

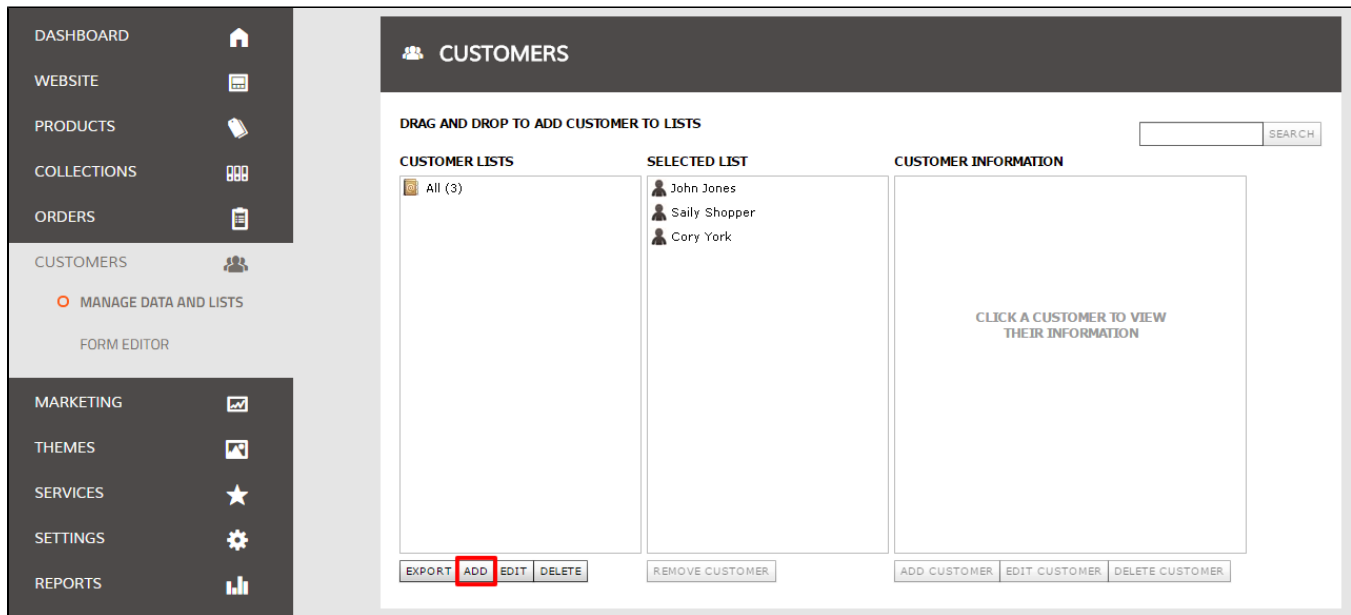
# Creating Mailing Lists

When you're ready to send out a communication to your customers, you can select groups and individuals to add to the recipient list.

You can create **Mailing Lists** from your customer database by following these steps:

## Step-by-Step guide to Creating a Mailing List:

1. Login to your Workspace
2. Click on **Customers** from the left menu.
3. Here you will find all your members and mailing lists.
4. To add a new list, click on the **'Add'** button under the Mailing List box. An **Add New List** pop-up window appears.



5. Create a **Name** and **Description** for the list.
6. Click **Save List** to create the list.
7. Now you can **drag and drop** customers into your new mailing list.

# CUSTOMERS

DRAG AND DROP TO ADD CUSTOMER TO LISTS

### CUSTOMER LISTS

- All (4)
- Top Buyers (2)

Sara Cabral

### SELECTED LIST

- Sara Cabral
- Saily Shopper

### CUSTOMER INFORMATION

CLICK A CUSTOMER TO VIEW THEIR INFORMATION

EXPORT ADD EDIT DELETE REMOVE CUSTOMER ADD CUSTOMER EDIT CUSTOMER DELETE CUSTOMER

8. You can export your mailing list or full customer list at any time by clicking on the 'Export' button, to create a CSV file which you can open in Excel or any spreadsheet application, or import into third party emailing services such as MailChimp.

## Related articles

- [Managing User Rights](#)
- [Searching for Customer Details](#)
- [Creating Mailing Lists](#)
- [Attaching a Note to an Order](#)
- [Manually Adding Customer Details](#)