

# reMARK

*Mailing list guide*



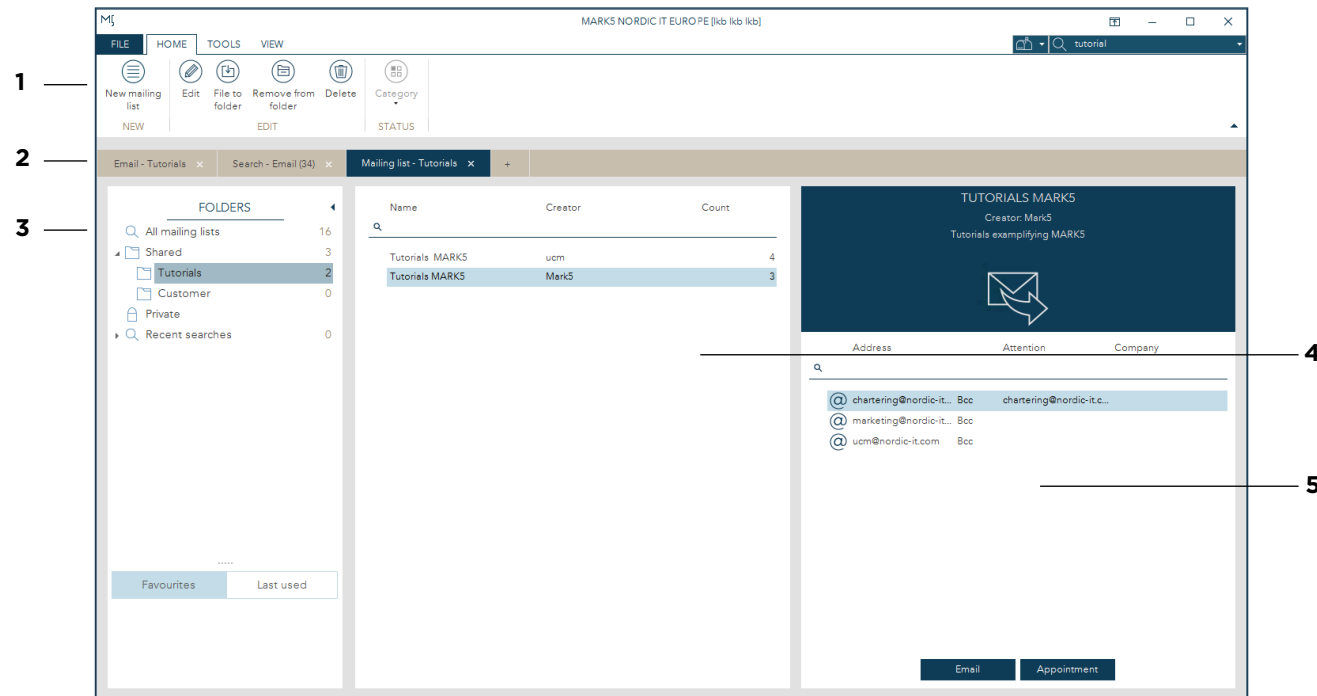
## Welcome

This user-guide will introduce you to mailing list. In mailing list, you find your collection of mailing lists created from relevant contacts. Mailing lists are an efficient way of sending emails to several recipients.

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## 1.0 | *Quick overview*

The following chapter will introduce the basic navigation and work area in mailing list.



**1 | [Toolbar](#)** is where you choose and use specific functions. The toolbar is sectioned in three tabs consisting of relevant functions; [home](#), [tools](#) and [view](#). In [home](#) you find the most used mailing list features. In [tools](#) you find less used features. In [view](#) you find layout related features.

**2 | [Tab menu](#)** is just below the toolbar. Click on the plus to create new tabs of content such as email, contacts, calendar, mailing lists, search and rules.

**3 |** In [folders](#) you can choose to view [all mailing lists](#), [shared](#) and [private](#). See chapter 1.1 for more details.

