

Sending a mailing per target group to latecomers

Smart Guide

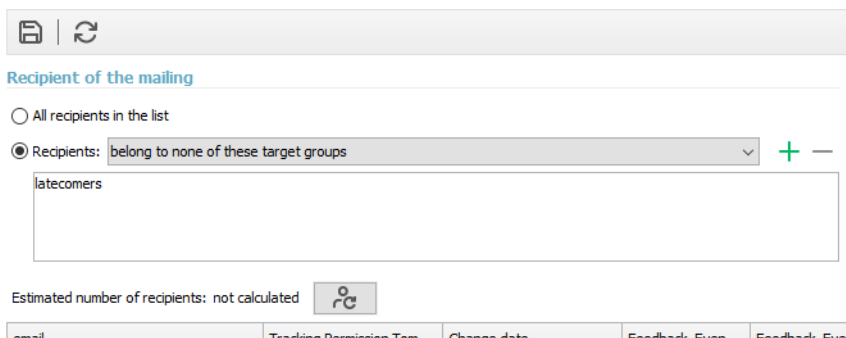
This Smart Guide shows you how to send a mailing to latecomers (= recipients who haven't received your mailing) of a mailing list.

Create target group

1. Open mailing list.
2. Then click the Target groups agent [1].
3. Click (Create new target group).
4. Enter a name for the target group, e.g. latecomers, and click OK.
5. Click (Add condition).
6. In the dialog box, select *Condition on sending mailings*.
7. Select *Recipient has successfully received a specific mailing*.
8. Click Next.
9. Select mailing per *List*, *Type of mailing* and *Mailing* [2].
10. Click Finish and (Save).
11. Open the Check workflow step to view the recipients in the new target group [3].

Mailing for specific target group

1. Either copy and paste existing mailing or create new mailing.
2. Check mailing and approve it.
3. Open the Recipients workflow step.
4. Select *Recipients belong to none of these target groups*.
5. Click (Add target group), select the target group and click Add + Close to confirm.

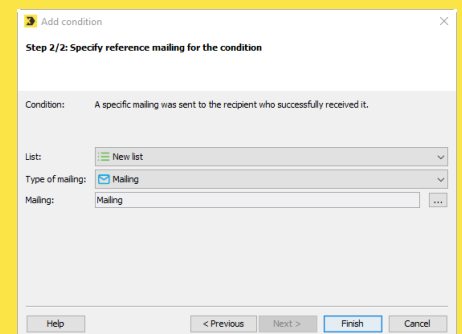


6. Click (Save). [4]
7. Send the mailing in the usual way. The mailing will only be sent to the recipients who did not receive the previous mailing (latecomers).

[1] ACTIVATE TARGET GROUP AGENT

If the agent "Target groups" is not yet displayed, you can add it by clicking on the "+" at the bottom left.

[2] SPECIFY MAILING



[3] TEST PROFILES

The *Test profiles* agent can be used to set up virtual recipients for testing a target group.

[4] RECIPIENT PREVIEW

The number of recipients is recalculated automatically. The recipients assigned to the target group are displayed in the preview pane.