

Contacts

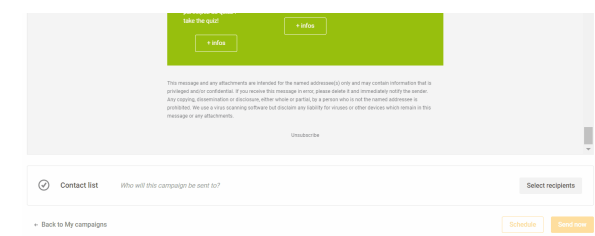
Overview

Select who will receive your newsletter. You can either use the **segmentation feature** or import a **static contact list**.

SEGMENTATION FEATURE

- **What ?** select contacts from the "Solvay contacts" list based on **filters** (e.g. I want to send to contacts of GBU X in China)
- **Why use it ?** more time-efficient than importing a static contact list

Go to "My campaigns" - step 4 : contact list



CREATE A CONTACT LIST

If the segmentation feature is not applicable to your specific case you can upload a static contact list (e.g. you want to send to a cross project audience).

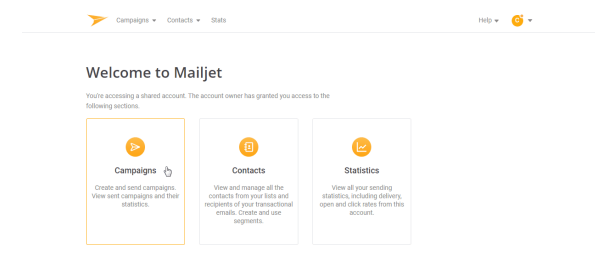


Table of content

- Overview
- Select who will receive your newsletter. You can either use the segmentation feature or import a static contact list.
- SEGMENTATION FEATURE
- CREATE A CONTACT LIST
- Step 1 - Name your list
- Step 2 - Import your contacts
- Step 3 - Certify and finalize your list
- Step 4 - Updating your list

i Mailjet automatically remembers your segments

i This action can be done both in "Contacts-Segmentation" and in "Campaigns > My Campaigns"

i This action can be done both in "Contacts-Segmentation" and in "Campaigns-My Campaigns"

Step 1 - Name your list



Campaigns ▾ Contacts ▾ Stats

Create a new Contact List

Untitled contact list



[Edit name](#)



List source

Select a source to import your contacts from:



Upload a file

CSV, TXT or RTF format



Insert manually

Copy and paste contacts



Empty list

Use via API or Subscription Widget

Step 2 - Import your contacts



Option A - Insert manually

Recommended if your list contains only email addresses

My contact list
[Edit name](#)

List source

Manual

Select a source to import your contacts from:

Upload a file

CSV, TXT or RTF format

Insert manually

Copy and paste contacts

Empty list

Use via API or Subscription Widget

[Continue](#)

Add contacts

Match properties



Option B - Upload a file

Recommended if your list contains several fields (first name, last name, country, etc...)

List source

Select a source to import your contacts from:

Upload a file

CSV, TXT or RTF format

Insert manually

Copy and paste contacts

Empty list

Use via API or Subscription Widget

[Continue](#)

Add contacts

Match properties

Certify your list

You will have to match the properties that you want to keep for your contactst.

Step 3 - Certify and finalize your list

✓

List source

Manual

✎

✓

Add contacts

Manual

✎

✓

Match properties

No properties to match

✓

Certify your list

Before proceeding please review and accept our sending policy.

☐ I certify that

- I have obtained specific and informed consent from all my contacts to send them messages.
- None of my contacts have been acquired from third party mailing lists.
- I will include an unsubscribe link in every marketing campaign.
- I will send only legal and legitimate information through Mailjet
- I have read and will respect the Mailjet Sending Policy.

☐ Send me an email notification once the list is uploaded

[Back to my contact lists](#)
[Create new list](#)

Step 4 - Updating your list

