

# How to Create A Mailing List (FusionHQ Mailer)

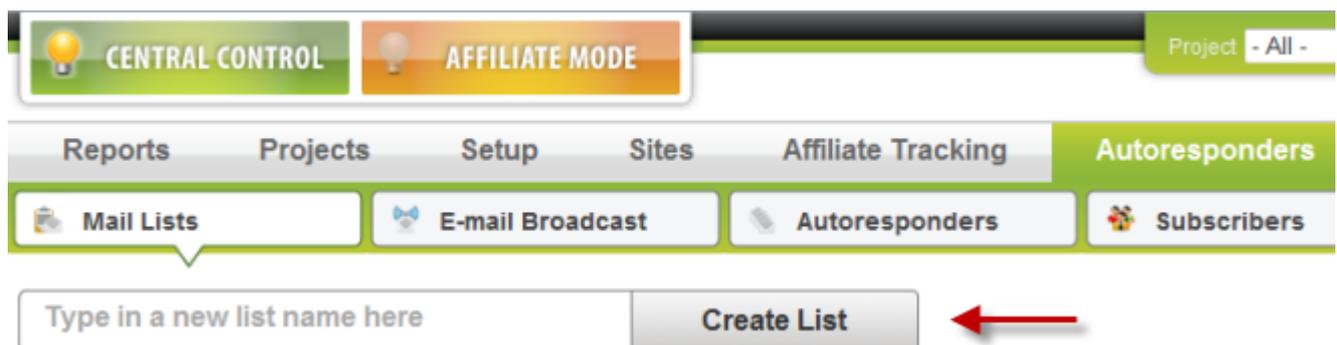
FusionHQ mailing system works on the double opt-in basis. Once your customers opt-in to your list, a notification message will be sent to the inbox of your customers. Even though they confirm or don't confirm your list, you can still send out the autoresponder message to them.

However, the difference between confirming and unconfirming of emails is if they confirm we can guarantee that the message will be surely sent to their inbox whereas the unconfirmed emails are not guaranteed.

**You cannot use the mailing list directly on your optin page.** The system will automatically create an optin form for this mailing list in the "Optin Form" section. It has the same name with "**form**" suffix.

Here's how to create a mailing list:

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



The screenshot shows the FusionHQ dashboard interface. At the top, there are two tabs: 'CENTRAL CONTROL' (active) and 'AFFILIATE MODE'. To the right, there is a 'Project - All -' dropdown menu. Below this, there is a navigation bar with several menu items: 'Reports', 'Projects', 'Setup', 'Sites', 'Affiliate Tracking', and 'Autoresponders' (which is highlighted in green). Under the 'Autoresponders' menu, there are four sub-menu items: 'Mail Lists' (highlighted with a white tooltip), 'E-mail Broadcast', 'Autoresponders', and 'Subscribers'. Below the navigation bar, there is a form with a text input field containing the placeholder text 'Type in a new list name here' and a 'Create List' button. A red arrow points to the 'Create List' button.

