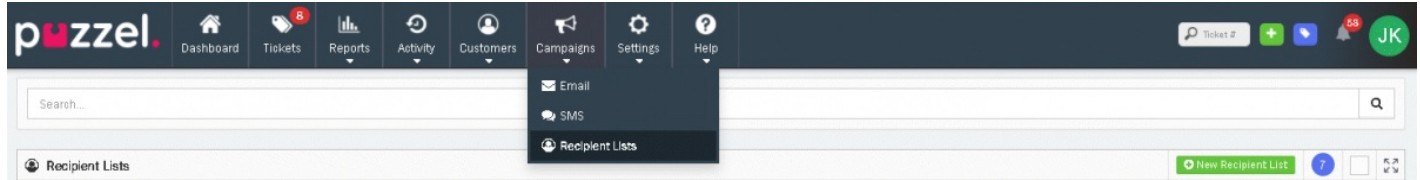


Campaigns - Recipients List

The Recipient List is the list of contacts a campaign is sent to. You should create at least one Recipient list before creating any Campaigns.

To create a recipient list Select **Recipient Lists** under the **Campaigns** tab from the main menu bar.



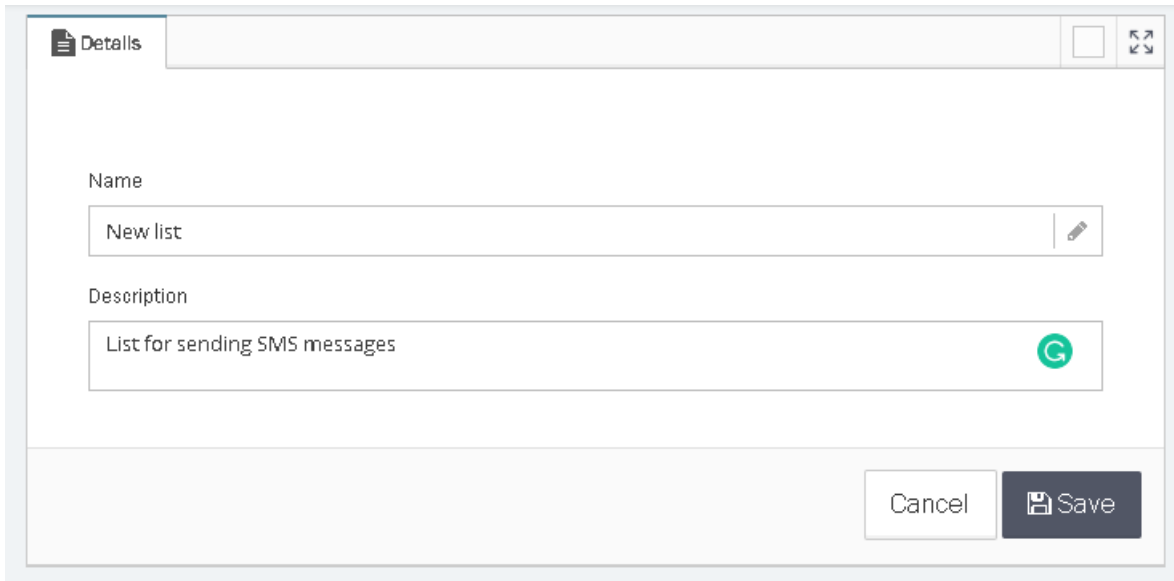
Note

The Campaigns tab will only be available if your User has access to Campaigns under your System Role.

The main Recipients List page will show the list of existing Recipients List, including the number of contacts selected under each list and if any lists are already being used by a Campaign.

