Adding and Managing Newsletters
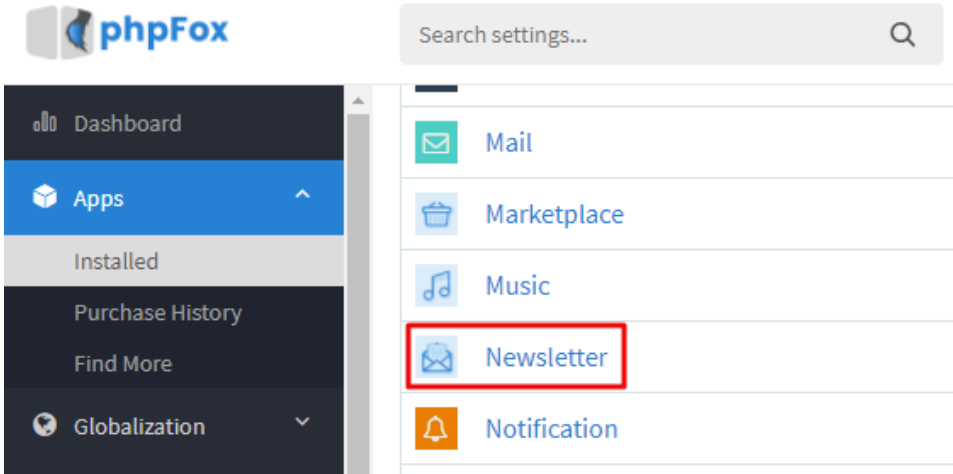
> **(i) Archives**
>
> You are using phpFox version earlier than 4.6.0? Please refer instruction for this article here.
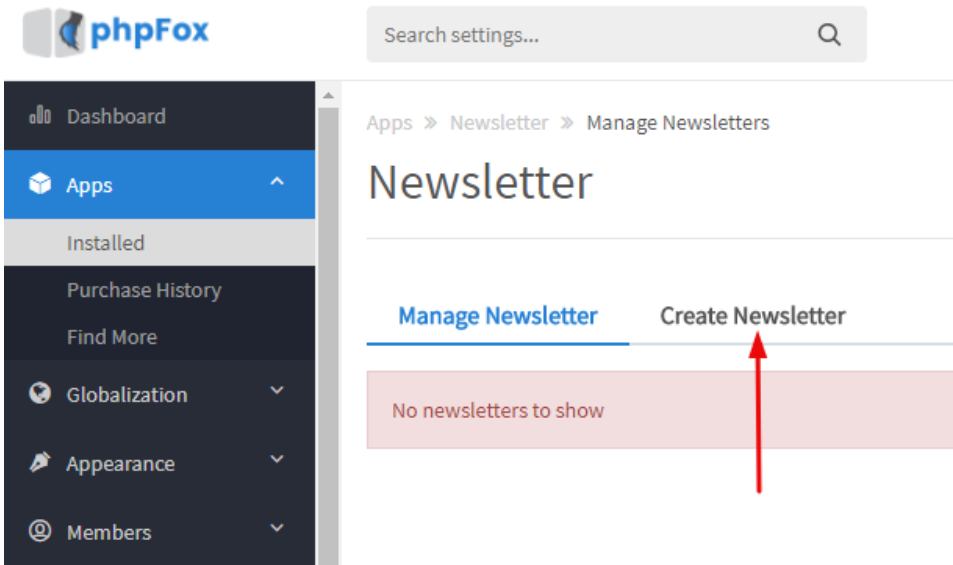
Newsletters are mass email campaigns you send out to your users. Note that each user can set their privacy to not receive the newsletters. Also, we recommend that you use transactional mail service such as Sendgrid, Sparkpost or others for site mail sending as it can be more reliable than server mail.

- Go to Apps >> Installed, then select Newsletter

Creating Newsletters

- Click Create Newsletter

- Select YES if you want to Archive (save) the newsletter.

  Archive:

  Check this setting if you want to archive this newsletter.

- Override Privacy - if you select YES, it will override the user's privacy setting. Be aware that users that don't want newsletters will most likely mark them as spam if you choose to do this.

  Override Privacy:

  Check this setting if you want to override privacy setting "Receive Newsletter". That mean users will receive newsletter although they turn off "Receive Newsletter".

- Run Immediately - If you select YES, This newsletter will be run immediately after creation

  Run Immediately:

  This newsletter will be run immediately after creation

- Audience - this is for which user groups you want to send it to, in case you don't want it to go to every user group.

User Groups:

All User Groups

- Location - choose whether to send it to users in all locations or just one specific location.

Location:

Any

- Gender - choose which gender to send this to or leave it at Any.

Gender:

Any

- Age Group - select to send to specific age groups or leave All.

Age Group Between:

All ▼ and All ▼

- How many per round - be careful with this as most servers and mail programs have limits as well. Before changing the default value, know your mail limits.

*How many per round:

50

- Subject - fill in the subject for this. You might want to make it something creative so it won't end up in spam and so you know what that newsletter was for if you archived it.

*Subject:

Announcement to all the members!

- HTML - add the HTML for your newsletter.

*Html Text:

Type your HTML Code Here

body p

- Plain Text - You can either manually enter this or click to get the plain text from the HTML.

Plain Text:

Get plain text from HTML

- Under the plain text input box are some hints for Keyword Substitutions for formatting.

Keyword substitutions:
{FULL_NAME} => recipient's full name
{USER_NAME} => recipient's user name
{SITE_NAME} => site's name

- Click the Send Now button when done.

Managing Newsletters

- Click Manage Newsletters to manage your archived Newsletters.

	Manage Newsletter	Create Newsletter				
	Subject		User	Added	Process	Status
⚙	Announcement to all the members!		Albert Santiago	April 11, 2018	0/0 Sent Emails	Sending

- You will see your archived Newsletters with an arrow to the left of each one. Click the setting icon and you can select to View, Reprocess or Stop the newsletter.

	Manage Newsletter	Create Newsletter				
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View Newsletter ⬅

Reprocess Newsletter ⬅

Stop Newsletter ⬅