NEWSLETTERS

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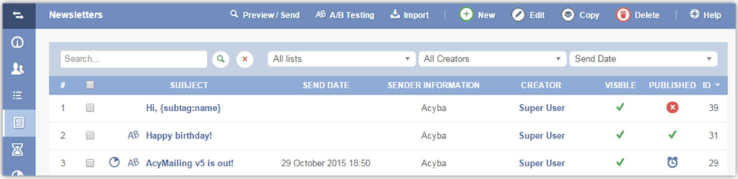
- Frequently Asked Questions
  - A user is subscribed to two lists, will he receive two copies of the same Newsletter?

Description

Sending newsletters is the main point of using AcyMailing. With this documentation you will know all you need to know to create, send and manage your newsletters.
A Newsletter is an e-mail that AcyMailing will send to one or several mailing lists at a fixed date (if you want to send an e-mail based on the subscription date of your users, you should use the Follow-Up system from AcyMailing Enterprise).

Listing

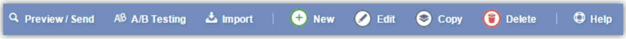


Newsletters
Preview / Send
A/B Testing
Import
New
Edit
Copy
Delete
Help
Search...
All lists
All Creators
Send Date

#	☐	SUBJECT	SEND DATE	SENDER INFORMATION	CREATOR	VISIBLE	PUBLISHED	ID
1	☐	Hi, {subtag:name}		Acyba	Super User	✓	✗	39
2	☐	AB Happy birthday!		Acyba	Super User	✓	✓	31
3	☐	AB AcyMailing v5 is out!	29 October 2015 18:50	Acyba	Super User	✓	⏰	29

This screen enables you to manage all your Newsletters.
You can sort your Newsletters by any field, search using the "Search..." box and directly modify some properties by clicking on the icons.

Toolbar

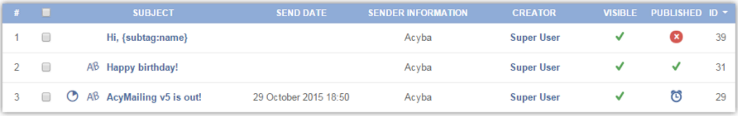


Preview / Send
A/B Testing
Import
New
Edit
Copy
Delete
Help

- **Preview / Send :** This button enables you to see a preview of the selected Newsletter. You can select a Newsletter and then click on this button in order to preview your Newsletter and send it (or send a test, or schedule it...)
- **A/B Testing** : Select at least two newsletters then click on this button to perform an A/X test. More information here
- **Import** : You can import a newsletter using this button. Upload a zip file with the same structure as a downloadable template from our templates section
- **New** : Enables you to create a new Newsletter.
- **Edit** : Select a newsletter and then click on this button in order to edit its information.

- **Copy** : Select a newsletter and then click on this button in order to copy it in a new newsletter.
- **Delete** : Select one or several Newsletters and click on this button in order to completely delete the Newsletters.
- **Help** : This button enables you to turn ON/OFF the help section, this screen will appear or disappear.

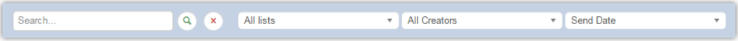
Column Headers



#	☐	SUBJECT	SEND DATE	SENDER INFORMATION	CREATOR	VISIBLE	PUBLISHED	ID
1	☐	Hi, {subtag:name}		Acyba	Super User	✓	✗	39
2	☐	Happy birthday!		Acyba	Super User	✓	✓	31
3	☐	AcyMailing v5 is out!	29 October 2015 18:50	Acyba	Super User	✓	⏰	29

- **#** : An indexing number automatically assigned for ease of reference.
- **Checkbox** : Check this box to select one or more items. To select all items, check the box in the column heading. After one or more boxes are checked, click on the delete button in order to delete the selected Newsletters or click on the Preview button in order to Preview and then Send one Newsletter.
- **Subject** : Subject of your Newsletter.
- **Send Date** : If you already sent this Newsletter, this field indicates the send date of the Newsletter.
- **Sender Information** : This field displays the Sender Information of the Newsletter.
- **Creator** : Creator of the Newsletter.
- **Visible** : A visible and published Newsletter will be displayed on the front-end in the archive section. If your Newsletter is not visible or not published, it won't be displayed on the Front-end.
- **Published** : AcyMailing will never send an unpublished Newsletter. The orange exclamation mark indicates that the Newsletter is actually scheduled and that it will be sent at the specified send date. As soon as AcyMailing will start sending this Newsletter, the publish status will be "Published".
  AcyMailing does not add e-mails in the queue when you schedule your Newsletter. AcyMailing waits until the scheduled date and then queue all your e-mails and starts the send process. With this method, AcyMailing makes sure that users who subscribed between the date you scheduled your Newsletter and the real send date will also receive your Newsletter.
- **ID** : This field indicates the ID of the Newsletter.