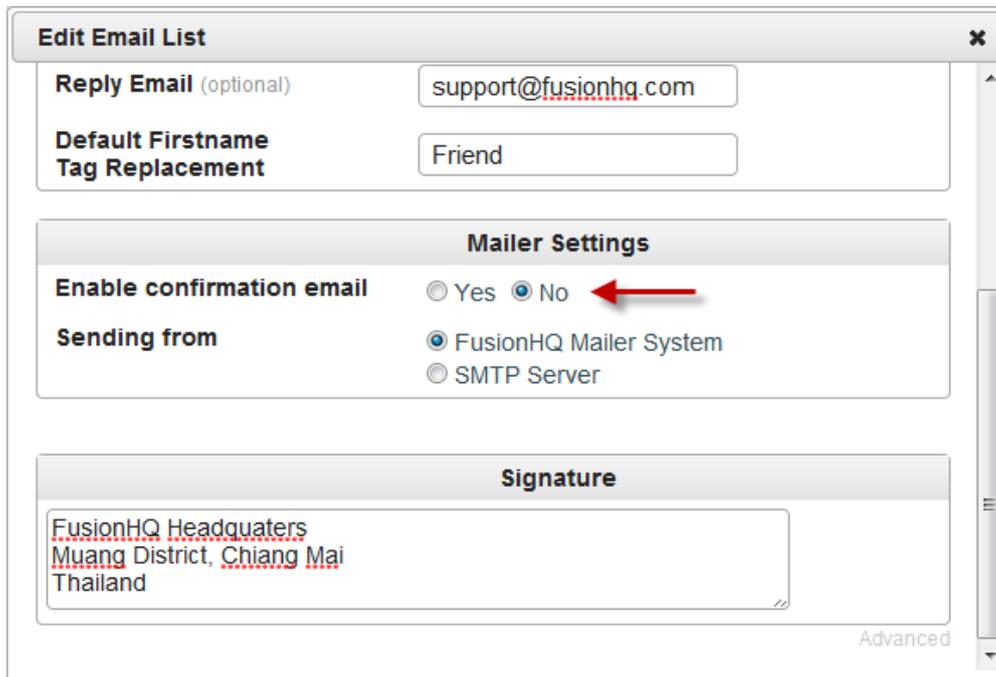
**Step 2:** Set up the Email List.

- *Unique Name*: it's the name in FusionHQ mailer system. You cannot use the same name with other mail lists
- *Display name*: it's the name for your reference. You can use the same name with other mail 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	→ Aromatherapy374
Display name	→ <input type="text" value="Aromatherapy374"/>
Send From Name	→ <input type="text" value="Fusion Aromatherapy"/>
Send From Email	→ <input type="text" value="support@fusionhq.com"/>
Reply Email (optional)	→ <input type="text" value="support@fusionhq.com"/>
Default Firstname Tag Replacement	→ <input type="text" value="Friend"/>

