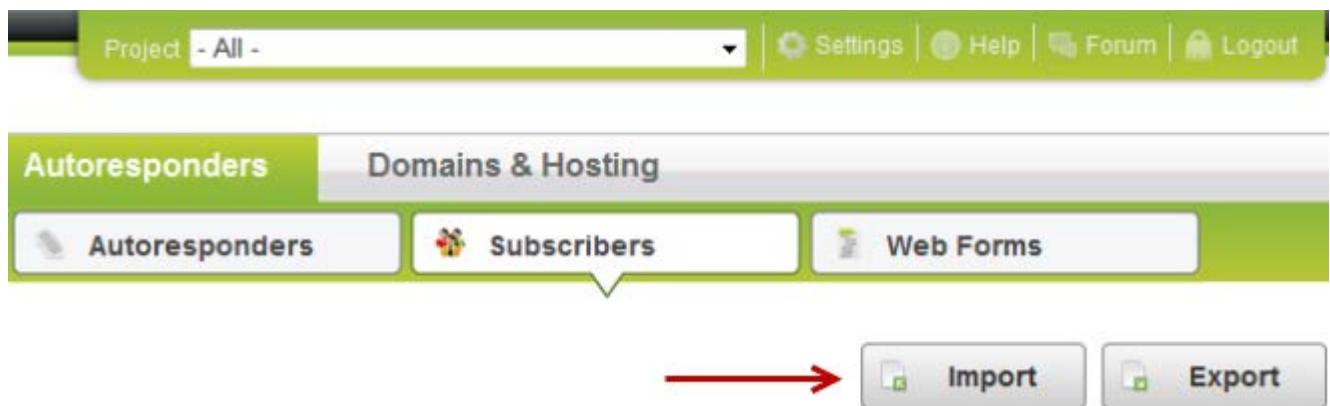


How To Import Subscribers To The Mailing List

FusionHQ allows you to import the list of the subscribers to the mailing list that **uses the SMTP profile** only. That can be said that if you have a mailing list created by using FusionHQ mailer, **you cannot import the subscribers to any FusionHQ mailing lists**. Also make sure that your SMTP profile has been verified.

Then, you can follow the instructions below.

Step 1: Go to "Autoresponders" and continue to "Subscribers". Click "Import" button.



Step 2: Select the "Import by" option: Text data or CSV file.

Import list [X]

Import by Text data CSV file ←

Mail list --- Please select Mail list ---

Import Data

Format: E-mail;First name;Last name
Example: test@test.com;Roger;Whisker

Field Delimiter [;]

The default is a semi-colon (;). For record delimiter use a line break.

Next

Step 3: Then choose the mailing list that you want to import the subscribers to. You can select only the mailing list that uses the SMTP profile created at the **Setup >> 3rd Party**.

Import list [X]

Import by Text data CSV file

Mail list --- Please select Mail list --- ←

Import Data

Format: E-mail;First name;Last name
Example: test@test.com;Roger;Whisker

Field Delimiter [;]

