


Upload a recipient list

Upload a list of unique IDs or upload a tab-delimited text file containing email address, first name, and last name.

IMPORTANT!

The file to be uploaded for use with Email Marketing is expected to be a plain text file containing your unique ID's (client 10 Digit ID) only, one entry per line. Each ID record line should be terminated by a carriage return/line feed (CR/LF or 13/10 ASCII).

How to upload a list of IDs:

1. Login to the Harris tool.
2. Click the **Email Marketing** link in the left navigation bar.
3. On the **Create & Manage Lists** tab click the **Upload a recipient list** button (). The **Upload a list of IDs** page displays. See figure 1.
4. **Enter a list name.**
5. Click the **Browse** button to search for the text file of Unique IDs to upload.
6. Click **Begin upload**, or **Cancel** to abort. The **Create & Manage List** page will display with the newly uploaded list at the top of the list. See figure 2.

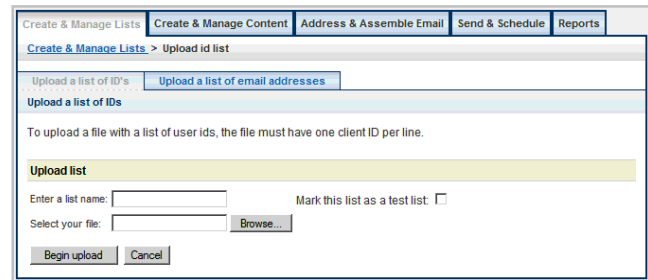
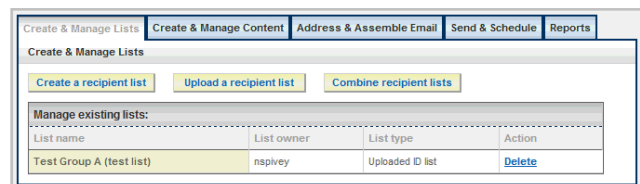



Figure 1

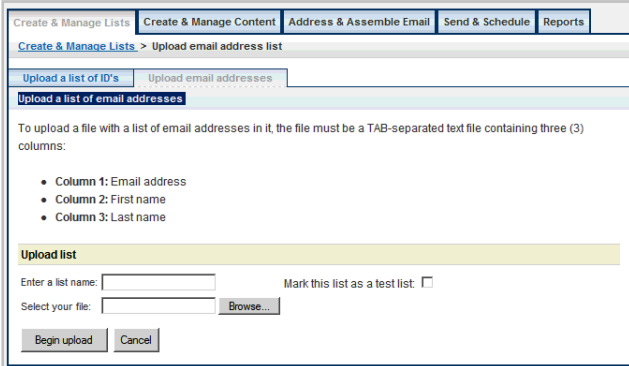


List name	List owner	List type	Action
Test Group A (test list)	nspivey	Uploaded ID list	Delete

Figure 2

How to upload a list of email addresses:

1. Login to the Harris Tool.
2. Click the **Email Marketing** link in the left navigation bar.
3. On the **Create & Manage Lists** tab click the **Upload a recipient list** button (). The **Upload a list of IDs** page will display.
4. Click the **Upload a list of email addresses** tab. The **Upload a list of email addresses** page will display. *See figure 3.*
5. **Enter a list name.**
6. Click the **Browse** button to search for the text file of email list to upload.
7. Click **Begin upload**, or **Cancel** to abort. The **Create & Manage List** page will display with the newly uploaded list at the top of the list.



Create & Manage Lists | Create & Manage Content | Address & Assemble Email | Send & Schedule | Reports

Create & Manage Lists > Upload email address list

Upload a list of ID's | Upload email addresses

Upload a list of email addresses

To upload a file with a list of email addresses in it, the file must be a TAB-separated text file containing three (3) columns:

- Column 1: Email address
- Column 2: First name
- Column 3: Last name

Upload list

Enter a list name: Mark this list as a test list:

Select your file:

Figure 3