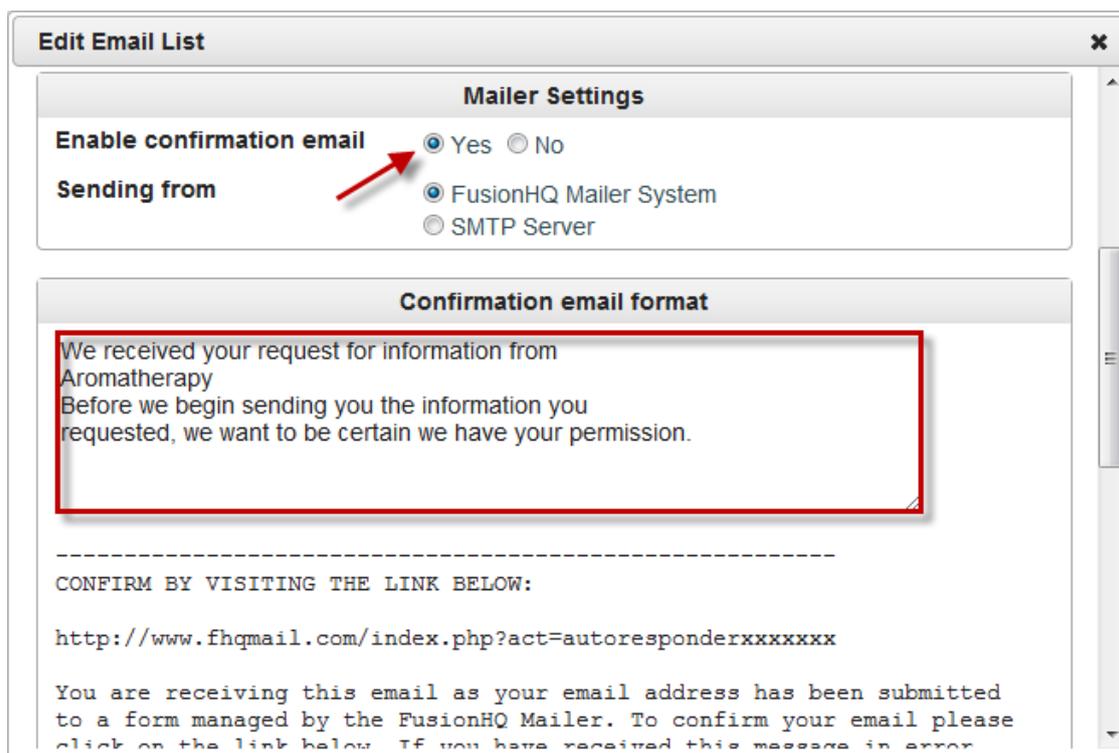
### Step 3: Set up the Mailer Settings

- Enable confirmation email: select **"Yes"** if you want the confirmation email to be sent each time the new subscribers are added. Or select **"No"**, if you do not want to send out the confirmation email.



The screenshot shows the 'Edit Email List' window. At the top, there are fields for 'Reply Email (optional)' with the value 'support@fusionhq.com' and 'Default Firstname Tag Replacement' with the value 'Friend'. Below this is the 'Mailer Settings' section, which includes 'Enable confirmation email' with radio buttons for 'Yes' and 'No' (the 'No' button is selected and has a red arrow pointing to it), and 'Sending from' with radio buttons for 'FusionHQ Mailer System' (selected) and 'SMTP Server'. The 'Signature' section contains the text: 'FusionHQ Headquarters', 'Muang District, Chiang Mai', and 'Thailand'. The word 'Advanced' is visible in the bottom right corner of the window.

- If you enable the **"Yes"** option, you can customize the confirmation message by yourself. You will not find this option if you select **"No"**.



The screenshot shows the 'Edit Email List' window with 'Enable confirmation email' set to 'Yes' (indicated by a red arrow). Below the 'Mailer Settings' section is the 'Confirmation email format' section, which contains a text area with a red border containing the following text: 'We received your request for information from Aromatherapy. Before we begin sending you the information you requested, we want to be certain we have your permission.' Below this text area, there is a dashed line followed by the text: 'CONFIRM BY VISITING THE LINK BELOW:', a URL 'http://www.fhqmail.com/index.php?act=autoresponderxxxxxxx', and a final paragraph: '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 click on the link below. If you have received this message in error'.