**4 |** When you choose a specific folder, the content of the list will show in the middle left pane; the [mailing list overview](#). Now, choose a mailing list by clicking the one you wish to view. See chapter 1.2 for more details.

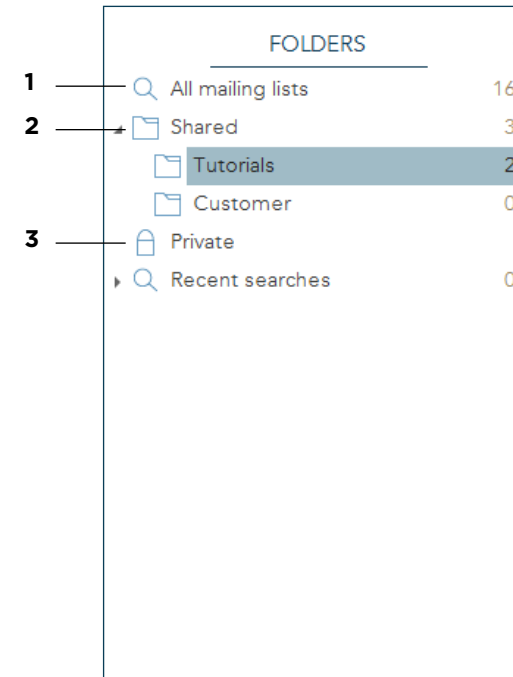
**5 |** Here you can see the content of your chosen list. You can send [emails](#) and create [appointments](#) to the active mailing list directly from the mailing list view. See chapter 1.3 for more details.

## 1.1 | *Understanding the mailing list folders*

**1** | The first folder at the top is **all mailing lists**. All mailing lists contains every mailing list you have access to in MARK5.

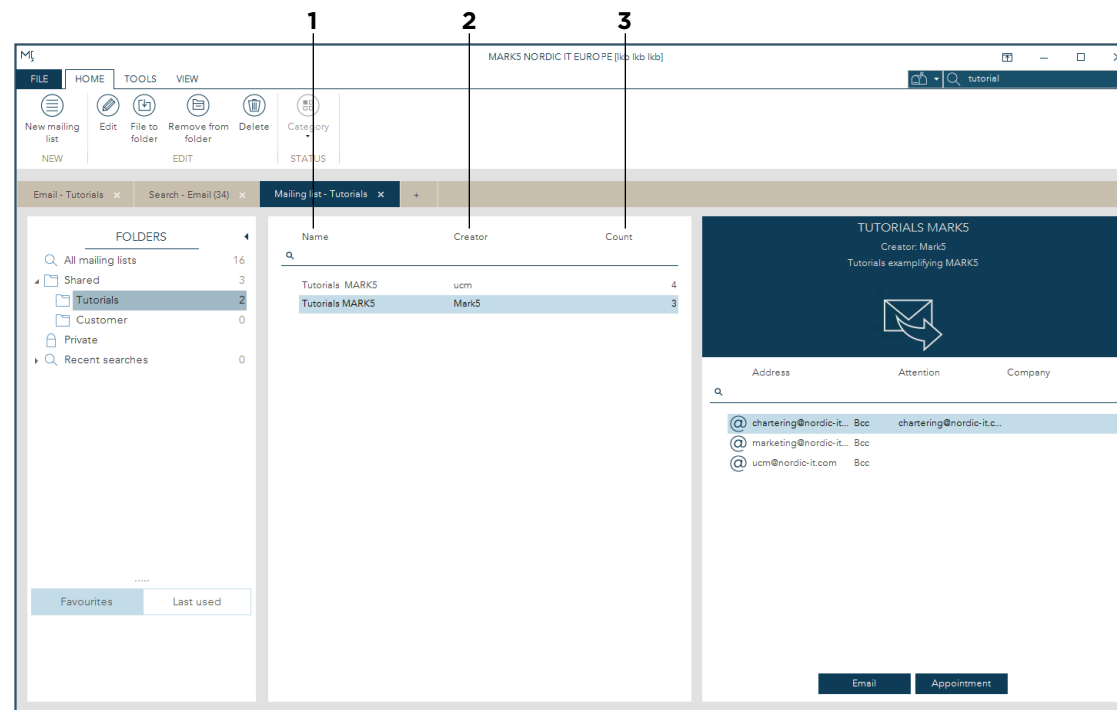
**2** | The second folder is **shared**. Shared is meant to contain all shared mailing lists that you have access to. This means that every mailing list you see here can also be seen by someone else in your team or organisation.

