

Create an email archive

Display the last issue

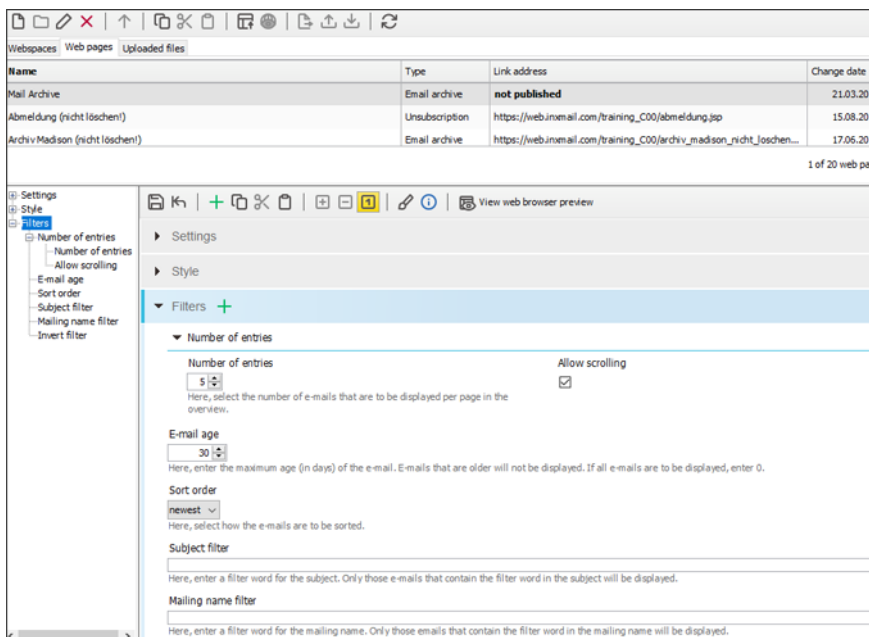
Smart Guide

This Smart Guide shows you how to give a user access to your email archive or display the last issue of your mailing as a preview. This way, you can offer new subscribers and those who are interested a look at your mailings ahead of time and arouse their curiosity for the next issue.

Preparation: To be able to offer both functions, you need to have already sent emails. If this is not the case, an empty archive or a message will appear at first, saying there are no existing emails.

1.1 Create an email archive

1. Open the (Global settings) and the (Files & web pages) agent.
2. Click the Web pages tab and then click (Create new web page).
3. Enter a name and select *Email archive (standard)* as the template.
4. Click *OK*.
5. Under *List* in the *Settings* element, select the mailing list for which you want to create an archive and enter the recipients [1].
6. The layout can be adjusted with CSS code under *Style* [2].
7. Open the *Filter* element. Configure the settings for *Number of entries*, *Email age*, *Sort order* and set the filters as desired [3].

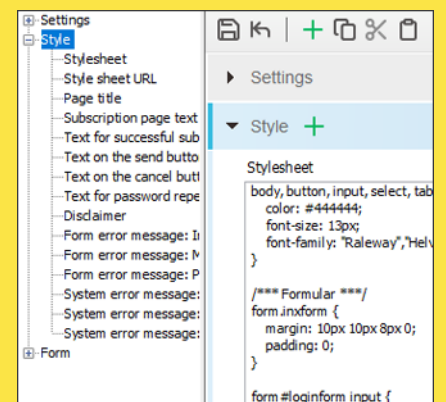


[1] RECIPIENTS

To personalise the display of the archived mails, you can optionally specify an email that is already stored in the mailing list. The linked name will then be used for personalisation when the archive is called up. It makes sense to create and use a sample recipient for this. This sample recipient is then visible to all callers.




[2] LAYOUT

You can edit the layout and appearance in the settings when creating the mail archive, if necessary. Under *Style*, you can also edit and adjust the existing CSS code, for example for the page title, colour design or button captions, to suit your requirements.









1.2 Integrate the email archive into website

Integrate the form into a web page using *Dynamic entry* [4]. You need a container web page for this. The page must contain the Inxmail `[$include(content)]` command.

1. In the *Settings* main element, add the *Dynamic entry* element via  (*Add element*) and enter the URL of the container web page including the character set encoding.
2. Click  (*Save*).
3. Click *Yes* to confirm the following dialog. Specify the *File name* and *Directory* in the workspace and click *OK*.
4. Click  (*View web browser preview*) to open and test the form.

2. Show the last issue

As an added feature or alternative, the last issue of the mailing can be displayed directly.

1. Open the  (*Global settings*) and the  (*Files & web pages*) agent.
2. Click the  *Web pages* tab and then click  (*Create new web page*).
3. Enter a name and select *Last issue (standard)* as the template.
4. Click *OK*.
5. Under *List* in the *Settings* element, select the mailing list from which you want to display the last issue and enter the recipients [1]. If no email is available, the system error message can be adjusted.
6. The display of the last issue can be filtered by subject and mailing name in the *Filter* element.
7. Click  (*Save*).
8. Click *Yes* to confirm the following dialog. Specify the *File name* and *Directory* in the workspace and click *OK*.
9. Click  (*View web browser preview*) to open and test the form.

[3] SETTINGS

These settings allow you to define how many emails are displayed in the archive, how old (in days) the displayed emails can be and whether the newest or oldest entries should appear at the top of the list. The filter allows you to filter by the words in the subject and/or mailing name.

[4] IFRAME AND DYNAMIC ENTRY

'Dynamic entry' is recommended for static web pages. For performance reasons, the complete web page is cached for one hour, cleared and then cached again.

In the case of dynamic web pages, hourly updating may be too infrequent. We therefore recommend the use of IFrame here.