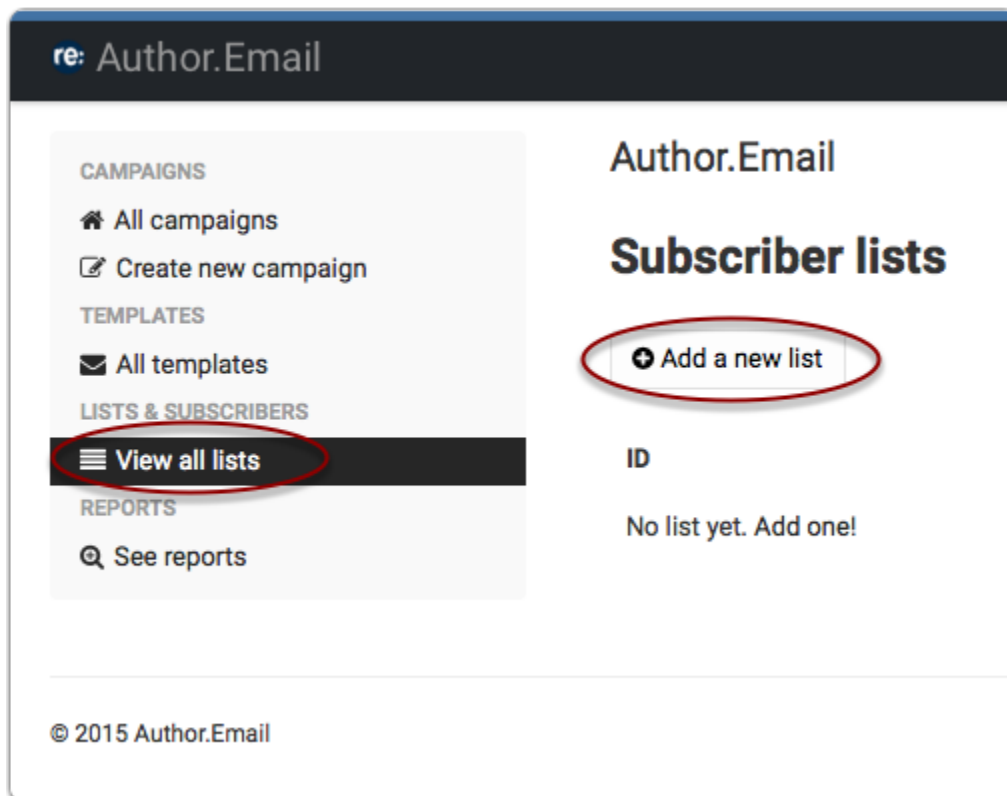


## 3 easy steps to a new list

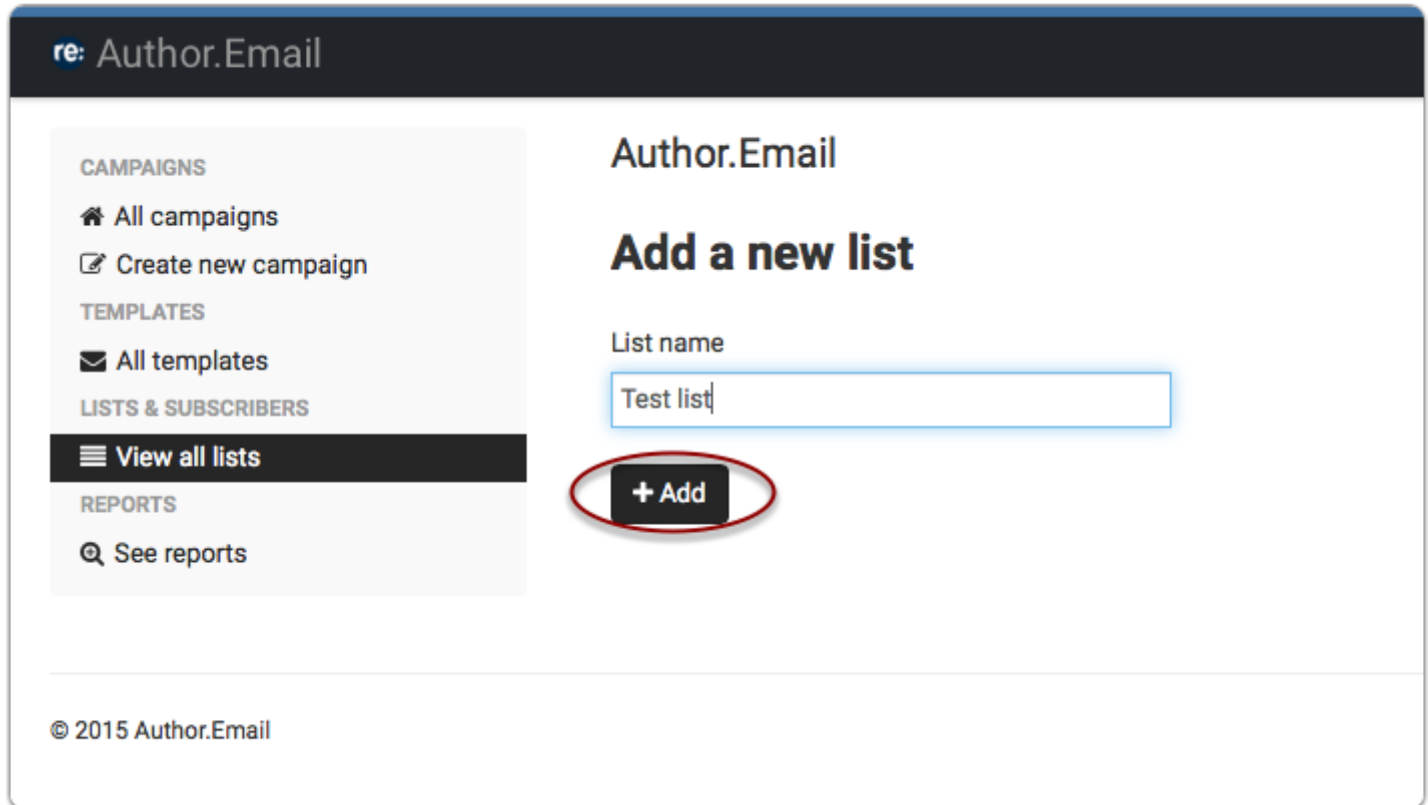
### 1. Click "View all lists"

...then click "Add a new list."



## 2. Name your list

Type the name of your new list, then click "+ Add."