- **"Sending from"** means to select the mail server which you want the autoresponder message to be sent from. If your package includes FusionHQ mailer, you can enable the **"FusionHQ Mailer System"** option. If you don't, you can select the **"SMTP Server"** option.

The screenshot shows a window titled "Edit Email List" with a close button (X) in the top right corner. It is divided into two main sections:

- Mailer Settings:** Contains two rows of settings. The first row is "Enable confirmation email" with radio buttons for "Yes" (selected) and "No". The second row is "Sending from" with a red arrow pointing to the "FusionHQ Mailer System" radio button, which is selected. The "SMTP Server" radio button is unselected.
- Confirmation email format:** A text area containing a sample email body. The text reads: "We received your request for information from Aromatherapy. Before we begin sending you the information you requested, we want to be certain we have your permission." Below this is a dashed line, followed by the text "CONFIRM BY VISITING THE LINK BELOW:" and a URL: "http://www.fhqmail.com/index.php?act=autoresponderxxxxxxx". At the bottom, there is a line of text: "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 click on the link below. If you have received this message in error".

- If you select **"SMTP Server"** option, please make sure that you fill in the **"SMTP Server"**, **"SMTP Username"**, **"SMTP Password"**, **"SMTP Port"** and **"Email Sending Speed"** correctly. Otherwise the messages will not be sent out and your subscribers will not receive anything. If you are not sure about its details, please check with your autoresponder provider.