**3** | The third main folder is **private**. Here you have all of your private mailing lists. Nobody, but you, have access to these mailing lists. However, you will see mailing lists from your private folder in **all mailing lists**, but these are only visible to you.



## 1.2 | Mailing list overview

This will explain the second (middle) pane in the mailing list interface called [Mailing list overview](#). This is where you see all the mailing lists of the folder you have marked in the folder list. The information on each mailing list is tied to the columns above and you can easily search through them using the filter row just below.



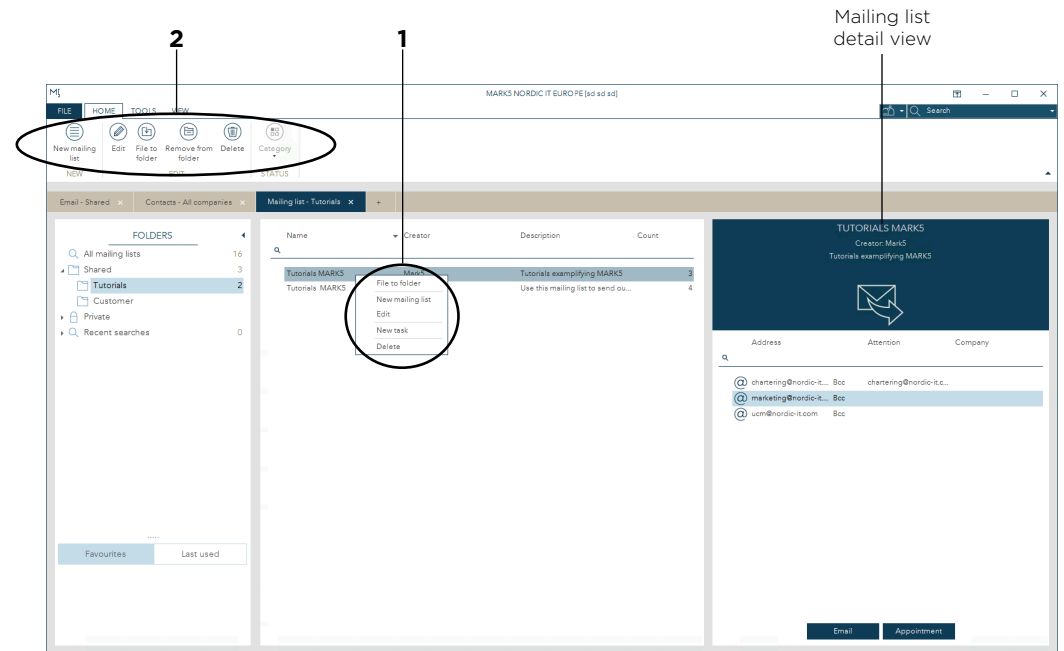
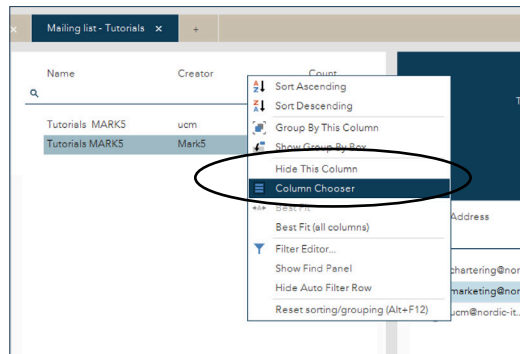
There are three types of columns represented in the Mailing list overview: **Name**, **creator** and **count**:

**1 | Name** displays the name of the mailing list, which have been defined when the list was created.

**2 | Creator** displays the user who have set up the mailing list - the person who has created the list.

**3 | Count** displays how many contacts are on the list.

## 1.2 | Mailing list overview



You can customise what information you want to see by selecting relevant columns: Simply right click on any column, choose [hide this column](#) to remove or choose [column chooser](#) to add new ones. If you tab [column chooser](#) a pop-up will appear where you can choose to add other columns to your view.