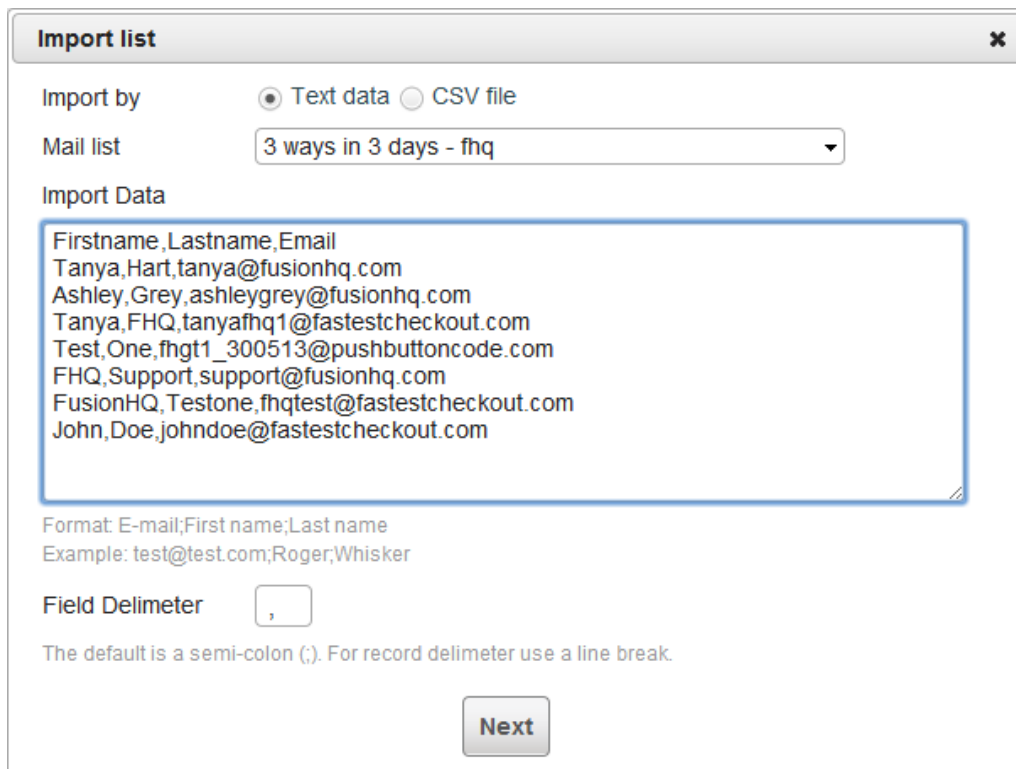
The default is a semi-colon (;). For record delimiter use a line break.

Next

Allow import

- 3 ways in 3 days - fhq
- Not allow import (Need to switch sender to SMTP)**
- Aromatherapy374
- buyers list healthy mind healthy body (lose 10 pounds upsell)17
- buyers list lose 10 pounds84
- buyers list sales and marketing13
- eway optin
- Free Optin List116
- july event
- lipocleanse0
- LipoCleanseBuyer4
- Lose 10 Pounds in 10 Days03
- MDT Giveaway List020
- MDT Giveaway List30
- monthsubscribers
- My Do Less Work Optin List498

Step 4: Next, if you select "**Text data**" option, the format of the data should not have any space. To start a new record, you should use the new line.



Import list [X]

Import by Text data CSV file

Mail list 3 ways in 3 days - fhq

Import Data

```
Firstname,Lastname,Email
Tanya,Hart,tanya@fusionhq.com
Ashley,Grey,ashleygrey@fusionhq.com
Tanya,FHQ,tanyafhq1@fastestcheckout.com
Test,One,fhgt1_300513@pushbuttoncode.com
FHQ,Support,support@fusionhq.com
FusionHQ,Testone,fhqtest@fastestcheckout.com
John,Doe,johndoe@fastestcheckout.com
```