Filters

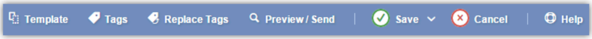

Search...
All lists
All Creators
Send Date

- The filter caption enables you to easily search in your Newsletters.
- If you select a list in the dropdown "All Lists", only Newsletters attached to this list will be displayed.
- If you select a creator in the filter dropdown "All Creators", only Newsletters created by this user will be displayed.
- If you select a year / month in the filter dropdown "Send Date", only Newsletters sent within the selected period will be displayed.

Create a newsletter

This screen enables you to create or edit a Newsletter, you will be able to select a template, add tags, add attachments, include pictures, modify the sender information.
Each Newsletter should be attached to one or several Mailing Lists in order to be sent. The Newsletter will be sent to the selected Mailing Lists and AcyMailing will take care of the send process by making sure that each user will receive only one copy of the Newsletter, even if the user belongs to several Mailing Lists.

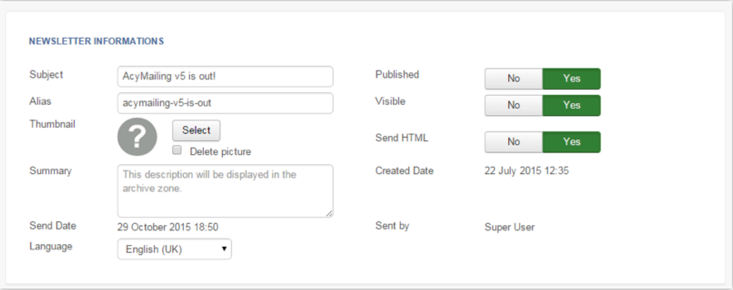
Toolbar


Template
Tags
Replace Tags
Preview / Send
Save
Cancel
Help

- **Template :** If you click on this button, a popup will open and you will be able to choose another template (that will replace the current content of your newsletter, so make sure you select your template first when creating a newsletter).
- **Tags** : If you click on this button, a popup will open and you will be able to choose which tag to insert in your Newsletter.
  You can include the name of the user, his e-mail or any other information, a Virtuemart product, a Joomla article, an event, an unsubscribe link... AcyMailing use the Joomla Plugin system so that it's very easy to add more functionalities to your AcyMailing component. More tag plugins here.
- **Replace Tags** : If you click on this button, all global tags will be replaced by the corresponding content.
  None of the personal tags will be replaced as they are replaced only during the send process.
- **Preview / Send** : Save the current Newsletter and display the preview screen where you will be able to preview, test, send or schedule your Newsletter.

- **Save** : Save the current Newsletter and return to the Newsletter Management screen.
  - **Apply** : Apply the modifications to the current Newsletter and stay on the same screen.
- **Cancel** : Return to the previous screen without saving the modifications.
- **Help** : This button enables you to turn ON/OFF the help section, this screen will appear or disappear.

Newsletter Information


NEWSLETTER INFORMATIONS

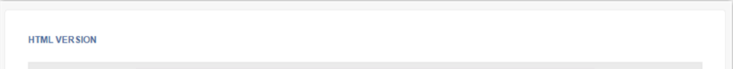
Subject: AcyMailing v5 is out!
Alias: acymailing-v5-is-out
Thumbnail
Summary: This description will be displayed in the archive zone.
Send Date: 29 October 2015 18:50
Language: English (UK)
Published: No [✓ Yes]
Visible: No [✓ Yes]
Send HTML: No [✓ Yes]
Created Date: 22 July 2015 12:35
Sent by: Super User

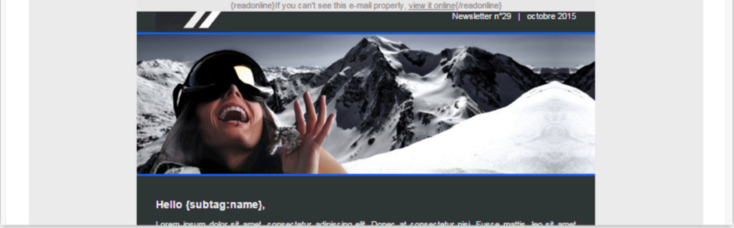
Select
☐ Delete picture

- **Subject** : Subject of your Newsletter. You can include a tag in the subject to personalize it depending on the receiver.
- **Alias** : Alias of your Newsletter, this field will be used for SEF Links.
- **Published** : Is this Newsletter published or not? A non published Newsletter won't be displayed on the Front-end.
  This field is also used to determine if the Newsletter is scheduled or not (only from AcyMailing Essential). A scheduled Newsletter will be automatically published as soon as AcyMailing sends the first e-mail of the Newsletter.
- **Visible** : If your Newsletter is visible and published, the Newsletter will be displayed on the archive section on the Front-end.
- **Thumbnail** : You can select an image with this option that will be shown as thumbnail in the archive section.
- **Send HTML Version** : You can choose to send the HTML Version or the Text version of your Newsletter. If you select "NO", AcyMailing will send the TEXT Version to all your receivers (the preference of the user does not matter in that case). If you select "Yes", the Newsletter will be sent depending on the preference of each user.
  Spam score is usually lower if you send Text versions. So if you don't care about the look of your Newsletter, we recommend you to select "NO".
  The editor area should disappear if you select "No" and you will only be able to edit the Text Version of your Newsletter.
- **Summary** : You can add here a summary for the newsletter, that will be shown on your archive section.
- **Created Date** : Date of creation of your Newsletter.
- **Send Date** : The date the newsletter has been sent
- **Sent by** : The user that sent the newsletter
- **Language** : You can attach your newsletter to a language so AcyMailing will use this language in the generated links (unsubscribe link for example)