You can sort your content based upon the columns you have chosen, by clicking the name of the column. It will now sort your content according to the column.

Click the mailing list, you wish to view or use. You will see the content of the chosen mailing list in the right pane (the mailing list detail view). To carry out actions you have two options:

- 1 | Right-click the mailing list to see a dropdown with functions as shown in the screenshot.
- 2 | Go to the toolbar, where you can do the same.

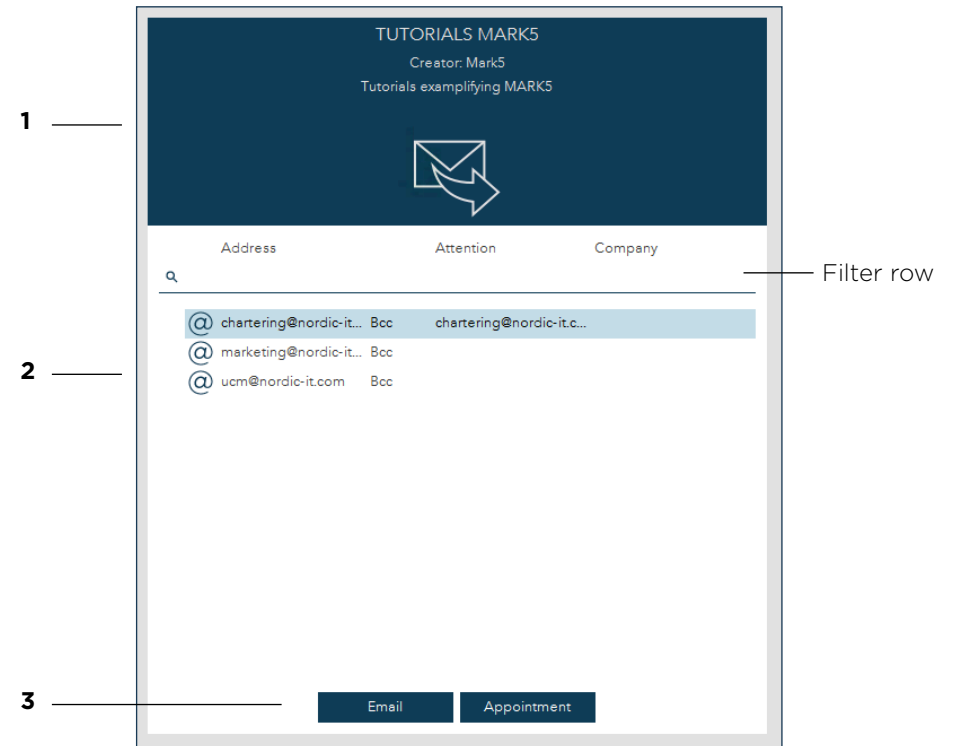
## 1.3 | *Mailing list detail view*

Choose a mailing list from the mailing list overview to see it in the mailing list detail view. This is where you can view the details of the mailing list you have marked.

**1** | At the top, you see the name of the mailing list, who has created it and a description of the list.

**2** | Underneath you see the contacts attributed to the mailing list. The information on each contact is tied to the columns above and you can easily search through them using the [filter row](#).

**3** | In the bottom there are two buttons called [email](#) and [appointment](#). Click on [email](#) to send an email to all the contacts in your mailing list. Click on [appointment](#) to set up an appointment with the contacts in your mailing list. These functions will be explained on the following page of this guide.



## 1.4 | Button functionality

Make sure to select a mailing list from the mailing list folder. When viewing the mailing list, at the bottom of the section, you have the option to send an [email](#) to the mailing list or create an [appointment](#) as described in previous page.