This screenshot shows the same "Edit Email List" window, but with the "Mailer Settings for Double-Optin List (Confirmed list)" section expanded. The "Sending from" option is now "SMTP Server", indicated by a red arrow. Below this section, there are five input fields, each with a red arrow pointing to it:

- SMTP Server:** A text input field with the placeholder text "Enter SMTP Server here".
- SMTP Username:** A text input field with the placeholder text "Enter SMTP Username".
- SMTP Password:** A text input field with the placeholder text "Enter SMTP Password".
- SMTP Port:** A text input field containing the number "25".
- Email Sending Speed:** A text input field containing "100" followed by the text "Mail per hour". A red arrow points to the "100" value.

At the bottom of the window, the "Mailer Settings for Single-Optin List (Unconfirm List)" section is visible but not expanded.

**Step 4:** Set up the Signature: these details will appear at the bottom of each message sent to the subscribers of this mail list.

**Edit Email List** [Close]

**Reply Email** (optional)

**Default Firstname Tag Replacement**

**Mailer Settings**

**Enable confirmation email**  Yes  No

**Sending from**  FusionHQ Mailer System  SMTP Server

**Signature**

FusionHQ Headquarters  
Muang District, Chiang Mai  
Thailand

Advanced

**Step 5:** Once you save changes, a verification email will be sent to the email inserted at the "**Send From Email**". Please check the inbox and click on the link.

From FusionHQ No-Reply <no-reply@fusionhq.com> ★

Subject **Please Confirm Your FusionHQ Opt-in List**

To support@fusionhq.com ★

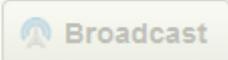
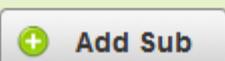
Before you can use this email address for your FusionHQ Opt-in list, we need your permission.

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PLEASE CLICK ON THE LINK BELOW:

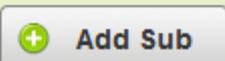
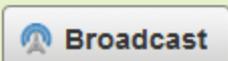
<http://www.fusionhqmailer.com/index.php?act=autoresponder&todo=confirmauthen&m=>

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If you can't click on the full URL above, please copy and paste it into your web browser. If you don't want this feature activated, please ignore this email.

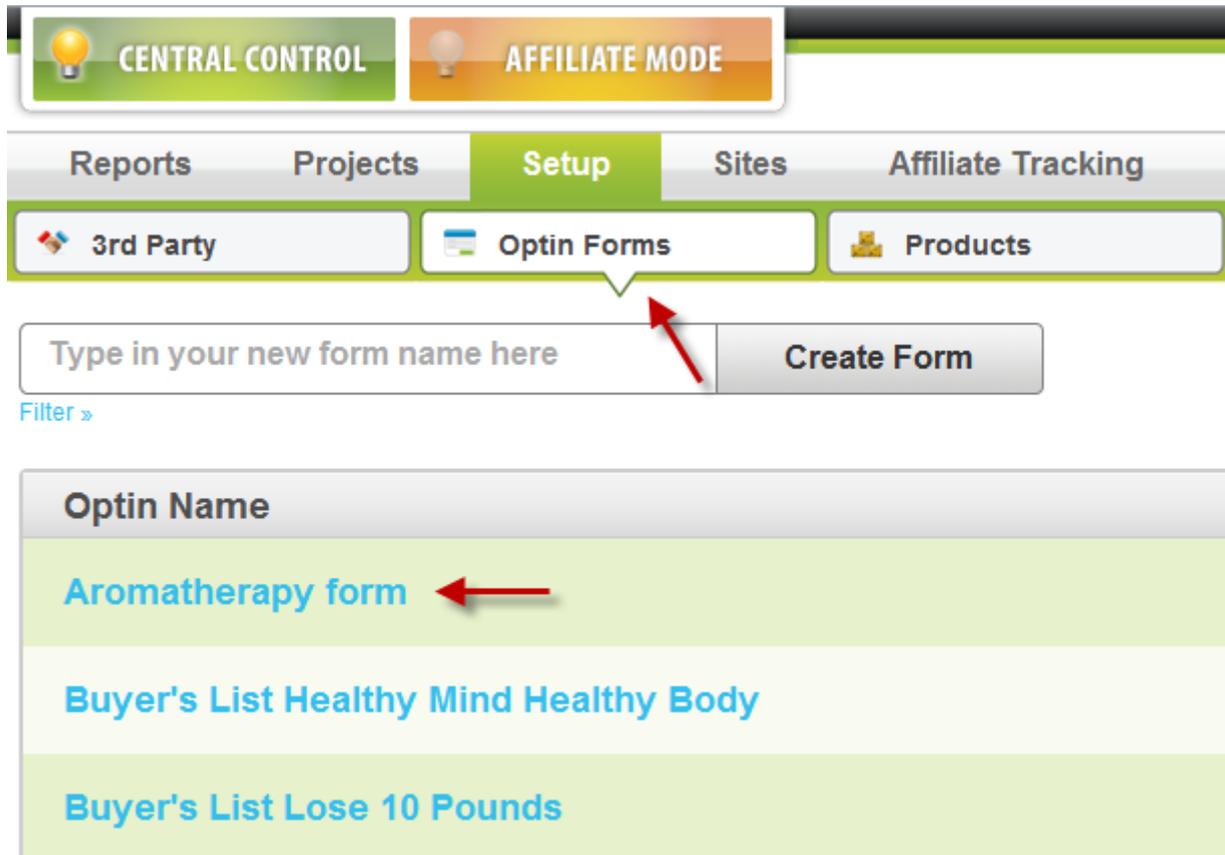
**Step 6:** If you don't receive a verification email, simply click on the "Unverified" notification link to resend the message.

