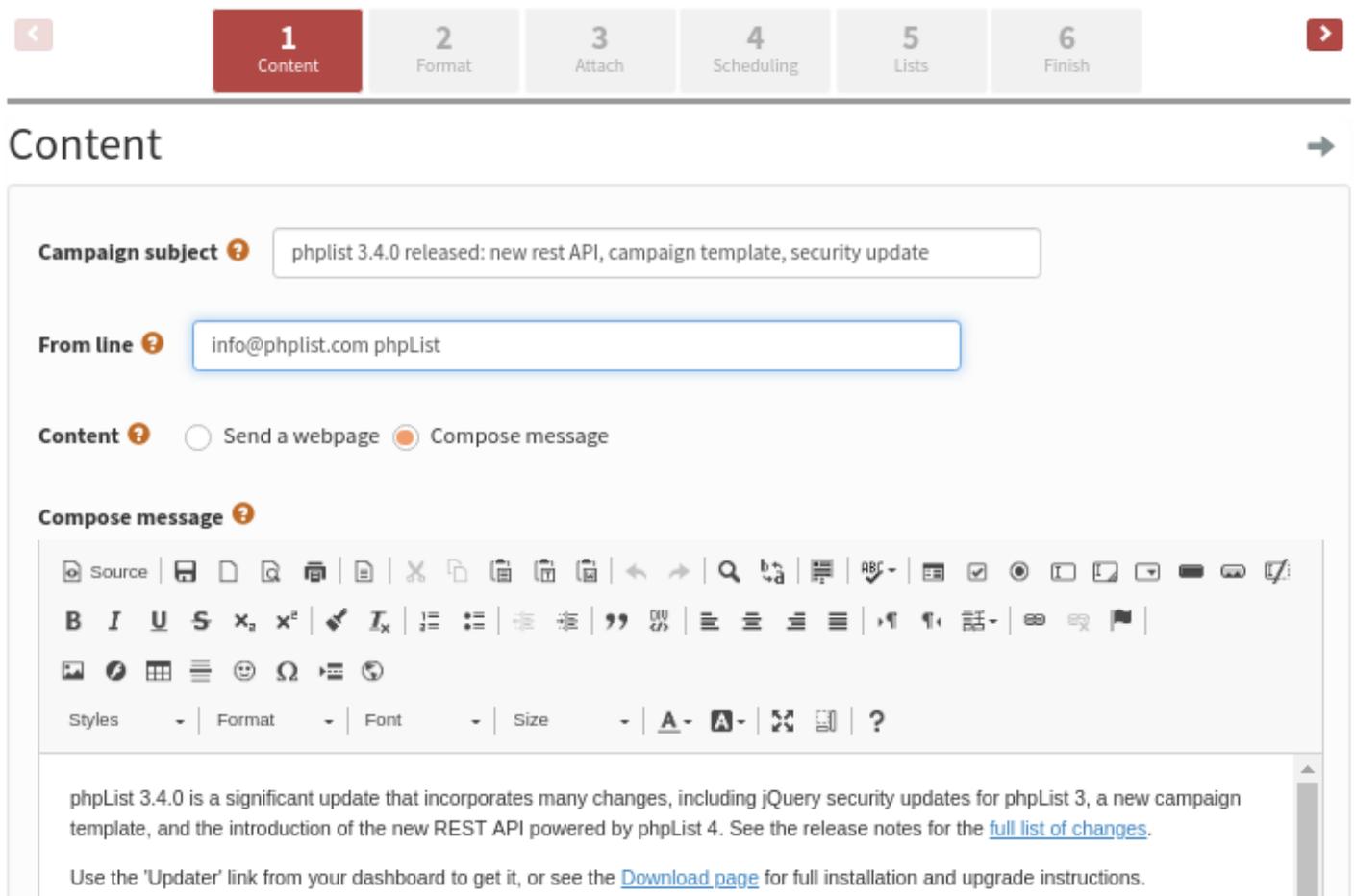


# Sending your first campaign

Once you have composed your HTML message, you are ready to move through the tabs (highlighted in red below) which will guide you through the process of sending your first mail.

## Send a campaign



The screenshot shows a multi-step process for sending a campaign. The steps are: 1. Content (highlighted in red), 2. Format, 3. Attach, 4. Scheduling, 5. Lists, and 6. Finish. Below the steps, the 'Content' step is expanded to show a form with the following fields and options:

- Campaign subject**: phplist 3.4.0 released: new rest API, campaign template, security update
- From line**: info@phplist.com phplist
- Content**:  Send a webpage  Compose message
- Compose message**: A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, link, quote, code, indent, outdent, link, unlink, and help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers.

The main text area contains the following content:

phplist 3.4.0 is a significant update that incorporates many changes, including jQuery security updates for phplist 3, a new campaign template, and the introduction of the new REST API powered by phplist 4. See the release notes for the [full list of changes](#).

Use the 'Updater' link from your dashboard to get it, or see the [Download page](#) for full installation and upgrade instructions.

