LESSON 8

Mailing Lists

This useful facility will allow your visitors to join a mailing list so that you can keep in touch with them by email.

When you are logged in and modifying your website, you will be represented with the Site Admin page. (As discussed in lesson 4)

At the bottom of this page you will see three information boxes: News, Diary and Mailing.

Selecting the 'View Mailing Lists' will take you to the 'My Mailing List' section. This option is disabled as a default setting; it will need to be enabled to allow for this feature to be activated for your site. Think about this option first though – if people join your mailing list they will expect you to email them. This can cause a lot of extra work. If your website is simply an information service you might not want to activate this option. If you decide you would like to have a mailing list option on your site, simply select enable!

The screen will now state that this is enabled – click the link and return to your mailing list. Amendments can be made to the mailing list settings. The number of subscribers can be changed, along with the number of emails you send per month by selecting the 'Amend the Mail Settings' link.

If you have club members or employees that you would like to add to your mailing list, this can be done by selecting the 'Add + ' button. Fill in the details for your subscriber and select 'accept modifications'. Modifications and deleting entries can also be done using this facility.

When you next amend any pages on your website, you will notice the new icon in the top left for visitors to select to join. For some reason the icon is only added to pages that you create or amend after you have enabled the facility. So, if you want it to appear on your home page, you will need to go back to you site admin page and click the modify icon next to your index page – and then accept the changes, even though you have not made any!

Send Mail

Click the link 'click here to create mail' to start the process. Simply type your message and then click to send.

Messages are generated from the Community Web server, so if you would like people to reply to you, an email address will need to be added into your email message.