed users <b>0</b>
number of emails sent this month <b>0</b>
emails allowed per month <b>10</b>

- [click here to view mailing list](#)

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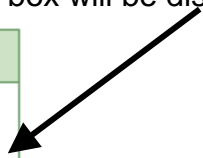
## Changing your mail settings

You are able to have up to 100 subscribers and up to 10 emails to be sent per month from your mailing list. If you feel you can cope with more than 10 emails a month and/or you want to allow more subscribers you can increase the numbers of subscribers (you can go up to 1000) and you can increase the number of emails (you can specify up to 99 emails a month) by contacting your WDCO administrator – simply email [wdcojoin@wakefield.gov.uk](mailto:wdcojoin@wakefield.gov.uk)

## Viewing your mailing list

To look at your mailing list, click on **click here to view mailing list**

The 'mail status' box will be displayed:



MAIL STATUS
subscribed users <b>0</b>
number of emails sent this month <b>0</b>
emails allowed per month <b>10</b>

If you have asked the administrator to change the number of emails you wish to send a month you will see that number displayed in the *Mail Status* box – otherwise the default of ten will be shown.

As you have only just enabled your list you will not yet see any subscribed users on it. More about *how do people join my mailing list?* later.

To add a subscriber to your mailing list click on the ADD + button and the *Add Entry* screen is displayed

**MAIL STATUS**

subscribed users  
**0**

number of emails sent this month  
**0**

emails allowed per month  
**10**

**ADD ENTRY**

First name :

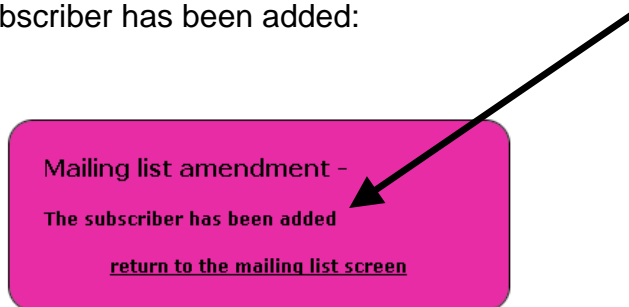
Surname :

Email Address :

Accept Modification

Delete Entry

Simply add the name of the subscriber and their email address and then click on **Accept Modification**. A message is then displayed telling you that the subscriber has been added:



Click on the **return to mailing list screen link** – you will notice that the mail status box now show that you have one subscribed user.

**MAIL STATUS**

subscribed users  
**1**


number of emails sent this month  
**0**

emails allowed per month  
**10**

## Creating an email message

Once you have one or more users on your mailing list, a new option to **create mail** will be displayed on your mailing list screen:

**MY MAILING LIST** The mailing list for your site is currently : **ENABLED**



[Click here to \*\*disable\*\*](#)

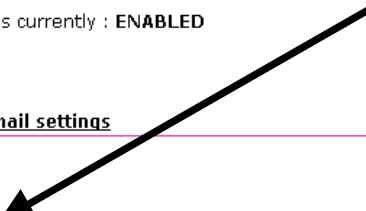
[Click here to \*\*to amend the mail settings\*\*](#)

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**MAIL STATUS**

subscribed users	<b>1</b>
number of emails sent this month	<b>0</b>
emails allowed per month	<b>10</b>

- [click here to create mail](#)
- [click here to view mailing list](#)



To create a message simply click on this link. The following form will be displayed:


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subject :

message :

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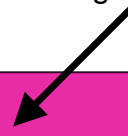
When you have completed your message click on the 'send message' button and the following message will be displayed:



**MAILING -**

**Your email has been sent**

[return to the mailing list screen](#)



All subscribers on your mailing list should now have received your message.

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**How do visitors join your mailing list?**

Once you have enabled/set up your mailing list, a new button will be displayed on the left-hand side of each page on your website.



When a visitor to your site clicks on this button they are prompted to enter their name and email address (note that the name of **your website** is displayed in the top box)

A pink rounded rectangular form with a close button (X) in the top right corner. The top section contains the text "JOIN our mailing list" and "To join the mailing list for Twixt Aire and Calder please fill out the mail form below.". The bottom section is titled "Yes I would like to join the mailing list..." and contains three input fields labeled "first name :", "surname :", and "email address :". A "join mailing list" button is located at the bottom right of the form.

Once the visitor to your site has filled in their name and email address and clicked **join mailing list** the following message is displayed

A pink rounded rectangular message box with a close button (X) in the top right corner. The text inside reads: "Thankyou for your Application", "Your email address and details have been added to our mailing list.", "You can unsubscribe by clicking on the link at the end of each email.", and "to close this window and return to the www.WDCO.ORG website".

When you next look at your mailing list you will be able to view the details of all your new (and existing) subscribers.