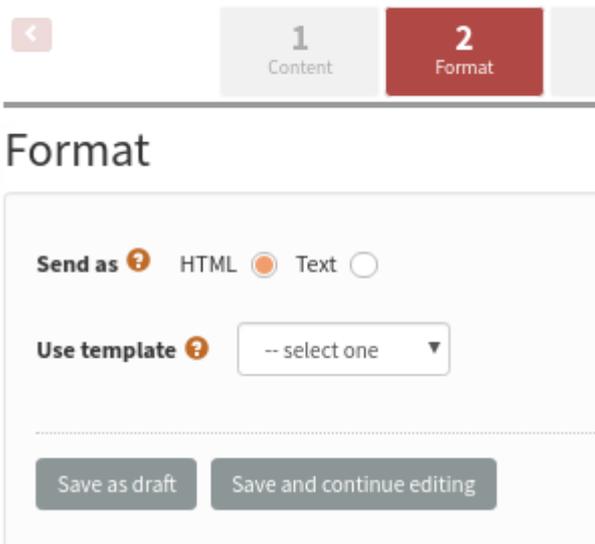
## Format

If you have a template set up already then the **Format** gives you the opportunity to choose it by selecting it from the **Use template** drop down. Your HTML message will then be wrapped in the template during the sending phase.

You can send a test message using the **Send test** box at the bottom of the page, to see what your email will look like.

Click **next** when you have selected your template. If you do not yet have a template, leave the **-- select one** in the dropdown and click **next**.

## Send a campaign



The screenshot shows a navigation bar with three tabs: a back arrow, '1 Content', and '2 Format'. The 'Format' tab is active. Below the navigation bar, the 'Format' section contains the following elements:

- 'Send as' with a help icon, followed by 'HTML' (selected with a radio button) and 'Text' (unselected with a radio button).
- 'Use template' with a help icon, followed by a dropdown menu showing '-- select one'.
- Two buttons at the bottom: 'Save as draft' and 'Save and continue editing'.

# Schedule your campaign

After your tests you need to schedule your campaign should now be on tab **3: Scheduling**. Remember, some plugins and settings add extra tabs, so the tab number may change (but the name should stay the same).

In this case we want to send the mail straight away, so the **Embargoed until** time needs to be left as the default, which is slightly in the past.

Additionally, because this campaign is not time sensitive, for example there is no deadline for the special offer, we can leave the **Stop sending after** time and date as the default too (far in the future).

When you have finished entering the scheduling information, click **next**.

## Send a campaign



1  
Content

2  
Format

3  
Attach

4  
Scheduling

5  
Lists

## Scheduling

Dates and times are relative to the Server Time  
Current Server Time is 2019-06-11 14:37

### Embargoed until ?

20 ▼ March ▼ 2019 ▼ 12 ▼ 00 ▼

### Stop sending after ?

20 ▼ March ▼ 2019 ▼ 20 ▼ 00 ▼

### Requeue every ?

-- Do not requeue ▼

### Requeue until

21 ▼ March ▼ 2019 ▼ 12 ▼ 00 ▼

## Select your lists

One of the final stages in the campaign workflow is to choose the list(s). In this case there is only one list to choose from, which is **T**. The options for **All Lists** and **All Active Lists** are also useful; the former sends to every list, public or private, and the latter sends to all public lists.

*Remember that phpList will only send each subscriber one copy of each campaign, even if they are on several lists: you don't need to worry about sending people duplicate copies.*

## Send a campaign

The screenshot shows a multi-step process for sending a campaign. The steps are: 1 Content, 2 Format, 3 Attach, 4 Scheduling, 5 Lists (highlighted in red), and 6 Finish. Below the steps is a 'Lists' section with the heading 'Please select the lists you want to send your campaign to:'. There is an '@' symbol in a box above a list of options: 'All Lists', 'All Public Lists', and 'phpList newsletter Private list' (which is checked). At the bottom of the form are two buttons: 'Save as draft' and 'Save and continue editing'.

Once you have chosen your lists click **Next**

# Sending your campaign

*Sending in phpList is a powerful tool with many possible configurations. It is possible that your system administrator will give you different instructions for sending or will send on your behalf.*

The final tab in the sequence contains a few useful details and the button which triggers sending.

First you can choose some emails that you wish to alert when your campaign starts sending and finishes sending. This can help you stay organized.

You can also choose to **Reset click statistics** - this means that any clicks or opens recorded when you were testing your campaign will be forgotten, so when you get new clicks and opens you know they are from your subscribers.

# Finish

**Email to alert when sending of this message starts**  
**Separate multiple with a comma**

**Email address to alert when sending of this campaign has finished**  
**Separate multiple with a comma**

**?** Add Google Analytics tracking code

**?** Reset click statistics

**?** This is a test campaign

Place Campaign in Queue for Sending

---

Save as draft

Save and continue editing

When you are ready to send, click **send campaign**.

## Process your queue

Clicking **send** will add your campaign to your **queue**. There may be only one campaign in the queue, or there may be several. Click **process queue to** send the campaign now.



Send a campaign

Campaign added

Campaign queued

Process queue

You will see the queue start to process, with a spinning phpList logo.

Next you will see something like the image below, depending on how your system is configured.

*Do not close your browser window until the process is complete, unless your system administrator tells you otherwise.*

Subscribers Campaigns Statistics System Settings

SEND THE QUEUE

### Processing queued campaigns

 **stop processing**

Started 200 / 621

Processing has started, 1 message(s) to process.

Please leave this window open. You have batch processing enabled, so it will reload several times to send the messages. Reports will be sent by email to listreports@uk-webspace.com

Processing message 1

Looking for subscribers

Found them: 621 to process

Script stage: 5

200 messages sent in 29.52 seconds (24390 msgs/hr)

Finished this run

Waiting for 3600 seconds before reloading

All done?

When your queue has finished processing you should see the following screen:

Send the queue

## Processing queued campaigns

Resume processing

**All done**

Depending on your configuration and list size, you may need to refresh the screen and click resume processing a few times until the process is complete.

# Feedback

Discuss this chapter here.

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Revision #9

Created 28 May 2019 11:59:55 by mariana

Updated 24 May 2021 10:09:49 by mariana