**1** | To write an email, press the [email](#) button (chapter 1.3). This will open an email window, where you can compose your email. The recipients of the mailing list will automatically appear as [bcc](#). When finished typing your email, press [send](#).

**2** | To create an appointment, press the [appointment](#) button (chapter 1.3). A pop-up in two sections will appear.

2.1:

The top section is where you can edit details about the appointment: its [name](#), [description](#), [time and date](#), [location](#) and so on.

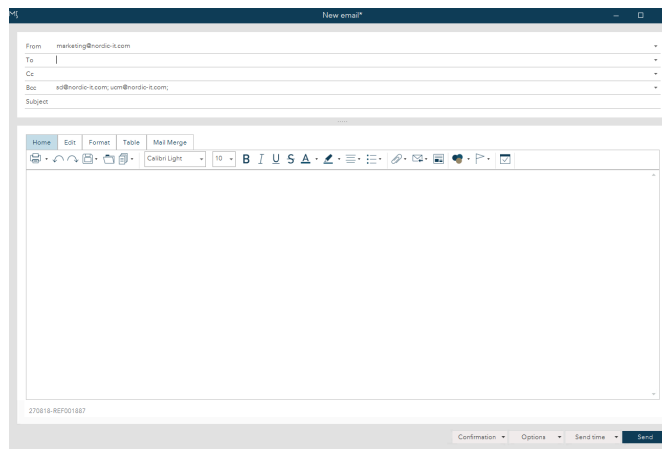
2.2:

The bottom section is where you can edit and see the participants. Your chosen mailing list will automatically appear in the invitation list. You can add recipients to that list, either by selecting from the list or typing in the filter view row. These will be added to the invitation list.

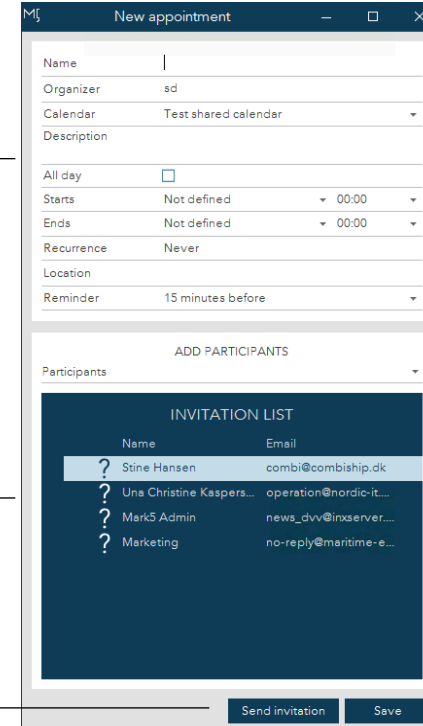
2.3:

Press [send invitation](#) when you are done, and [save](#).

1.



2.