Newsletter Body

Like any e-mail, a Newsletter can have two parts, an HTML Version and a Text Version.
Those two parts can be sent in the same e-mail (depending on your AcyMailing Configuration) but the receiver will see only ONE of those two parts depending on his e-mail client.
Your own editor will be loaded and you will be able to modify the body of your Newsletter with your favorite editor!
The AcyMailing Configuration page also enables you to select another Joomla Editor so that you can use your favorite editor to edit your Joomla Articles and another one to edit all AcyMailing Newsletters (we recommend to use our own editor, and let us know if you think a feature is missing).


HTML VERSION



{readonline}If you can't see this e-mail properly, view it online{/readonline}

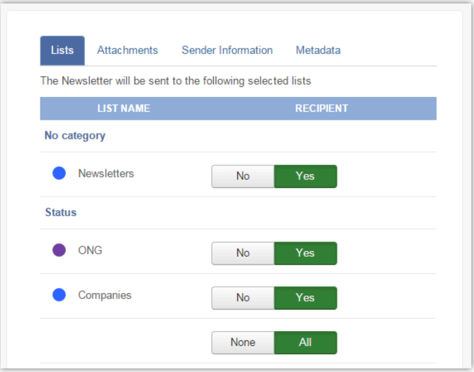
Newsletter n°29 | octobre 2015

Hello {subtag:name},

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec at consectetur nisi. Fusce mattis, leo sit amet

Attached Lists

Each Newsletter will be sent to one or several lists of users.
You can attach each Newsletter to one or several lists so AcyMailing will send this Newsletter to all available (not blocked, not unsubscribed...) users in each attached list.
AcyMailing will take care of the send process and will make sure that one user only receives one copy of your Newsletter, even if he subscribed to several Mailing Lists in the ones selected.

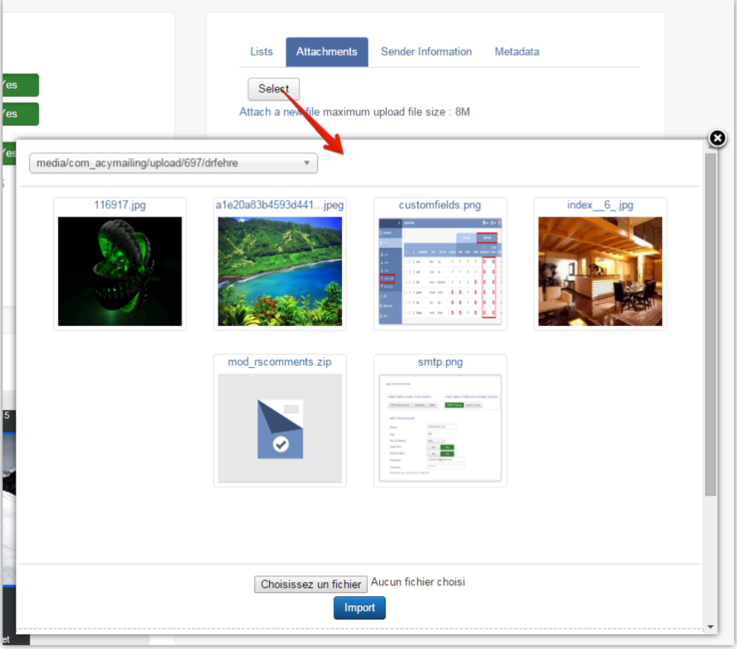

Lists
Attachments
Sender Information
Metadata

The Newsletter will be sent to the following selected lists

LIST NAME	RECIPIENT
No category	
● Newsletters	No [✓ Yes]
Status	
● ONG	No [✓ Yes]
● Companies	No [✓ Yes]
	None [✓ All]

Attachments

You can attach files to each Newsletter.
If you want to attach more than one file, you can click on the "Attach a new file" link and AcyMailing will display a new button so that you can select a new file.
Once you're done, you can Save your Newsletter and you will clearly see the list of attachments and you will still be able to delete them.
Each attached file will be added to your Newsletter.
If you have huge attachments (more than 500Ko), we recommend you to not embed your attachments in the e-mail itself but let AcyMailing add a link to your online file. This option is available in the AcyMailing Configuration page, tab "Mail configuration".