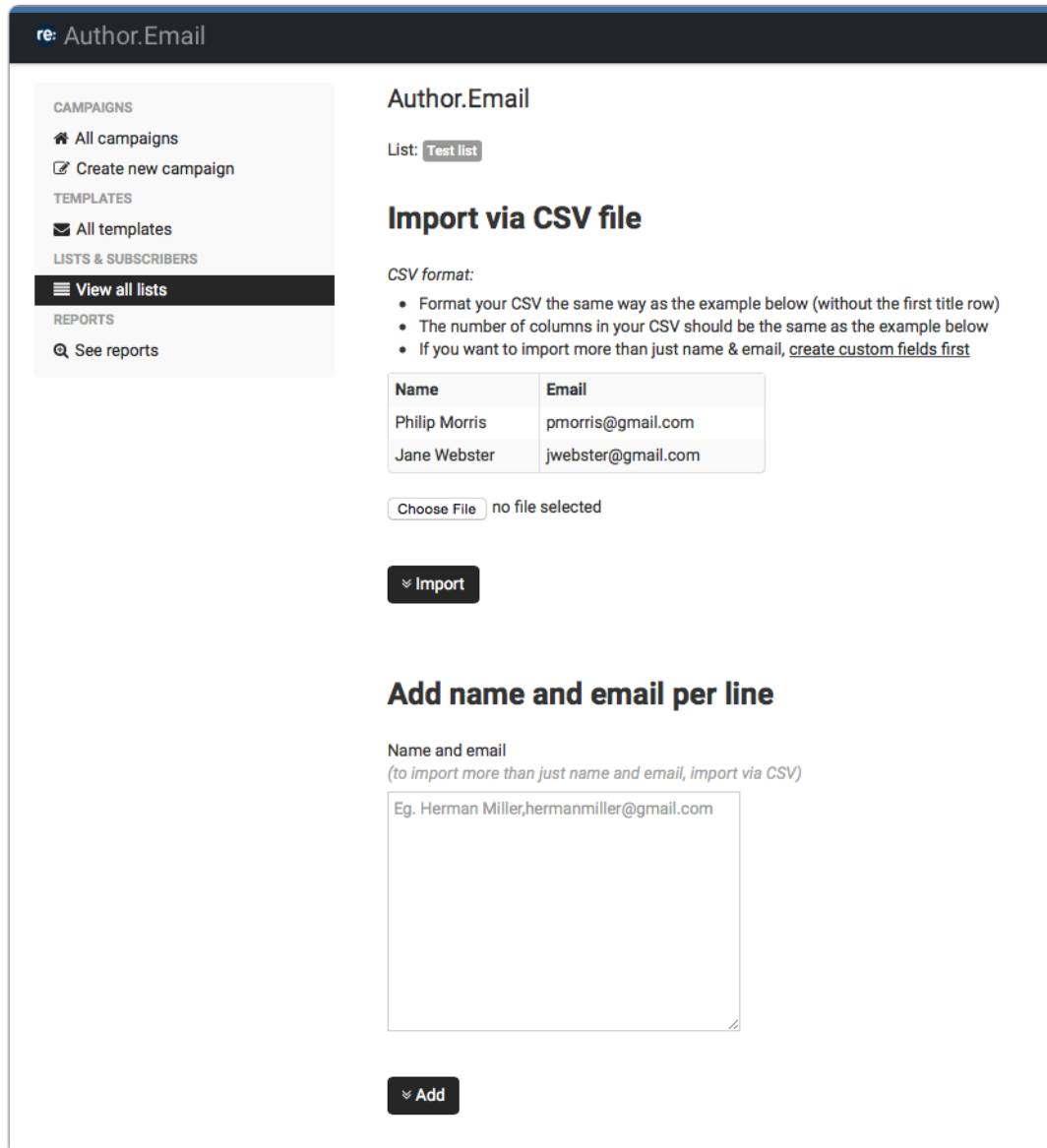


## 3. Import your list

If you would like to import a .csv file from another mailing list provider, click "Choose File," find the .csv file, and click "Import."

If you don't have a .csv file, you can copy/paste names and email addresses in the field "Add name and email per line."

Alternatively, you can upload your list later.



The screenshot shows the Author.Email interface. On the left is a navigation sidebar with sections: CAMPAIGNS (All campaigns, Create new campaign), TEMPLATES (All templates), LISTS & SUBSCRIBERS (View all lists), and REPORTS (See reports). The main content area is titled 'Author.Email' and shows 'List: Test list'. Under 'Import via CSV file', there is a 'CSV format' section with three bullet points: 'Format your CSV the same way as the example below (without the first title row)', 'The number of columns in your CSV should be the same as the example below', and 'If you want to import more than just name & email, create custom fields first'. Below this is a table example:

Name	Email
Philip Morris	pmorris@gmail.com
Jane Webster	jwebster@gmail.com

Below the table is a 'Choose File' button and the text 'no file selected'. An 'Import' button is also present. Under 'Add name and email per line', there is a text input field with the placeholder 'Eg. Herman Miller,hermanmiller@gmail.com' and an 'Add' button.

## Editing lists

You can add as many lists as you want! Keep your fiction fans separate from your nonfiction readers, or create new lists for each pen name you use. Each list has its own autoresponder series available, as well as a custom signup form code.

To edit your list in the future, click "View all lists" from the menu, then click on the "Edit" button next to the list you want to edit.

The screenshot shows the Author.Email dashboard. On the left is a navigation menu with sections: CAMPAIGNS (All campaigns, Create new campaign), TEMPLATES (All templates), LISTS & SUBSCRIBERS (View all lists), and REPORTS (See reports). The main content area is titled 'Author.Email' and 'Subscriber lists'. It features an 'Add a new list' button and a search bar. Below is a table with columns: ID, List, Active, Unsubscribed, Bounced, Edit, and Delete. The 'Test list' row shows 0 active users, 0% unsubscribed, and 0% bounced. The 'Edit' button for the 'Test list' is circled in red.

ID	List	Active	Unsubscribed	Bounced	Edit	Delete
LyPrV...	Test list	0	0% 0 users	0% 0 users	