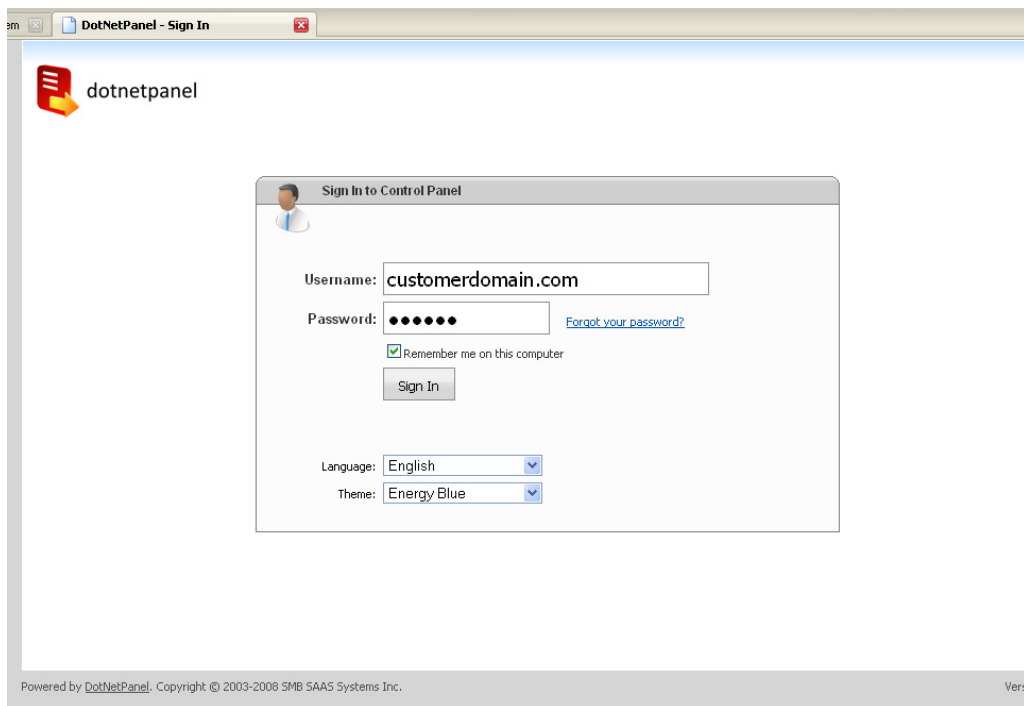


Creating Email Mailing Lists- DotNetPanel

This guide will provide you with the steps needed to create a mailing list in the DonNetPanel. These mailing lists, similar to distribution lists allow you to send an email to multiple email accounts. They are used for email promotions or marketing email.

1. The first step is to log into the DotNetPanel. Visit <https://cp.eurofasthost.com/> using your web browser- whether that is Internet Explorer or Firefox.
2. Type in your login information you were provided by your welcome email. Your username will generally be your domain. If you forgot your password you can use our *“Forgot your password”* link on the front page.



3. Once logged in you will greeted by our Account Home page. Click on your User Space- it will be your domain name.
4. On the left there will be a menu. On this menu, hover your mouse over **Mail**, and select **Lists**.
5. Once on this page you can click on the **Create Mailing List** button. In the first box type in the email address you want to use as the mailing list account. Select the domain you want to attach to his address by using the drop down menu.

6. Entering a List Description will give you a better idea of what it is for when it comes to managing it. Select a **List Moderator** using the drop down menu- this account will be responsible for managing the list. If no accounts are available on this drop down menu, you will need to create an email account.
7. You can optionally add a password to this Mailing List and a prefix to the emails being sent out. Enter a maximum message size (we recommend 1024KB- which is 1MB) and a maximum amount of recipients per message. Once you have done this type in the email addresses, one line for each.

The screenshot shows a web form for configuring a mailing list. At the top, the 'E-mail Address' field contains 'distribution' and the domain is set to 'customerdomain.com'. Below this is a 'List Description' text area with the text 'This mailing list is for internal use only- promoting company events.' The 'List Moderator' is set to 'sales@customerdomain.com'. There are two 'Enabled' checkboxes: one for 'List Password' and one for 'Subject Prefix', both of which are currently unchecked. The 'Who Can Post' dropdown is set to 'Anyone'. The 'Max Message Size, KB' is set to '1024' and 'Max Recipients per Message' is set to '25'. Under 'List Options', the 'Reply To List' checkbox is unchecked. The 'Mailing List Members' section contains two email addresses: 'email1@customerdomain.com' and 'email2@customerdomain.com'. A note at the bottom of this section says '* Enter one e-mail address per line'. At the very bottom of the form are 'Save' and 'Cancel' buttons.

8. Click **Save**.
9. If you need to edit this list go back to the Mailing List page and click on the appropriate Mailing List. Update the details where necessary and click **Save**.
10. You can also delete this mailing list by scrolling to the bottom of this page and clicking the **Delete** button.

If you have any questions or comments, please don't hesitate to contact us- support@eurofasthost.com or call us on 02380 249 823