

Manage Smart Lists

A **Smart List** is a type of **distribution list** with more options to make it easier to specify members and who is allowed to send emails to that list.

Just as a distribution list, a Smart List lets you reach multiple email addresses at once. For example, you could create a **team** address for your whole office team (team@mydomain.com), a **billing** address for your accounting team (billing@mydomain.com), and so on.

Smart Lists can be managed from the Admin Panel:

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.

Adding a Smart List

- Click on **Smart Lists** in the left menu bar.
- Choose a **Domain** from the list.
- Click on the button **New List**.
- In **List Name**, type in the name of your list (only the part before the '@' sign).
- In **List type**, you have two options:
 - **Specify Members** (add each member one by one, by email address), or
 - **All domain users** (automatically include all valid emails of the chosen domain).
- In **List security**, you can choose who can send emails to this smart list:
 - **Only members can post**: all or only some emails from the same domain can post,
 - **Password protected**: only senders that include the password at the beginning of the subject line can send (email subject example, with a custom password between square brackets: [mypass]My Subject),
 - **No protection**: anyone can send emails to this list.
- If you choose **Password protected**, type in the chosen **password** in the input field. You can share this password with accepted senders and instruct them to include it in the email subject (for example: [**customPassword**]My Subject - the password will be removed before recipients receive the email).
- You can choose to **Send a copy of the message to the sender**.
- Click on the **Add Smart List** button to finish the setup.

Managing Smart List Members

Adding new members to a Smart List where List Type is **Specify Members**:

- Click on **Smart Lists** in the menu bar.

- Choose a **Domain** from the list to show the available Smart Lists.
- Click on the **member icon** next to the list you wish to edit
- You can add **internal members** (hosted by us, unlimited) or **external members** (hosted by another provider, maximum 4 per account).
- You can choose if they can post to this smart list by setting **Can post** to **Yes** for each member you add.
- To add an **internal member**, select the email address from the dropdown, and click on **Add Member** button.
- To add an **external member**, type in the input field the email address and click on **Add Member** button.

Deleting members

- Click on **Smart Lists** in the menu bar.
- Choose a **Domain** from the list to show the available Smart Lists.
- Click on the **member icon** next to the list you wish to edit.
- Remove members by clicking on the **delete icon** next to the member which you want to delete.
- A confirmation pop-up will appear, showing the member that will be deleted. Click on **Delete** to confirm.
- If the Smart List type is **All domain users**, you can only remove the member's permission to post to that list.

Removing a Distribution List

- Click on **Smart Lists** in the menu bar.
- Choose a **Domain** from the list to show the Smart Lists.
- Click on the **delete icon** next to the smart list which you want to delete.
- An alert pop up will appear, showing the list that will be deleted. Click on **Delete** to confirm.

Revision #3

Created 23 August 2024 14:29:28 by Support

Updated 4 June 2026 17:37:33 by Admin