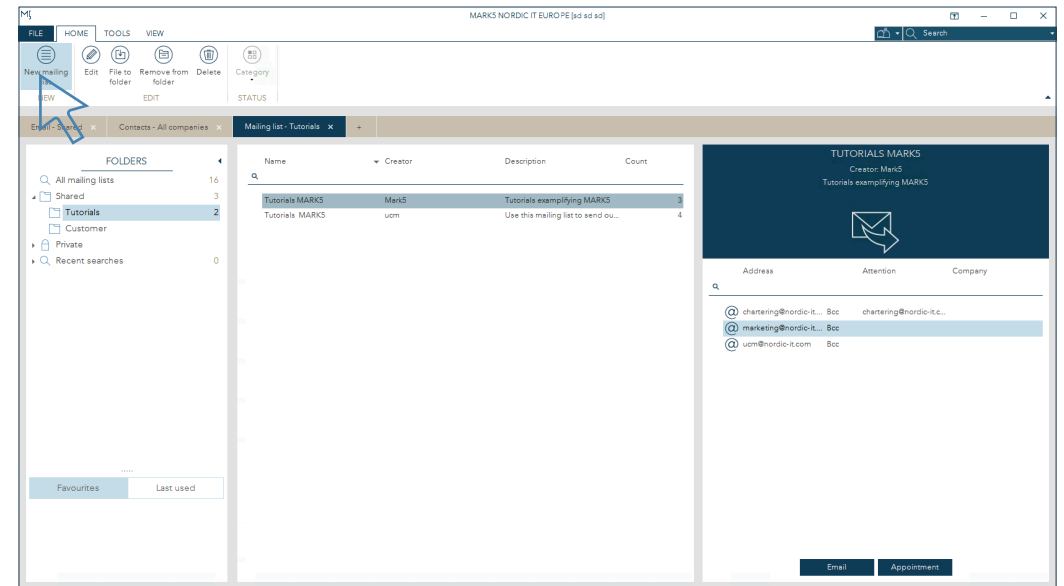




## 1.5 | *Create new mailing list*

This will show you how to create a new mailing list. First, open a tap and choose mailing list.

Now, go to the toolbar and click on new mailing list to get a pop-up where you start creating.



- 1 | In the first row, **name** your mailing list.
- 2 | In **type**, choose if the list will send either email, fax, telex or mobile messages.

3 | In the next row, add a **description** if necessary.

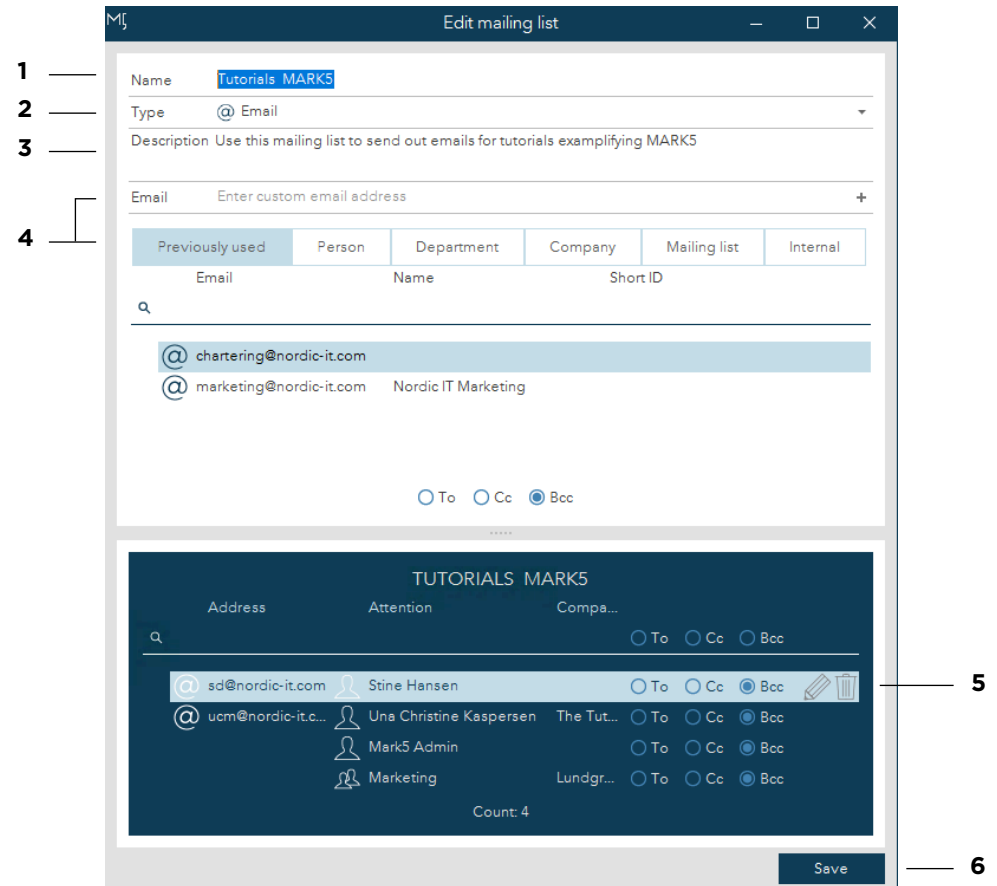
4 | In this area, you add your contacts to your list. To add recipients, you can either type email addresses manually or, you can add from the existing contact database in MARK5 just below. Tap between groups to find the contacts you wish to add. In each tab, you can quickly search through the contact list using filter row.