Name	Description	Campaigns	Recipients Count	Actions
Herald File Import test 1		2020-05-05 Herald Test 1	1	[Edit] [Delete]
Herald File Import Test 2	Test of file import		1	[Edit] [Delete]
Herald Test	This list only contains Herald	2020-09-03 Test 1, 2020-06-15 Herald Test, 2020-04-30 Herald Test 1	1	[Edit] [Delete]
Herald Test from contacts	Test to setup at distribution list from contacts		0	[Edit] [Delete]
Jll test		jostein test, 2020-05-06 Herald TEST 1	2	[Edit] [Delete]
Test Import	This is a test	Test Campaign SMS	1	[Edit] [Delete]
trial list	Jays list	New SMS campaign, Trial campaign, New feature announcement, Upcoming release, New feature announcement 2020-09-19 07:55:14, New feature announcement duplicate	3	[Edit] [Delete]

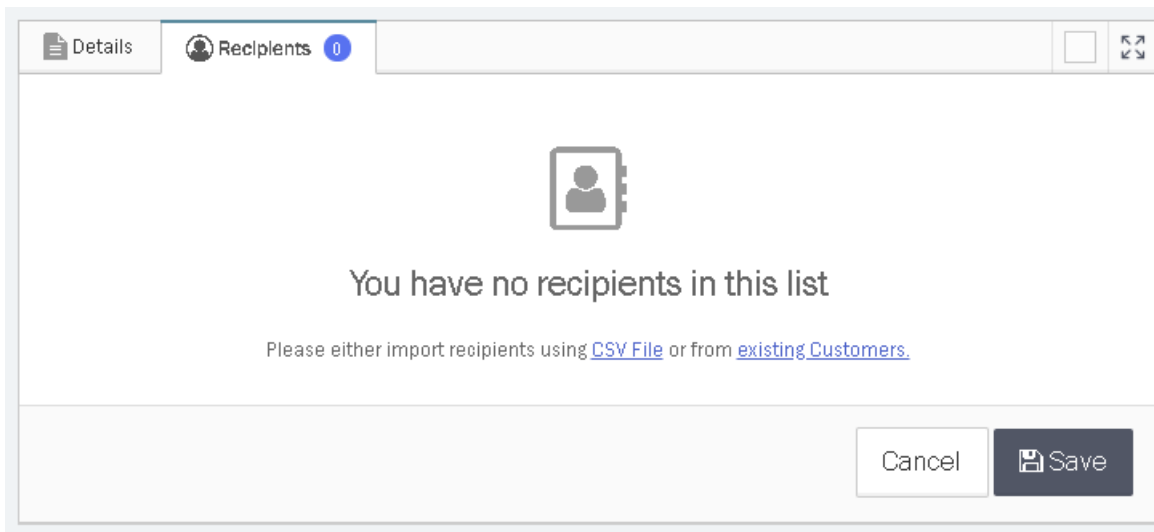
Click on [New Recipient List](#) button to create a new list.



The screenshot shows a 'Details' window with two text input fields. The first field is labeled 'Name' and contains the text 'New list'. The second field is labeled 'Description' and contains the text 'List for sending SMS messages'. At the bottom right of the window, there are two buttons: 'Cancel' and 'Save'.

Enter a Name and Description for the list and click **Save**.

Now select the **Recipients** tab to add contacts to this list.



The screenshot shows the 'Recipients' tab selected. The main content area contains a person icon and the text 'You have no recipients in this list'. Below this, it says 'Please either import recipients using [CSV File](#) or from [existing Customers](#).' At the bottom right, there are 'Cancel' and 'Save' buttons.

Contacts can be uploaded using a CSV file. The Customer Attributes template can be used for this purpose.

[import_campaign_template.csv](#)

Alternatively, you can add from the existing Customers list as shown on the Customers Management screen.

+ New Customer

<input type="checkbox"/>	Name	Email	Phone Number	Custom Attributes
<input type="checkbox"/>	prash kumar	jayanthi.p [redacted]	00443456867745	
<input type="checkbox"/>	Jayanthi Prashanth kumar	jayanthi_p [redacted]		
<input type="checkbox"/>	Nick Longmore	nick.long [redacted]		
<input type="checkbox"/>	Scott Maryan	scott.mar [redacted]		
<input type="checkbox"/>	Christian Thorsrud	christian.t [redacted]		

Showing 1 to 5 of 16 entries

Previous 1 2 3 4 Next

0 Entries Selected

Finish

When adding recipients from the existing Customers list, you can search for specific Customers by their information such as:

- Name
- Email
- Phone Number
- Any Custom Attributes

Select **Finish** and then **Save** to complete creating the new Recipient List.