



LISK CMS v.4.4

TUTORIAL

Sending a Newsletter

Introduction

In this tutorial you will learn how to utilize the "Newsletter" module. You will create a group of subscribers, then create a newsletter, attach a file to it and send it to a group of subscribers.

 **Note:**

To learn more about using the HTML editor refer to [Using built-in HTML & Image editors](#) tutorial. If at any step something is not clear we recommend you to check [Newsletter](#) module help area in the LISK Modules section of the Help Center.




Accessing newsletter module

To access the "Newsletter" module:


1. Click Modules Management link on the left menu of your control panel.
2. Locate the Newsletter module in the Installed Modules list and click Manage link on the right.







You should see a page similar to the one on the picture.


Newsletter: Subscribers 

 Subscribers List
 Send Newsletter
 Archive
 Settings
 Templates

+ Add Group

Current Location:  Newsletter
Quick jump to: 

| ▼ Name | Subscribers | |
|---------------------------------|-------------|--|
| General | [12] |  Rename  Delete <input type="checkbox"/> |
| Direct Mail | [85] |  Rename  Delete <input type="checkbox"/> |
| Managers | [3] |  Rename  Delete <input type="checkbox"/> |
| Loyal Customers | [72] |  Rename  Delete <input type="checkbox"/> |
| Special Offers | [85] |  Rename  Delete <input type="checkbox"/> |
| Company News | [39] |  Rename  Delete <input type="checkbox"/> |
| Investors | [9] |  Rename  Delete <input type="checkbox"/> |
| New Users | [1] |  Rename  Delete <input type="checkbox"/> |

<< < 1 > >>
xxx Delete Selected  

Note:

It is assumed that the Newsletter module is already installed on your system. If you can not locate it in the Installed Modules or Available Modules list, that means that it is not available for your edition.

Subscribers List

Now let's create a new subscribers group and add users to it, so we can send a newsletter to this group of users.

1. Click [Subscribers list](#) tab at the top to access the subscribers list.
2. Click the [+Add Group](#) link to add a new group.
3. Enter the name for the new group i.e. "New Users" and click "Submit".
4. In the subscribers list click your newly created group.
5. New page will open(refer to the picture). Click [+Add Subscriber](#) link, at the top, to add new subscribers to the group.
6. Enter the email for the new subscriber.
7. Choose [Add another record](#) option to add another subscriber.
8. When done adding, click "Submit".

Newsletter: Subscribers

Subscribers List
 Send Newsletter
 Archive
 Settings
 Templates

[+ Add Group](#)


Current Location: Newsletter Quick jump to: Newsletter

| Name | Subscribers | |
|---------------------------------|-------------|--|
| General | [12] | Rename Delete <input type="checkbox"/> |
| Direct Mail | [85] | Rename Delete <input type="checkbox"/> |
| Managers | [3] | Rename Delete <input type="checkbox"/> |
| Loyal Customers | [72] | Rename Delete <input type="checkbox"/> |
| Special Offers | [85] | Rename Delete <input type="checkbox"/> |
| Company News | [39] | Rename Delete <input type="checkbox"/> |
| Investors | [9] | Rename Delete <input type="checkbox"/> |
| New Users | [1] | Rename Delete <input type="checkbox"/> |

1
 Delete Selected

Note:

You can also upload a list of users from an external CVS file by clicking [Import CVS DB](#) or export the list of users of the current group by clicking [Export CSV DB](#).

Newsletter: Subscribers 

[Subscribers List](#) [Send Newsletter](#) [Archive](#) [Settings](#) [Templates](#)

[+ Add Subscriber](#) [Import CSV DB](#) [Export CSV DB](#)


Current Location: [Newsletter](#) > [General](#) Quick jump to:

▼ **Email**

| | |
|-------------------|--|
| john@john.com | Edit Delete <input type="checkbox"/> |
| jillian@email.com | Edit Delete <input type="checkbox"/> |
| help@help.com | Edit Delete <input type="checkbox"/> |
| philip@camc.org | Edit Delete <input type="checkbox"/> |
| smith@smith.com | Edit Delete <input type="checkbox"/> |
| mark@email.com | Edit Delete <input type="checkbox"/> |
| joselyn@aol.com | Edit Delete <input type="checkbox"/> |
| company@aol.com | Edit Delete <input type="checkbox"/> |
| email@email.com | Edit Delete <input type="checkbox"/> |
| mary@mary.com | Edit Delete <input type="checkbox"/> |

◀ 1 2 ▶▶ Delete Selected

Sending a newsletter

1. Click "Preview" button at the bottom. t.
2. To change the "From" field click  **Settings** tab on the top.
3. Type in the text or email address, you want to appear in the "From" field of the newsletter and click "Submit".
4. Click "Preview" button to go back to the preview page.
5. Set the "Send to" option to "Subscribers", since we are sending a newsletter to a group of subscribers.
6. Choose the desired group i.e. "New users".
7. Click "Send" to send the newsletter.

Newsletter: Preview 

 Subscribers List
 Send Newsletter
 Archive
 Settings
 Templates

Subject

From

Body

COMPANY LOGO

Newsletter title.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas molestie purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis, felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor iaculis ullamcorper nec, enim. Sed tortor. Curabitur molestie.


Send to Subscribers Custom






Group 

 Edit
 Send

Newsletter archive

After a newsletter is sent it is automatically copied to the newsletter archive (shown on the picture). You can access it by clicking the  Archive tab.

Newsletter: Archive


 Subscribers List
 Send Newsletter
 Archive
 Settings
 Templates

| ▼ Date | ▼ Subject | | |
|-------------|----------------------|----------------------|------------------------|
| 27 Apr 2006 | Upcomming Events | View | Delete |
| 25 Apr 2006 | Company News | View | Delete |
| 25 Apr 2006 | New Project Launched | View | Delete |
| 25 Apr 2006 | Open Vacancies | View | Delete |
| 22 Mar 2006 | Sales and Promotions | View | Delete |
| 3 Mar 2006 | Monthly Update | View | Delete |
| 25 Feb 2006 | Management | View | Delete |
| 15 Feb 2006 | Company in the Press | View | Delete |
| 28 Jan 2006 | Monthly Update | View | Delete |
| 12 Jan 2006 | Our New Products | View | Delete |

← 1 2 →