

Contacts

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Overview

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

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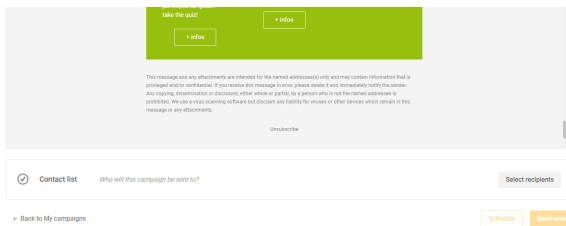
SEGMENTATION FEATURE

- **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

i Mailjet automatically remembers your segments

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

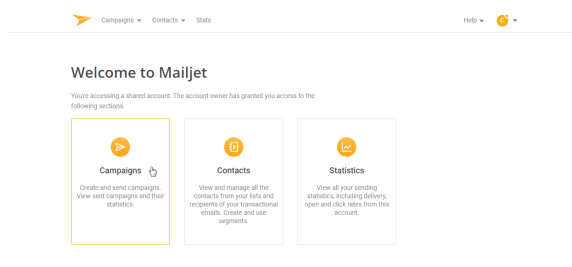
i This action can be done both in "Contacts-Segmentation" and in "Campaigns > My Campaigns"



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).

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

[Create my list](#)

Step 4 - Updating your list

Update A - Delete or unsubscribe a contact

The screenshot shows the Mailjet dashboard with the following data:

Billing period from Oct 25, 2019 to Nov 24, 2019	
57 Emails this period	42333 Contacts
No campaign sent yet Create a campaign	

Real time message events: Delivered, Bounced

Update B - Modify a contact property

The screenshot shows the Mailjet dashboard with the following data:

Billing period from Oct 25, 2019 to Nov 24, 2019	
57 Emails this period	42333 Contacts
Next Campaign	100% Open
	0% Click

Real time message events: Delivered, Bounced