List Name	Total Size Confirm / Unconfirm		
<b>1sc mail</b> Show Sub-list »	<b>18</b> 9/9	 Add Sub	 Broadcast
<b>Aromatherapy374</b> (Unverified) Show Sub-list »	<b>0</b> 0/0	 Add Sub	 Broadcast
<b>Free Optin List116</b> Show Sub-list »	<b>0</b> 0/0	 Add Sub	 Broadcast

**Step 7:** Once you've confirmed your email, the warning note will automatically be removed. You may need to refresh the page to remove the notification.

List Name	Total Size Confirm / Unconfirm		
<b>1sc mail</b> Show Sub-list »	<b>18</b> 9/9	 Add Sub	 Broadcast
<b>Aromatherapy374</b> Show Sub-list »	<b>0</b> 0/0	 Add Sub	 Broadcast
<b>Free Optin List116</b> Show Sub-list »	<b>0</b> 0/0	 Add Sub	 Broadcast

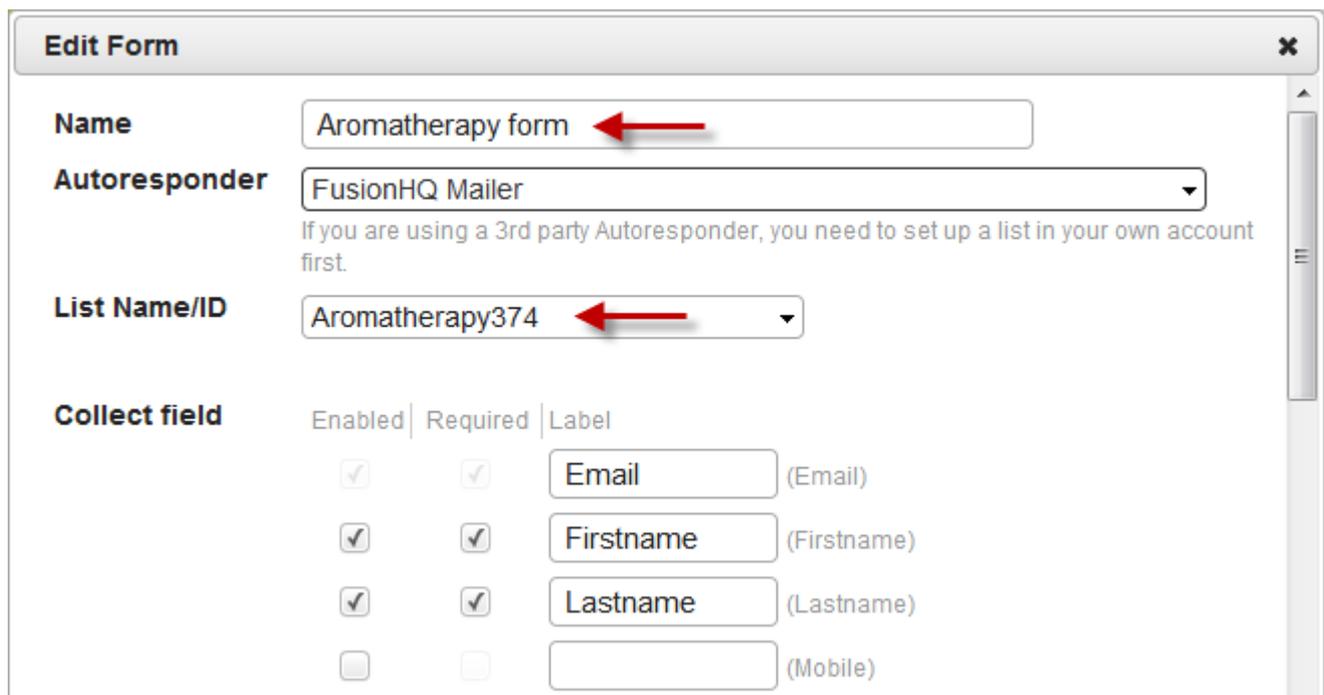
**Step 8:** As mentioned above, you cannot use the mailing list directly with the optin box, so at "**Setup**" and click on "**Optin Forms**", the system has generated the optin form of the newly created mailing list with "**form**" suffix.



The screenshot shows a web interface with a top navigation bar containing 'CENTRAL CONTROL' and 'AFFILIATE MODE'. Below this is a secondary navigation bar with 'Reports', 'Projects', 'Setup', 'Sites', and 'Affiliate Tracking'. Under 'Setup', there are three sub-sections: '3rd Party', 'Optin Forms', and 'Products'. A red arrow points to the 'Optin Forms' section. Below the navigation is a text input field with the placeholder 'Type in your new form name here' and a 'Create Form' button. A 'Filter >' link is located below the input field. The main content area displays a list of forms under the heading 'Optin Name':

- Aromatherapy form ←
- Buyer's List Healthy Mind Healthy Body
- Buyer's List Lose 10 Pounds