Lists
Attachments
Sender Information
Metadata
Select
es
es
es
5
et
116917.jpg
a1e20a83b4593d441...jpeg
customfields.png
index__6_.jpg
mod_rscomments.zip
smtp.png
Choisissez un fichier
Import

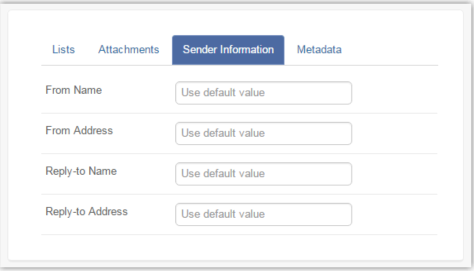
Attach a new file maximum upload file size : 8M

media/com_acymailing/upload/697/drfehre

Aucun fichier choisi

Sender Information

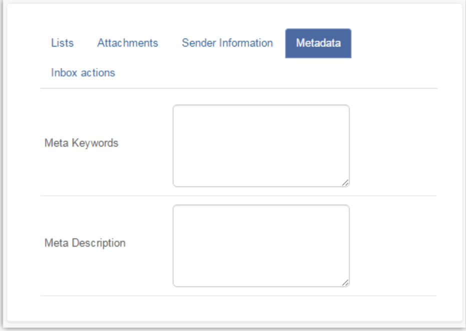
By default, your default sender information will be loaded when you create a new Newsletter but you can modify any of those for each Newsletter. You can also add tags in those fields such as {subtag:name|info:sender} to insert the sender's name.


Lists
Attachments
Sender Information
Metadata

From Name: Use default value
From Address: Use default value
Reply-to Name: Use default value
Reply-to Address: Use default value

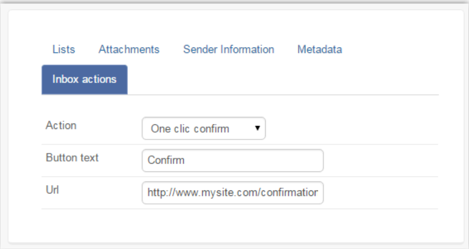
Metadata

You can add meta keywords and a meta description using those two fields.


Lists
Attachments
Sender Information
Metadata
Inbox actions
Meta Keywords
Meta Description

Inbox actions

With this tab, you can add Inbox buttons directly on your email's subject line in the mail clients, you will find more information here.


Lists
Attachments
Sender Information
Metadata
Inbox actions

Action: One clic confirm
Button text: Confirm
Url: http://www.mysite.com/confirmatior

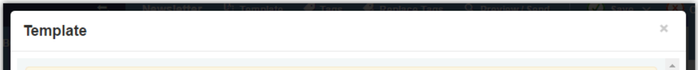
Template

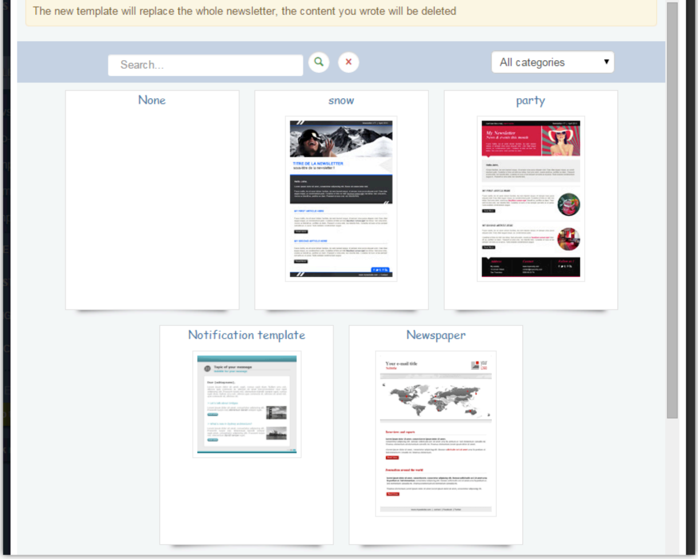
When you create a new Newsletter, one default template can be automatically loaded. The loaded template is the first published template and set as default. If there is no published template which is set as default, no template will be loaded and your Newsletter editor will be empty. You can manage all your templates and modify the default loaded template very easily by clicking on the menu link "Templates".

By clicking on the button "**Template**", a popup will open including all your published templates ordered based on your preferences.

You can click on any of your templates in order to directly see it in your Newsletter Editor.

Be careful! If you already wrote some text, the new template will overwrite your actual content.