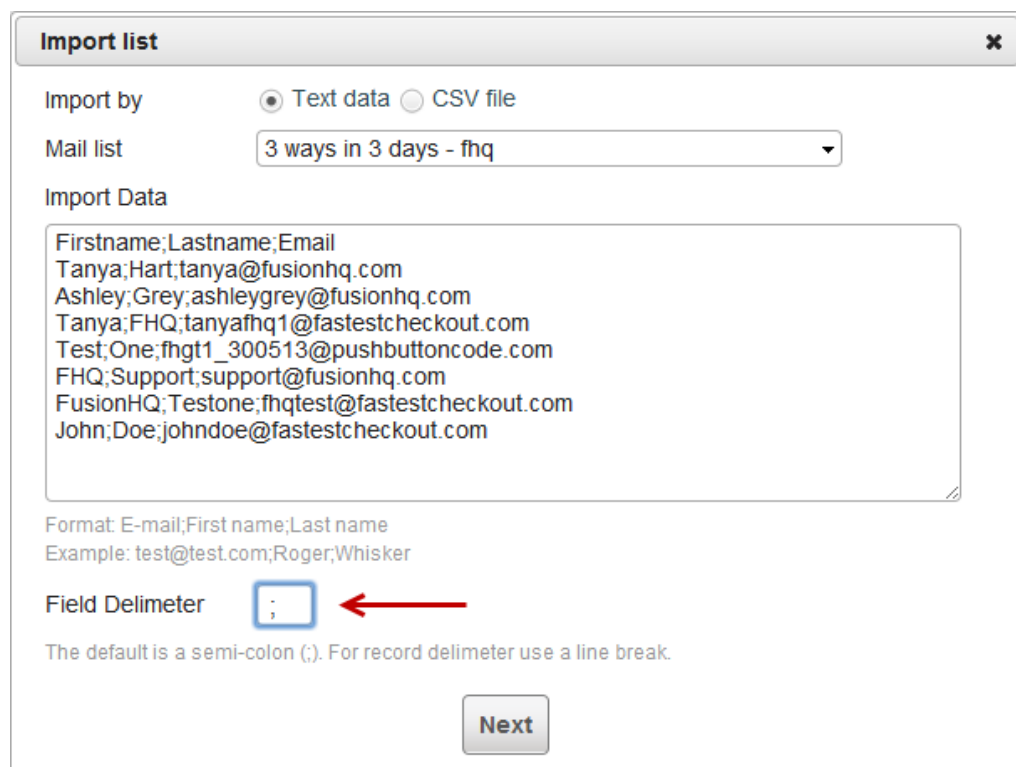
Format: E-mail;First name;Last name
Example: test@test.com;Roger;Whisker

Field Delimiter ,

The default is a semi-colon (;). For record delimiter use a line break.

Next

Step 5: You can change the "**Field Delimiter**". You can use either comma (,) or semi-colon (;) but it should match the format of your data as well. And you can import only 500 subscribers at a time.



Import list [X]

Import by Text data CSV file

Mail list 3 ways in 3 days - fhq

Import Data

```
Firstname;Lastname;Email
Tanya;Hart;tanya@fusionhq.com
Ashley;Grey;ashleygrey@fusionhq.com
Tanya;FHQ;tanyafhq1@fastestcheckout.com
Test;One;fhgt1_300513@pushbuttoncode.com
FHQ;Support;support@fusionhq.com
FusionHQ;Testone;fhqtest@fastestcheckout.com
John;Doe;johndoe@fastestcheckout.com
```

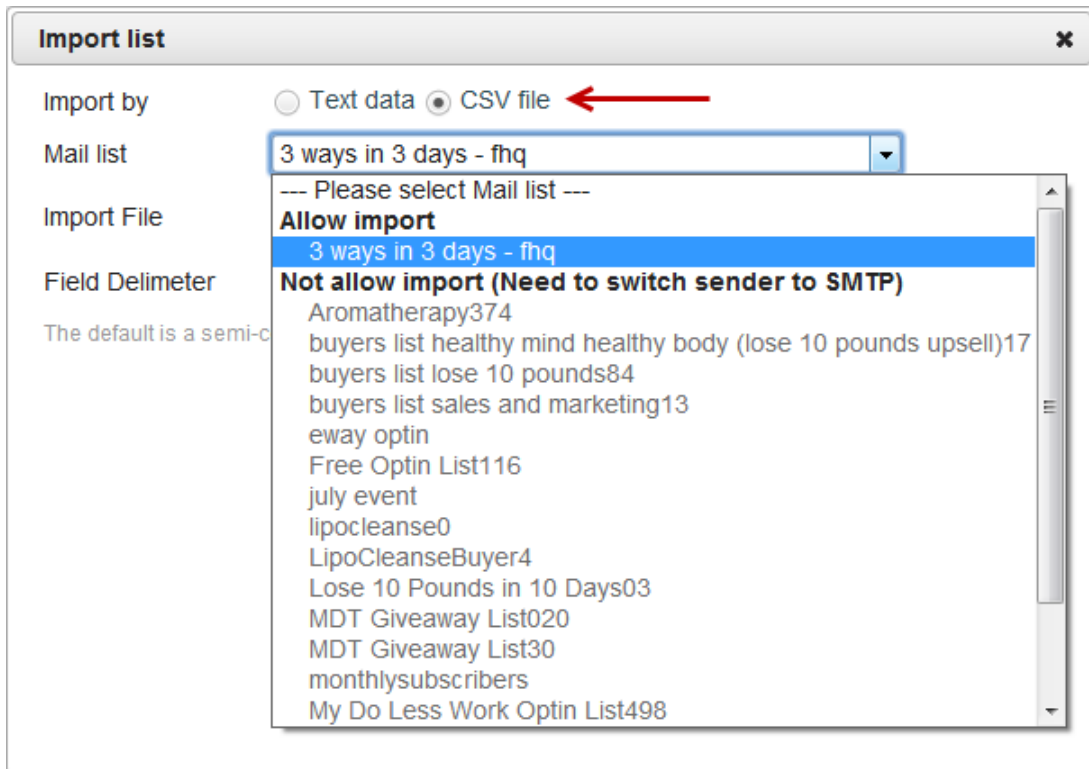
Format: E-mail;First name;Last name
Example: test@test.com;Roger;Whisker

