

Contacts

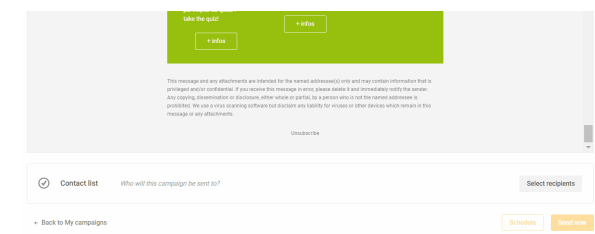
Overview

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).

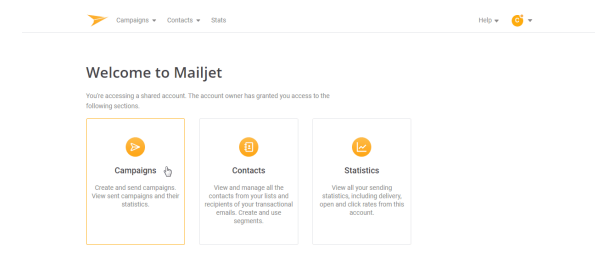


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i Mailjet automatically remembers your segments

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

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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 my list](#)

Step 4 - Updating your list