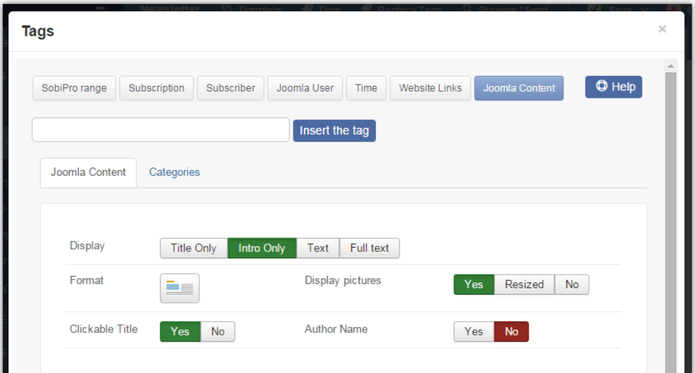



The new template will replace the whole newsletter, the content you wrote will be deleted

Search...
All categories
None
snow
party
Notification template
Newspaper

Tags

By clicking on the button "**Tags**", a popup will open and display all your published AcyMailing tag plugins.
Depending on your published plugins (they can be managed either from the AcyMailing configuration page, or from the Joomla Plugin Manager), you will see a different screen.
Each plugin has its own documentation so you can click on the button "**Help**" inside the popup in order to display the related information.
This screen enables you to include almost anything in a Newsletter. You will probably mostly use the plugin "Subscription" which enables you to include subscription tags in your Newsletter such as "Modify your subscription" or "Unsubscribe" but you may also use the "Subscriber" plugin in order to include personal information of the user such as his name... Other plugins will enable you to include Joomla Articles in your Newsletter, VirtueMart coupons, VirtueMart Products, Events from jCalPro, information from Community Builder... and you can even develop your own AcyMailing plugin!


Tags
×
SobiPro range
Subscription
Subscriber
Joomla User
Time
Website Links
Joomla Content
Help
Insert the tag
Joomla Content
Categories

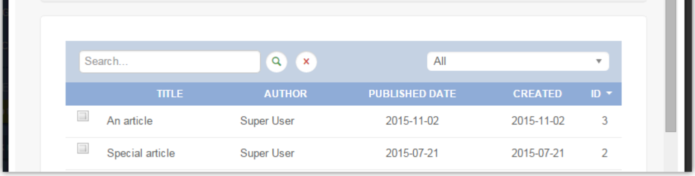
Display: Title Only [✓ Intro Only] Text Full text

Format

Display pictures: [✓ Yes] Resized No

Clickable Title: [✓ Yes] No

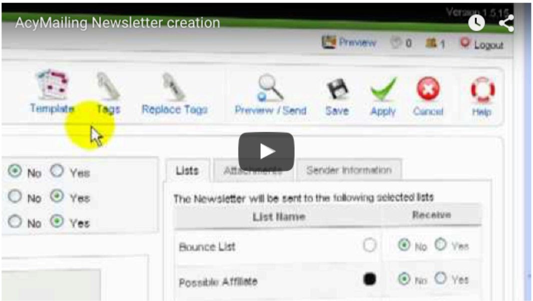
Author Name: Yes [✓ No]



	TITLE	AUTHOR	PUBLISHED DATE	CREATED	ID
☐	An article	Super User	2015-11-02	2015-11-02	3
☐	Special article	Super User	2015-07-21	2015-07-21	2

Create and send your first newsletter step by step

This documentation will explain you, step by step, how to create and send your first Newsletter.

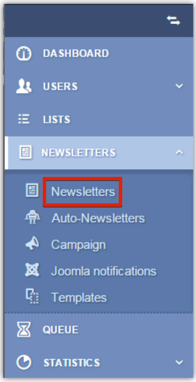

AcyMailing Newsletter creation
Version 1.5.15
Preview
0
1
Logout
Template
Tags
Replace Tags
Preview / Send
Save
Apply
Cancel
Help
No
Yes
No
Yes
No
Yes
Lists
Attachments
Sender Information

The Newsletter will be sent to the following selected lists

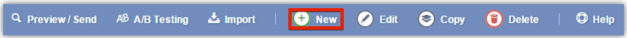
List Name		Receive
Bounce List	○	● No ○ Yes
Possible Affiliate	●	● No ○ Yes

Create a newsletter

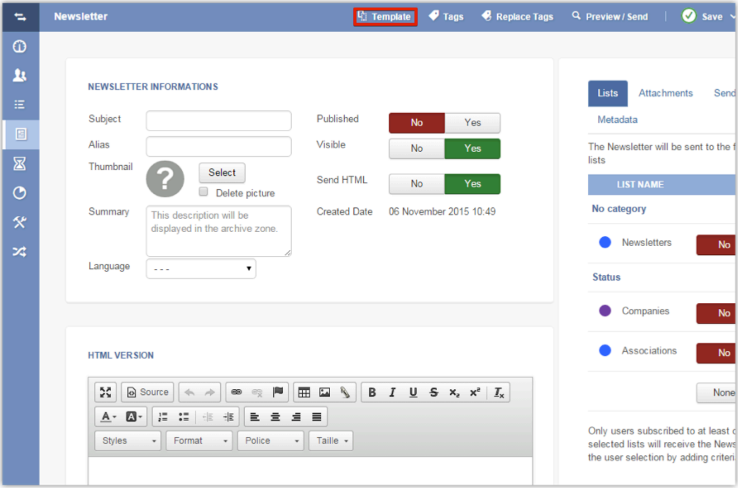
- Log in on the back-end, go on any AcyMailing page, then click on the "Newsletters" menu.