**Step 9:** You will see that the "**List Name/ID**" is the mailing list that you have just created.

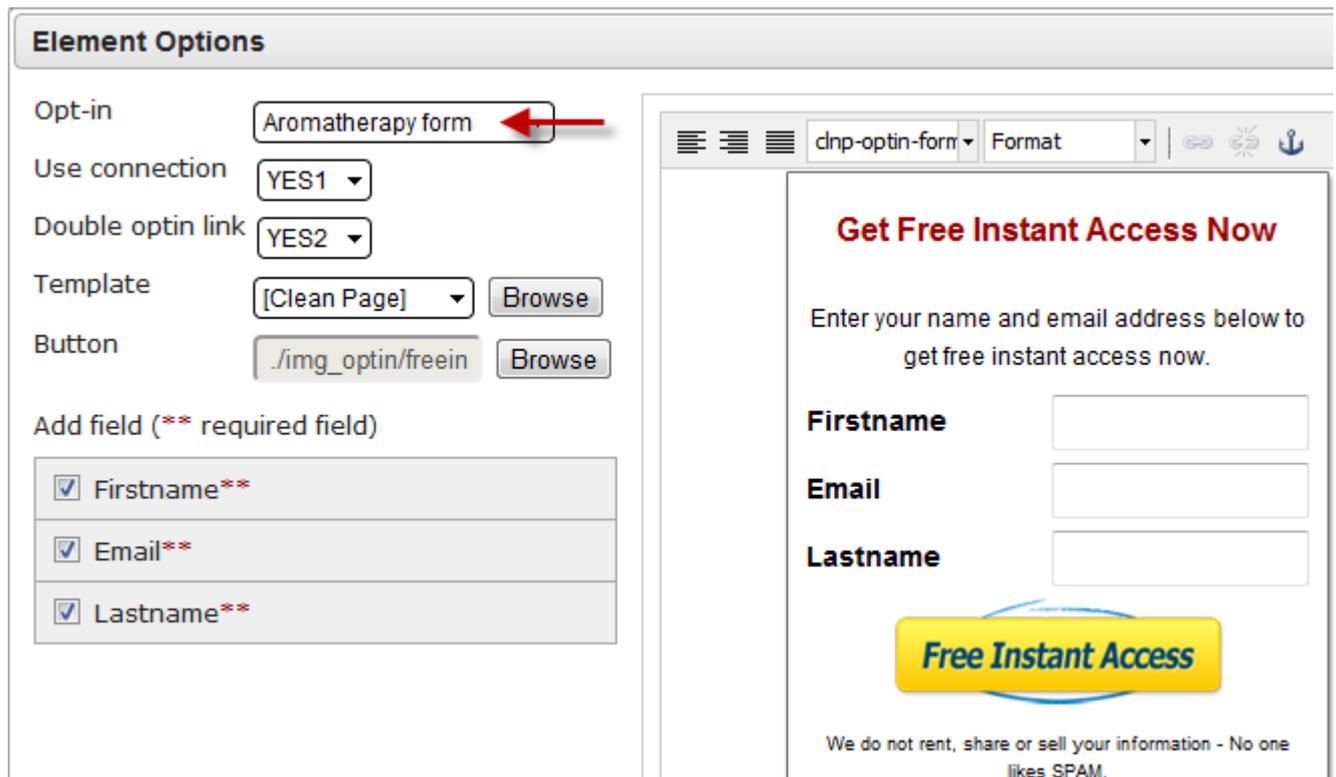


The screenshot shows an 'Edit Form' window with the following configuration:

- Name:** Aromatherapy form ←
- Autoresponder:** FusionHQ Mailer
- List Name/ID:** Aromatherapy374 ←
- Collect field:**

Enabled	Required	Label	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email	(Email)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Firstname	(Firstname)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Lastname	(Lastname)
<input type="checkbox"/>	<input type="checkbox"/>		(Mobile)

**Step 10:** Then you can select this optin form with the "Optin Box" element of the "Drag & Drop Editor".



The image shows a software interface for configuring an opt-in form. On the left is the "Element Options" panel, and on the right is a preview of the form.

**Element Options Panel:**

- Opt-in:** A dropdown menu set to "Aromatherapy form", with a red arrow pointing to it.
- Use connection:** A dropdown menu set to "YES1".
- Double optin link:** A dropdown menu set to "YES2".
- Template:** A dropdown menu set to "[Clean Page]" with a "Browse" button next to it.
- Button:** A text input field containing ".img\_optin/freein" with a "Browse" button next to it.
- Add field (\*\* required field):** A list of three fields, each with a checked checkbox:
  - Firstname\*\*
  - Email\*\*
  - Lastname\*\*

**Form Preview:**

The preview shows a form with the following elements:

- Header: "Get Free Instant Access Now" in red.
- Text: "Enter your name and email address below to get free instant access now."
- Fields: Three input fields labeled "Firstname", "Email", and "Lastname".
- Button: A yellow button with the text "Free Instant Access".
- Footer: "We do not rent, share or sell your information - No one likes SPAM."