Field Delimiter ←

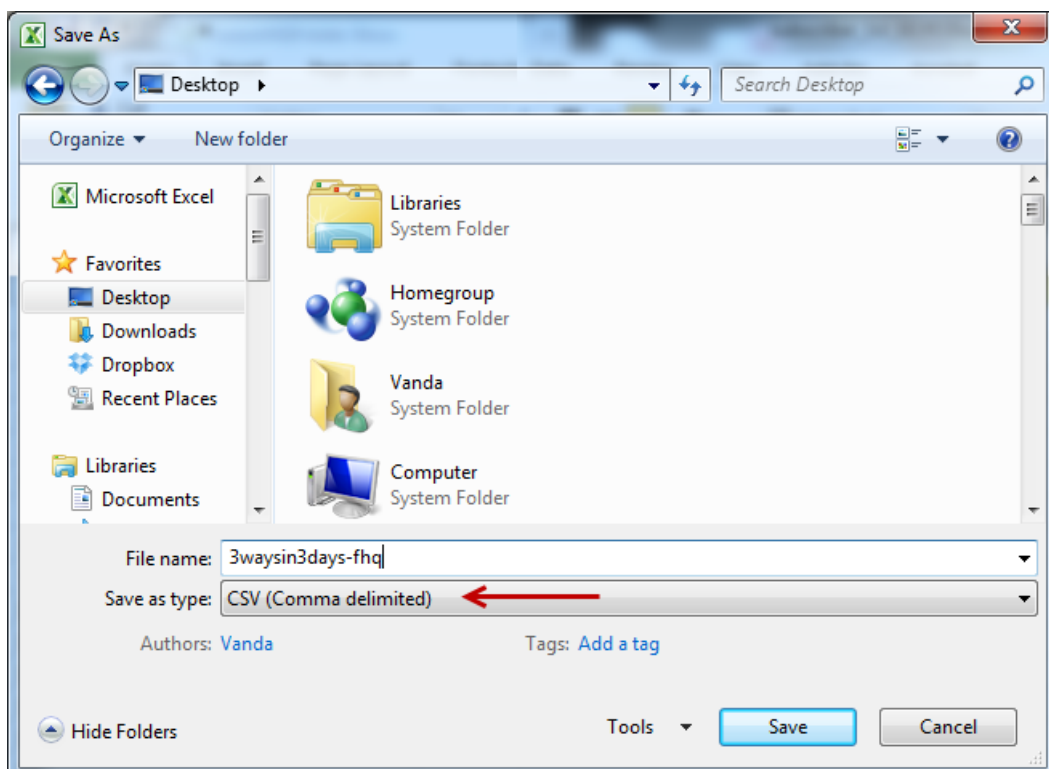
The default is a semi-colon (;). For record delimiter use a line break.

Next

Step 6: If you select **"CSV file"** option, you can also import to the mailing list which uses SMTP profile.



Step 7: Make sure that the file format is in .csv format (*comma-separated values* or *character-separated values*). Then click **"Choose File"** to browse for the file in your computer.