To add a contact, double-click and it will be added to the dark blue overview of your mailing list in the bottom. A contact is automatically set to **bcc**, so if you want another setting, just change it to either **to** or **cc** before you add the contact or from the list at the bottom.

5 | To **edit** or **remove** a contact from your list, scroll to the contact, and place your mouse on the contact. Now, icons appear to the right, as shown in the screenshot. Tap the pen-icon to **edit**, and the trashcan-icon to **remove** the contact.

6 | When you have completed your mailing list, press **save**.

Your new mailing list will now appear in your **mailing list overview** (see chapter 1.2).



## 1.6 | *Edit mailing list*

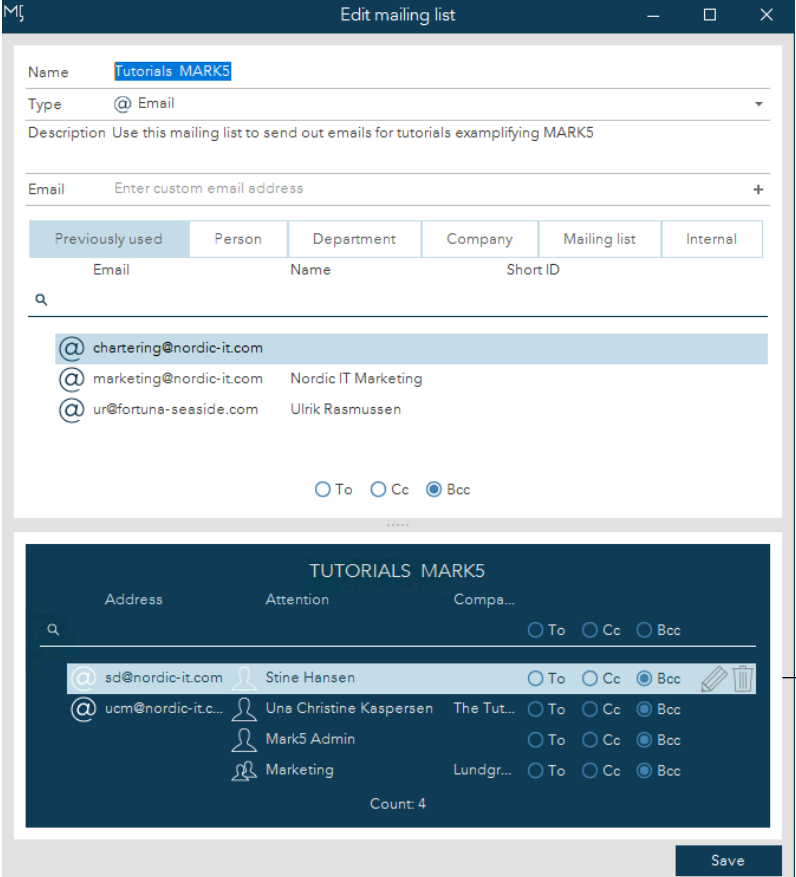
To edit a Mailing list either click twice on the mailing list or mark it and go to edit in the toolbar. Now, a pop-up will appear.

In this pop-up, you can make modifications to the mailing list.

**1** | Here you can add new participants. Follow the same procedure as described in the previous page.

**2** | Here you can edit or delete existing participants of the mailing list. To edit or remove contacts, scroll to the contact and place your mouse on the contact. Now, press the pen-icon to [edit](#) or the trashcan-icon to [remove](#).

When you are done, press [save](#) to register your modifications.



**1**

**2**