DASHBOARD
USERS
LISTS
NEWSLETTERS
Newsletters
Auto-Newsletters
Campaign
Joomla notifications
Templates
QUEUE
STATISTICS

- Click on the button **New** to create a new Newsletter


Preview / Send
A/B Testing
Import
New
Edit
Copy
Delete
Help

- You can now see the Newsletter edition.
- Your first default published template has been automatically loaded (you can create templates or change the default one in the template section). But you can also switch your template on the fly.


Newsletter
Template
Tags
Replace Tags
Preview / Send
Save
Lists
Attachments
Send
Metadata
Select
Source
Styles
Format
Police
Taille

NEWSLETTER INFORMATIONS

Subject:

Alias:

Thumbnail: ☐ Delete picture

Summary: This description will be displayed in the archive zone.

Language: - - -

Published: No / Yes

Visible: No / Yes

Send HTML: No / Yes

Created Date: 06 November 2015 10:49

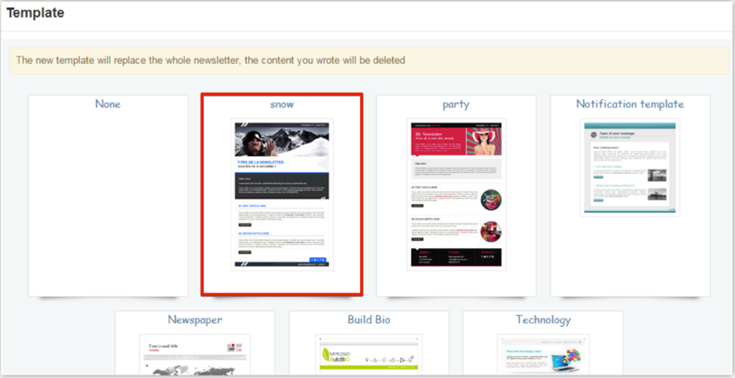
The Newsletter will be sent to the f
lists

LIST NAME	
No category	
Newsletters	No
Status	
Companies	No
Associations	No
	None

Only users subscribed to at least c
selected lists will receive the News
the user selection by adding criteri

HTML VERSION

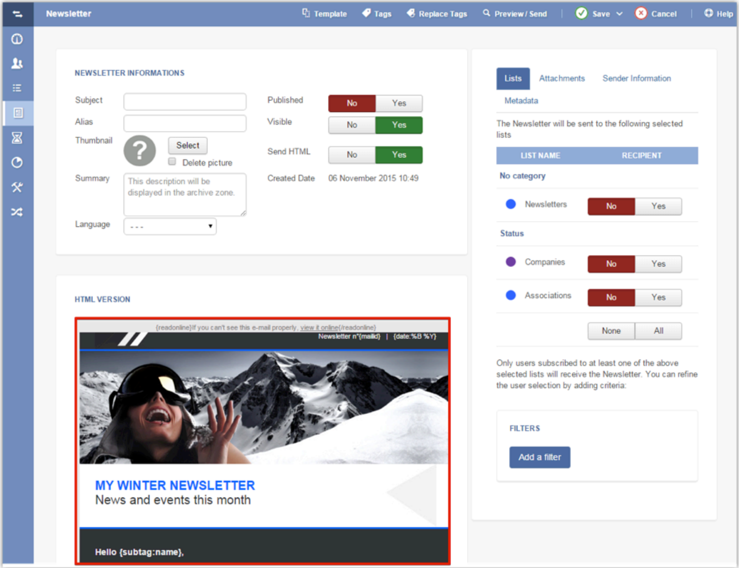
- Click on the button **template** and select another template by clicking on its area.


None
snow
party
Notification template
Newspaper
Build Bio
Technology

Template

The new template will replace the whole newsletter, the content you wrote will be deleted

- Your other template should immediately appear inside your wysiwyg editor and the popup will close automatically.


Newsletter
Template
Tags
Replace Tags
Preview / Send
Save
Cancel
Help
Lists
Attachments
Sender Information
Metadata
Select
Add a filter

NEWSLETTER INFORMATIONS

Subject

Alias

Thumbnail

☐ Delete picture

Summary: This description will be displayed in the archive zone.

Language: - - -

Published: No / Yes

Visible: No / Yes

Send HTML: No / Yes

Created Date: 06 November 2015 10:49

HTML VERSION

{readonline}If you can't see this e-mail properly, view it online{/readonline}

Newsletter n°{mailid} | {date:%B %Y}

MY WINTER NEWSLETTER

News and events this month

Hello {subtag:name},

The Newsletter will be sent to the following selected lists

LIST NAME	RECIPIENT
No category	
Newsletters	No / Yes
Status	
Companies	No / Yes
Associations	No / Yes
	None / All

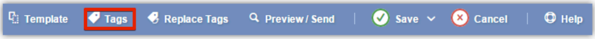
Only users subscribed to at least one of the above selected lists will receive the Newsletter. You can refine the user selection by adding criteria:

FILTERS

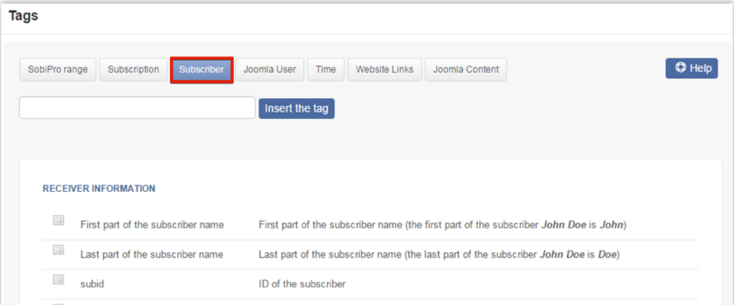
- Write a subject and the content of your e-mail the way you want.
  You can include pictures, text, links...

Add tags to your Newsletter

- One of the best features in AcyMailing is its ability to include personal information in the Newsletter so each user will receive HIS Newsletter and not a generic one.
- Click on the button **Tags**

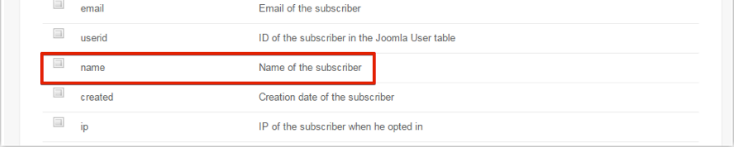

Template
Tags
Replace Tags
Preview / Send
Save
Cancel
Help

- A popup will open and you will see a list of information you can use in your Newsletter
- You can insert personal information which will be replaced during the send process like the name of the user for example, or a personal link to enable your users to unsubscribe from your Newsletter...
- Click on the menu **Subscriber** to be able to access the subscriber information and insert your personal tag then click on the field **Name**.


Tags
SobiPro range
Subscription
Subscriber
Joomla User
Time
Website Links
Joomla Content
Help
Insert the tag

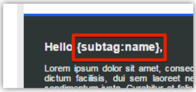
RECEIVER INFORMATION

☐	First part of the subscriber name	First part of the subscriber name (the first part of the subscriber *John Doe* is *John*)
☐	Last part of the subscriber name	Last part of the subscriber name (the last part of the subscriber *John Doe* is *Doe*)
☐	subid	ID of the subscriber



☐	email	Email of the subscriber
☐	userid	ID of the subscriber in the Joomla User table
☐	name	Name of the subscriber
☐	created	Creation date of the subscriber
☐	ip	IP of the subscriber when he opted in

- You should see immediately the tag **{subtag:name}** inserted in your Newsletter, where your cursor was. If you didn't click in your newsletter's content area before inserting the tag, it will be automatically placed in the **Subject** field.



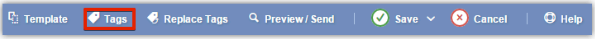
Hello {subtag:name},

Lorem ipsum dolor sit amet, consec dictum facilisis, dui sem laoreet ne

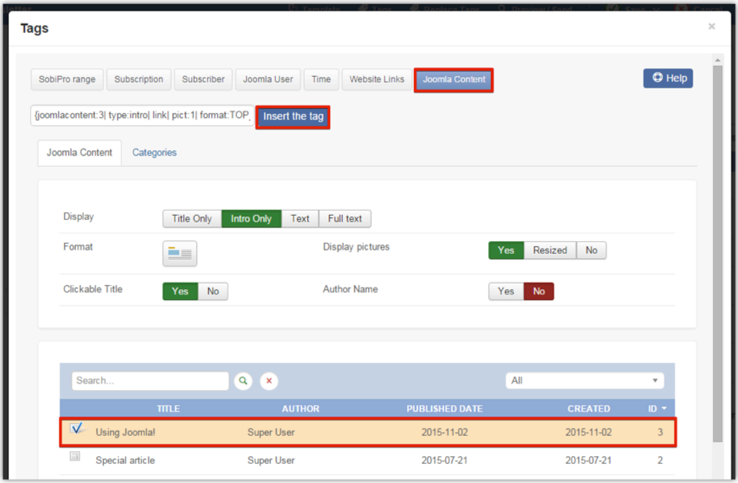
- If you want to add the subscriber name in the subject of your e-mail for example, simply click in the subject field before opening the **Tags** popup.

