

How To Create A SMTP Mailing List

Before you can create a mailing list using your own SMTP details, please make sure that you have already created an SMTP profile. You can look into this tutorial: [How To Create The SMTP Profile](#)

And then you can follow the steps below.

Step 1: Go to "**Autoresponders**" and continue to "**Mail Lists**". Create a mailing list.



Step 2: Fill in the details at the "**General Settings**".

- *Unique Name*: it's the name in FusionHQ mailer system. You cannot use the same name with other mailing lists
- *Display name*: it's the name for your reference. You can use the same name with other mailing lists
- *Send From Name*: this name will appear in the confirmation message and as the name of the sender
- *Send From Email*: this email will appear as the email of the sender
- *Reply Email*: this email is used to receive any reply of the autoresponder message from the subscribers
- *Default Firstname (Tag Replacement)*: it is used when the firstname of the subscribers is missing. The value here will replace the {Firstname} tag in the message or in the "**Subject**" of the message.

Edit Email List
✕

General Settings

| | | |
|--|------------------------|---|
| Unique Name | 3 ways in 3 days - fhq | ← |
| Display name | 3 ways in 3 days - fhq | ← |
| Send From Name | FusionHQ Support Team | ← |
| Send From Email | support@fusionhq.com | ← |
| Reply Email <small>(optional)</small> | support@fusionhq.com | ← |
| Default Firstname Tag Replacement | Friend | ← |

Save
Cancel

Step 3: Set up "Mailer Settings"

- Enable confirmation email: select **"Yes"** if you want the confirmation email to be sent each time the new subscribers are added and you will be able to customize the confirmation message by yourself.

Edit Email List
✕

Mailer Settings

| | |
|----------------------------------|--|
| Enable confirmation email | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Sending from | <input checked="" type="radio"/> FusionHQ Mailer System <input type="radio"/> SMTP Server |

Confirmation email format

We received your request for information from
FusionHQ Support Team

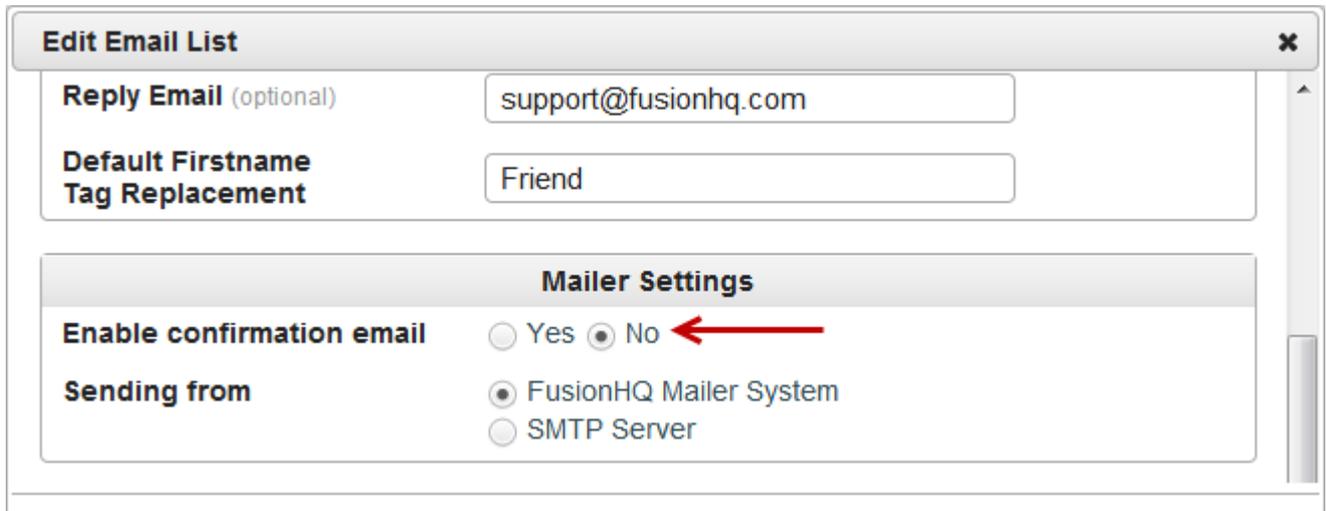
Before we begin sending you the information you requested, we want to be certain we have your permission.

CONFIRM BY VISITING THE LINK BELOW:

<http://www.fusionhqmailer.com/index.php?act=autoresponderxxxxxxx>

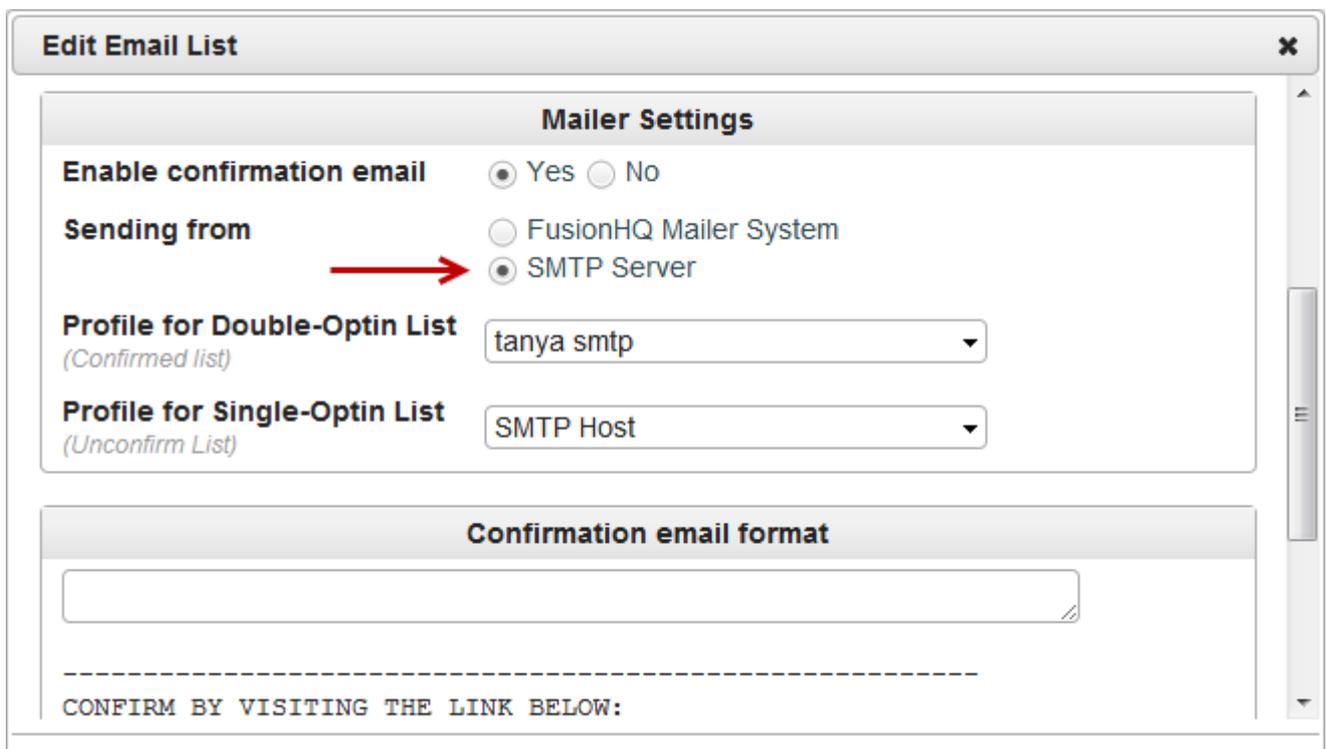
You are receiving this email as your email address has been submitted to a form managed by the FusionHQ Mailer. To confirm your email please

Step 4: Or select "**No**", if you do not want to send out the confirmation email and the ability to customize the confirmation message will be disabled.



The screenshot shows the 'Edit Email List' dialog box. At the top, there is a header 'Edit Email List' with a close button. Below the header, there are two input fields: 'Reply Email (optional)' with the value 'support@fusionhq.com' and 'Default Firstname Tag Replacement' with the value 'Friend'. Below these is a section titled 'Mailer Settings'. In this section, there are two rows of radio button options. The first row is 'Enable confirmation email' with options 'Yes' and 'No'. The 'No' option is selected, and a red arrow points to it from the right. The second row is 'Sending from' with options 'FusionHQ Mailer System' and 'SMTP Server'. The 'FusionHQ Mailer System' option is selected.

Step 5: At "**Sending from**", choose the option "**SMTP Server**". Then you will be able to select the SMTP profile that you have already created at "**3rd Party**" section.



The screenshot shows the 'Edit Email List' dialog box. The 'Mailer Settings' section is expanded. In the 'Sending from' row, the 'SMTP Server' option is selected, and a red arrow points to it from the left. Below this, there are two dropdown menus: 'Profile for Double-Optin List (Confirmed list)' with the value 'tanya smtp' and 'Profile for Single-Optin List (Unconfirm List)' with the value 'SMTP Host'. Below the 'Mailer Settings' section is a section titled 'Confirmation email format'. It contains a large text area with a dashed line above it and the text 'CONFIRM BY VISITING THE LINK BELOW:' below it.

Step 6: For "**Profile for Double-Optin List**", it's the SMTP profile that you want to use with the double optin list (*subscribers who confirm the list*) and "**Profile for Single-Optin List**" is the SMTP profile that you want to use with the single optin list (*subscribers who don't confirm the list*). You can select either the same or different profile. Just in case you have several SMTP profiles and would like to set the traffic security due to spam policy.

Edit Email List

Mailer Settings

Enable confirmation email Yes No

Sending from FusionHQ Mailer System SMTP Server

Profile for Double-Optin List
(Confirmed list) tanya smtp ←

Profile for Single-Optin List
(Unconfirm List) SMTP Host ←

Confirmation email format

CONFIRM BY VISITING THE LINK BELOW:

Step 7: Set up the "**Signature**": these details will appear at the bottom of each message sent to the subscribers of this mailing list.

Edit Email List

to a form managed by the FusionHQ Mailer. To confirm your email please click on the link below. If you have received this message in error please ignore this message.

Signature

FusionHQ Headquarters
San Sai Noi
San Sai District
Chiang Mai
Thailand

Save to complete creating a new mailing list. And now you can broadcast the message, set up the autoresponder sequence or import the subscriber list to this mailing list.