Step 8: Choose the "Field Delimiter" to match the format of your file.

Import list [X]

Import by Text data CSV file

Mail list 3 ways in 3 days - fhq

Import File 3waysin3day... Choose File

Field Delimiter , ←

The default is a semi-colon (;). For record delimiter use a line break.

Next

Step 9: For both options, click "Next" to preview the data.

Import list [X]

Import by Text data CSV file

Mail list 3 ways in 3 days - fhq

Import File 3waysin3day... Choose File

Field Delimiter ,

The default is a semi-colon (;). For record delimiter use a line break.

→ Next

Step 10: If the "Field Delimiter" is correct (*match the data*), the data will be separated into columns.

Import Preview [X]

Field Delimiter: ,

Ignore first 0 row(s) Apply

Preview:

Choose	Choose	Choose
Firstname	Lastname	Email
Tanya	Hart	tanya@fusionhq.com
Ashley	Grey	ashleygrey@fusionhq.com
Tanya	FHQ	tanyafhq1@fastestcheckout.com
Test	One	fngt1_300513@pushbuttoncode.com
FHQ	Support	support@fusionhq.com

Import Cancel

Step 11: If it's not correct, you can change the "Field Delimiter" and click "Apply" to activate change.

Import Preview [X]

Field Delimiter: ←

Ignore first row(s)

Preview:

Choose ▾

Firstname,Lastname,Email
Tanya,Hart,tanya@fusionhq.com
Ashley,Grey,ashleygrey@fusionhq.com
Tanya,FHQ,tanyafhq1@fastestcheckout.com
Test,One,fhgt1_300513@pushbuttoncode.com
FHQ,Support,support@fusionhq.com

wrong format

Step 12: "Ignore first.....row" is used in case the first row or the selected rows is not the subscribers' data and you do not to import it. Click "Apply" to activate change.

Import Preview [X]

Field Delimiter:

Ignore first row(s) ←

Preview:

Firstname ▾	Lastname ▾	Email ▾
Tanya	Hart	tanya@fusionhq.com
Ashley	Grey	ashleygrey@fusionhq.com
Tanya	FHQ	tanyafhq1@fastestcheckout.com
Test	One	fhgt1_300513@pushbuttoncode.com
FHQ	Support	support@fusionhq.com
FusionHQ	Testone	fhqtest@fastestcheckout.com

Step 13: Then you need to choose the field of each column from the dropdown menu.

Field Delimiter: ,

Ignore first 1 row(s)

Preview:

Firstname	Lastname	Choose
Tanya	Hart	tanya@fusionhq.com
Ashley	Grey	ashleygrey@fusionhq.com
Tanya	FHQ	tanyafhq1@fastestcheckout.com
Test	One	fhgt1_300513@pushbuttoncode.com
FHQ	Support	support@fusionhq.com
FusionHQ	Testone	fhqtest@fastestcheckout.com

Step 14: Choose "Ignore" if you want to skip or do not want to import any specific column.

Field Delimiter: ,

Ignore first 1 row(s)

Preview:

Firstname	-- ignore --	Email
Tanya	Hart	tanya@fusionhq.com
Ashley	Grey	ashleygrey@fusionhq.com
Tanya	FHQ	tanyafhq1@fastestcheckout.com
Test	One	fhgt1_300513@pushbuttoncode.com
FHQ	Support	support@fusionhq.com
FusionHQ	Testone	fhqtest@fastestcheckout.com

Step 15: Once the preview is correct, click **"Import"** button to import the subscribers.

Import Preview ✕

Field Delimiter:

Ignore first row(s)

Preview:

Firstname	Lastname	Email
Tanya	Hart	tanya@fusionhq.com
Ashley	Grey	ashleygrey@fusionhq.com
Tanya	FHQ	tanyafhq1@fastestcheckout.com
Test	One	fhgt1_300513@pushbuttoncode.com
FHQ	Support	support@fusionhq.com
FusionHQ	Testone	fhqtest@fastestcheckout.com