Add a Joomla article to your Newsletter

- Click again on the button **Tags**


Template
Tags
Replace Tags
Preview / Send
Save
Cancel
Help

- Click on the menu **Joomla Content**
- Select one or several articles
- Click on the button **Insert the tag** and the tag will be inserted in your Newsletter, where your cursor was.
- This tag will be then replaced on the preview screen or during the send process but you can also replace it if you click on the button **Replace Tags**


Tags
×
SobiPro range
Subscription
Subscriber
Joomla User
Time
Website Links
Joomla Content
Help
Insert the tag
Joomla Content
Categories
Search...
All

{joomlacontent:3| type:intro| link| pict:1| format:TOP_

Display: Title Only [✓ Intro Only] Text Full text

Format

Display pictures: [✓ Yes] Resized No

Clickable Title: [✓ Yes] No

Author Name: Yes [✓ No]

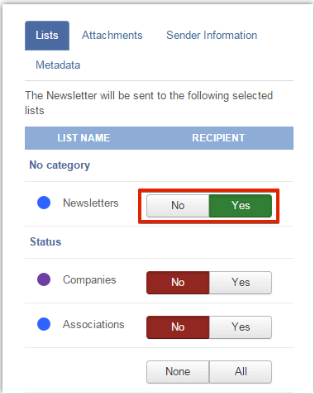
	TITLE	AUTHOR	PUBLISHED DATE	CREATED	ID
☑	Using Joomla!	Super User	2015-11-02	2015-11-02	3
☐	Special article	Super User	2015-07-21	2015-07-21	2

- AcyMailing is integrated with several other components so the same way, you will be able to insert Joomla Content, Events, Products, Coupon Discounts or even a Joomla Module! (depending on your AcyMailing version)
- If you insert a tag in your Newsletter which is not a personal tag (Content, Events, Products...), this tag will be also replaced during the send process and on the preview page.
  But if you want to modify it, you can click on the button **Replace Tags** which will replace the tag by the real content so you will be able to modify the inserted content the way you want before sending your Newsletter.

Attach your Newsletter to one list

Let's now consider you finished writing your Newsletter and you want to send it.
AcyMailing handles multiple lists of users and the same Newsletter can be sent to several lists at the same time (AcyMailing will handle the duplicates). So first, you have to select the receivers of your Newsletter.

- On the right side of the Newsletter edition, you can see a **Lists** tab.
  In this tab you will see all your lists, and you can select if you want the subscribers of each list to receive your Newsletter or not.
  In this example, only the subscribers of the list **Newsletters** will receive the Newsletter.
  You can safely select several lists since none of your users will receive twice the same Newsletter even if they are subscribed to several lists.


Lists
Attachments
Sender Information
Metadata

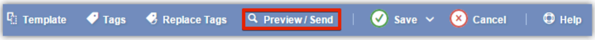
The Newsletter will be sent to the following selected lists

LIST NAME	RECIPIENT
No category	
Newsletters	No / **Yes**
Status	
Companies	**No** / Yes
Associations	**No** / Yes
	None / All

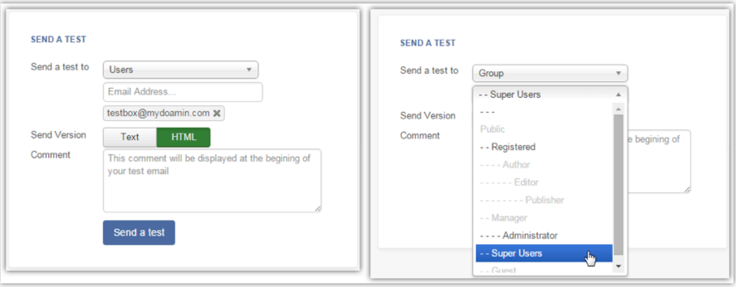
Test your Newsletter

Your Newsletter is ready to be sent... let's test it!

- Click on the button **Preview / Send** to save your Newsletter and access the preview page.


Template
Tags
Replace Tags
Preview / Send
Save
Cancel
Help

- You can send a test to yourself (default value), to an entire Joomla group (Manager, Administrator or Super Administrator) or to any other e-mail address.


SEND A TEST

Send a test to: Users
Email Address...
testbox@mydoamin.com ✖
Send Version: Text / **HTML**
Comment: This comment will be displayed at the begining of your test email

Send a test

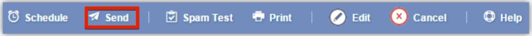
SEND A TEST

Send a test to: Group
Send Version
Comment

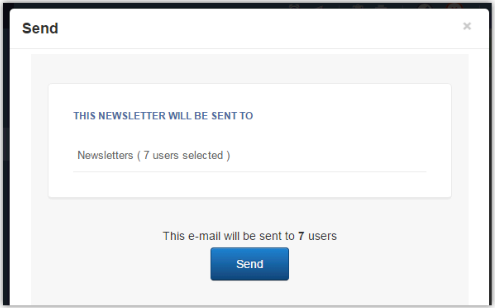
- - Super Users
- - -
Public
- - Registered
- - - - Author
- - - - - - Editor
- - - - - - - - Publisher
- - Manager
- - - - Administrator
- - Super Users
- - Guest
e begining of

Send your Newsletter

- Once you successfully tested your Newsletter, you can handle the real send process by clicking on the button **Send**


Schedule
Send
Spam Test
Print
Edit
Cancel
Help

- A popup will open asking you a confirmation to send your Newsletter



Send

THIS NEWSLETTER WILL BE SENT TO

Newsletters (7 users selected)

This e-mail will be sent to **7** users

- Then click on the **Send** button to confirm the sending process!