Feature Guide: Mailing Lists

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Creating a new Mailing List

- 1. On the left sidebar of your DISCO, under **Tools**, select **Mailing Lists**.
- 2. In the top-right corner, click the **Create new list** button.
- In the Create Mailing List window, add a Mailing list name. The Sender display name, Sender from address, and Business address will be pre-filled from what appears in your account settings, but you can edit these.

Create Mailing List

My New Mailing List		
Sender display name 🕕		
Olivia		
Sender from address 🕦		
olivia @disco.ac		
Business address 🕕		
Livvy Sings Songs		
123 Park Street		
Boston, MA 02108		
	Cancel	Save

- 4. Click the **Save** button.
- 5. Next, you'll need to add Contacts to your Mailing List.

Adding Contacts to Mailing Lists

There are a few ways to do this:

- adding existing DISCO Contacts
- adding new DISCO Contacts
- importing Contacts from a CSV

Adding existing DISCO Contacts to a Mailing List

1. From the **Mailing Lists** page, open the **Action menu (…)** to the right of the Mailing List and select **Add from Contacts**.



Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add from Contacts** button.

My New Mailing List		•••
Q Search mailing list		
	*	
No c	ontacts yet	
Add from Contacts Add new contact	Import contacts from CSV	

2. Hover your cursor to the left of the Contact **Name**(s) and check the box(es) for each Contact you'd like to add. Then click the **Add to list** button in the top-right.

ly N	ew Mailing Lis	t					->	Add to list
Choos	se existing contacts from	the list below.						
Q	Search contacts	Back to Mailing Lis	<u>st</u>				3 sel	ected
	NAME	EMAIL	COMPANY	LOCATION	TAGS		STATUS	EDIT
	David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap	New York, NY	Writer ×		~	
	Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap	Nashua, NH	Writer ×		~	
	Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap	Scranton, PA	Writer \times		~	/
	Karen Filapelli	kfilapelli@dmpc.com	Dunder Mifflin Pap	Utica, NY	Writer \times	6	~	

3. In the **Confirm opt-in** window, check the box to confirm you have permission to email these Contacts (*required*). Then click the **Add to list** button.



Adding new Contacts to a Mailing List

1. From the **Mailing Lists** page, open the **Action menu (…)** to the right of the Mailing List and select **Add new Contact**.

Mailing Lists		Create new list
NAME	CONTACTS	CREATED ACTION
My New Mailing List	0	October 2nd 2024
Dunder Mifflin Paper Co.	4	De Add from Contacts
Test List	3	De Import contacts from CSV
New Mailing List	4	De Export Mailing List to CSV
		Delete

Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add new Contact** button.

My New Mailing List	•••
Q Search mailing list	
	*
No c	contacts yet
Add from Contacts Add new contact	Import contacts from CSV

- 2. Follow the process outlined in this section of this article (in steps 3-5) to add a new Contact.
- 3. From your new Mailing list page, click the **Add from Contacts** button.

ly New Mailing Lis	t			Add	from Contacts	~
Q Search mailing list						
NAME	EMAIL	COMPANY	LOCATION	TAGS	STATUS	EDIT
David Wallace	dwallace@dmpc.com	Dunder Mifflin Pap	New York, NY	Writer \times	~	
Holly Flax	hflax@dmpc.com	Dunder Mifflin Pap	Nashua, NH	Writer \times	~	
JH Jim Halpert	jhalpert@dmpc.com	Dunder Mifflin Pap	Scranton, PA	Writer \times	~	

4. From the previous section in this article, follow steps 2-3 above to add an existing Contact to your Mailing List.

Importing Mailing Lists into your DISCO

Importing a Mailing List into DISCO

To do this, you'll need an existing spreadsheet in CSV format of all your contacts for your Mailing List. You can either create a new CSV outside of DISCO (using Excel, Google Sheets, etc.) and manually add Contacts to it, or you may be able to export one from another mailing service or your own database.

Once you have a CSV file, review this section of this article to ensure your CSV has all of the required columns and information for import.

Once you've confirmed your file is ready for import, follow these steps:

1. From the **Mailing Lists** page, open the **Action menu** (…) to the right of the Mailing List and select **Import contacts from CSV**.

ailing Lists		Create new list
NAME	CONTACTS	CREATED ACTION
My New Mailing List	0	October 2nd 2024
Dunder Mifflin Paper Co.	4	De Add from Contacts
Test List	3	De (Import contacts from CSV)
New Mailing List	4	Add new contact De Export Mailing List to CSV
		Delete

Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Import contacts from CSV** button.

- 2. Follow the process outlined in this section of this article (steps 3-6) to import your Mailing List.
- 3. Once your Contacts have been successfully imported, click the **Close** button.



4. Select your existing mailing list from the drop-down and click the **OK** button.



Create a new mailing list

Cancel

Enter list name

OK

Sharing content to a Mailing List

Sharing content to a Mailing List

You can either:

- Create an email campaign in the Email Creator and select the Mailing List as a recipient, or
- Share to your Mailing List from the **Share Playlist** menu by searching for the Mailing List:

Share	Playlist			:	×	
My Super	Awesome Play	list 🎔				
Share	Copy URL	Copy List	Embed	Security		
	Email playlist	directly		Assign a URL to a contact 🟮		
Enter an err My New	ail address or sea	rch for a DISCO	user or busin	less 	_	
R My	New Mailing List					