## SmarterMail 16

Create Mailing List

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General				D	omain Settings	
Accounts	New	Delete				
Mailing Lists						
Events						
Folder Auto-Clean						
Shared Resources						
Signatures						
Spam Filtering						
Content Filtering						
Chat Search						

Login postmaster account > Click Domain Settings > Click Mailing Lists > Click New

Mailing List	?
List Address * hq1	
Moderator admin	-
Cancel	Save

Fill up List Address and choose Moderator

List Address - Essentially, the "List Address" for the mailing list. SmarterMail will use the name to create the actual email address that will be associated with the mailing list.

**Moderator** - The "owner" of the mailing list. This person will actively manage the mailing list, posts to the list and any replies. The moderator must be an active email user for the domain.

	Subscribers	Digest Subscribers	Posters	Banned Users	Messages	Custom Field
Options	0	0	0	0	23	0
Save Cancel Del	lete		1			
Options	Po	sting	Т	hrottling		
Name* hq1	<b>b</b> Pa	ssword	@	utgoing Messages per Hour (0 = Unlimited) * 500		
Status Enabled	- Alic	wed Posters oderator Only	- E	lessage Throttling Action Delay	-	
Moderator admin	• 0	x Message Size (KB) (0 = Unlimited)	0	utgoing Bandwidth MB per Hour (0 = Unlimited) $^{\circ}$		
Description 🖍 No description	Su	bject Prefix	B	andwidth Throttling Action Delay		
List Settings						
List To Address List Address	Co	mmands		lessage Uptions		
List From Address mailhq@kyrullanuar.my		Enable SUBSCRIBE command Enable LIST command		Send Unsubscribe Email		
List Reply To Address Do Not Set	- Fri	endly Unsubscribe		Enable double opt-in		
Webmail URL	Ma st	ling List Command Address Serv@kyrullanuar.my		Disable list error replies		
			D	igest Settings		
				Enable digest mode		

Details of the Option you may see link as per below. https://help.smartertools.com/SmarterMail/v16/Default.aspx?qq=%2fSmarterMail%2fv16%2fTopics%2fDomainAdmi n%2fSettings%2fMailingLists%2fNewMailingList.aspx

Options	Subscribers	Digest Subscribers O	Posters 0	Banned Users	Messages 23	Custom Fields
New Delete					Q Se	arch
			No items to show			
	Clic	k Subscribe	rs for add e	email acco	unts	

Subscriber	?
Details	
Email Address (one per line) *	
khairul@kyrullanuar.my	
it@kyrullanuar.my	
sales@kyrullanuar.my	
admin@kyrullanuar.my	
Cancel	Save

Fill up email address (one per line)

Options	Subscribers 4	Digest Subscribers 0	Posters O	Banned Users	Messages 23	Custom Fields
New Delete •••						Q Search
Email Address 🗠			Subscribed		Bounces	
admin@kyrullanuar.my			Mar 15, 2018		0	
it@kyrullanuar.my			Mar 16, 2018		0	
khairul@kyrullanuar.my			Mar 15, 2018		0	
sales@kyrullanuar.my			Mar 15, 2018		0	

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Send	C	Cancel	Sa	ve as D	raft	Û	••••										
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Dear	AII,																
Dear This witho Than	All, is to info ut any f ks	orm all o 'ail as th	ur emple e attend	oyees tha ance is c	at there compuls	will be a sory for a	staff me Il our em	eting a ployee	t <b>11:00 a</b> 3. Please	m on M e ensure	onday, that you	<b>12<sup>th</sup> Ma</b> Jare on	rch 2018. W time for the	e request a meeting.	all to atte	nd the	e meetir
Dear This witho Than Hum Khair	All, is to info ut any f ks an Reso ul	orm all o ail as th ource	ur empl	oyees tha ance is c	at there compuls	will be a ory for a	staff me II our em	eting a ployee:	t <b>11:00 a</b> s. Please	m on M e ensure	onday, that you	12 <sup>th</sup> Ma Jare on	rch 2018. W time for the	e request a meeting.	all to atte	nd the	e meetir
Dear This witho Than Hum Khair	All, is to info ut any f ks an Reso ul	orm all o iail as th	ur empl	oyees tha	at there compuls	will be a ory for a	staff me II our em	eting a ployee:	t <b>11:00 a</b> s. Please	m on M e ensure	onday, that you	12 <sup>th</sup> Ma J are on	rch 2018. W	e request a	all to atte	nd the	e meetir

To send mailing list, login account moderator. Click new email. Send it To : "List address name that you create on Mailing List".