



# Quick guide

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## Step 1: Purchasing RSMail!

Once you have purchased an RSMail! membership, an RSJoomla! account is automatically created and an email is sent to you along with your account details.

You can later login with the account details or with the ordered number received via email.

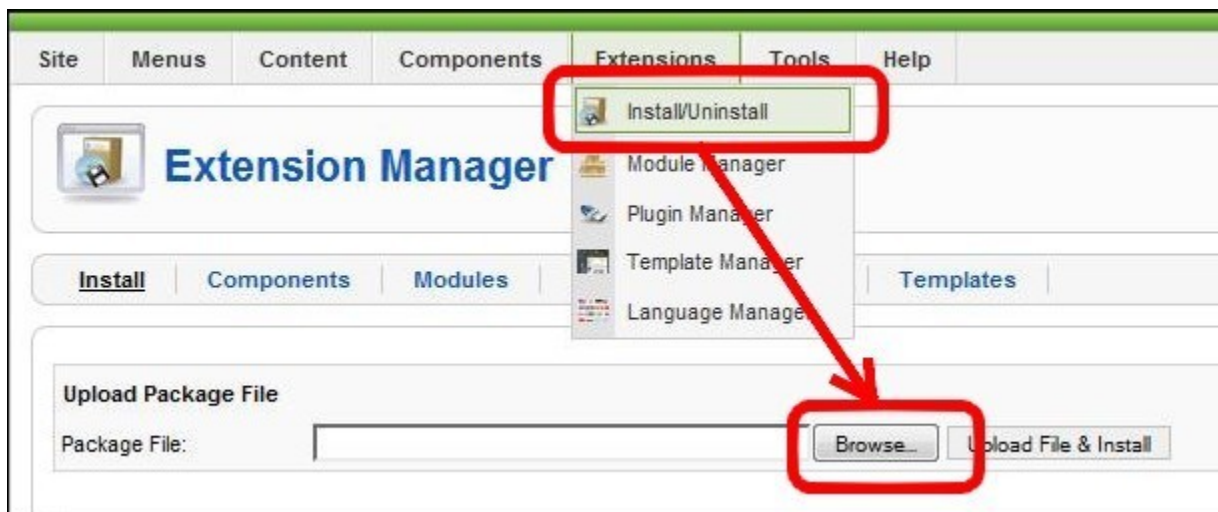
## Step 2: Download RSMail!

1. First login to your RSJoomla! account
2. Head to **Resources >> Customer Downloads >> RSMail! membership >> Downloads**

## Step 3: Installing RSMail!

RSMail! installs like any other extension, using the default Joomla! installer

1. in the Joomla! backend panel, head to **Extensions >> Install/Uninstall**
2. Browse the file and hit "Upload"



## Step 4: RSMail! settings

The RSMail! installation comes with some predefined settings that allows you to send newsletters without any modifications.

You may need to change the Send options and Cron settings, if your hosting provider limits the number of emails sent per hour/day,

## Step 5: Add Subscribers

### 5.1. Create subscriber lists

Before adding subscribers you must create subscribers lists.

#### Step 1:

To create a new subscriber list, in the Joomla! backend panel head to **Components >> RSMail! >> Lists** and click on the “New” icon from the right side.



#		Subscribers
1	My subscribers	0 subscribers

### Step 2:

Add the list name. By default, RSMail! will add the subscriber email field.



The screenshot shows the 'Add list' interface. The 'Lists' tab is selected and highlighted with a red box. Below the tabs, the 'List Name' field contains the text 'Joomla! registration' and is also highlighted with a red box. A red arrow points from the 'Lists' tab to the 'List Name' field. The number '2.' is visible in the bottom left corner.

### Step 3:

You can customize the list by adding multiple fields name to collect subscriber details: name, username, company, etc.



The screenshot shows the RSMail! interface with the 'Add' button highlighted in a red box. The 'New field' button is also highlighted in a red box, and a red arrow points from it to the 'Add' button. The number '3.' is visible in the bottom left corner.

## 5.2. Add subscribers

*Path: Joomla! backend panel >> Components >> RSMail! >> Subscribers*

There are 4 ways to add subscribers: manual add, import from CSV, using the Joomla! registration form and through the RSMail! subscribe module

## 5.2.1 Manual add

**Step 1:** In the “Subscribers” tab, click on the “New” icon from the right panel.



**Step 2:** Type the user email and select from the drop-down, the list where you want to add the new subscriber.



**Step 3:** Now you can edit subscriber information by filling the list fields. (e.g. Company, FirstName, Last Name)

**Edit subscriber**

Lists | Subscribers | Unsubscribers | Messages | Auto-responders

**Subscriber saved**

Email: john@yahoo.com

Select a list: Customers (\*)

Company : ATI Media

First Name : John

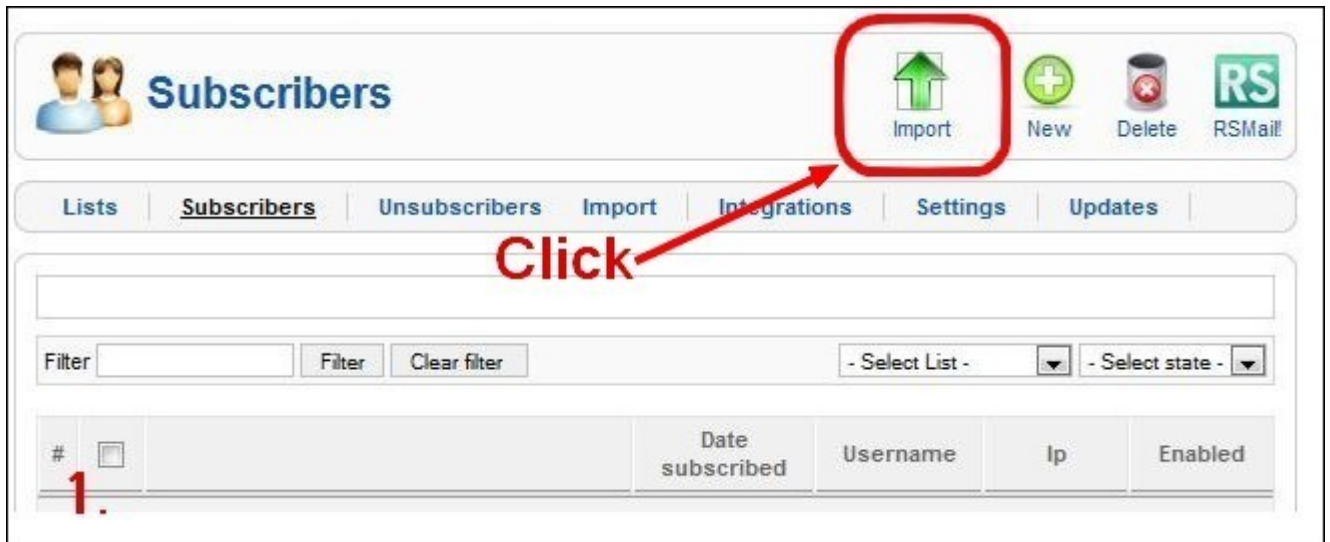
3. Last name : Cutt

The user information will be saved in the subscribers list.

## 5.2.2 Import from CSV

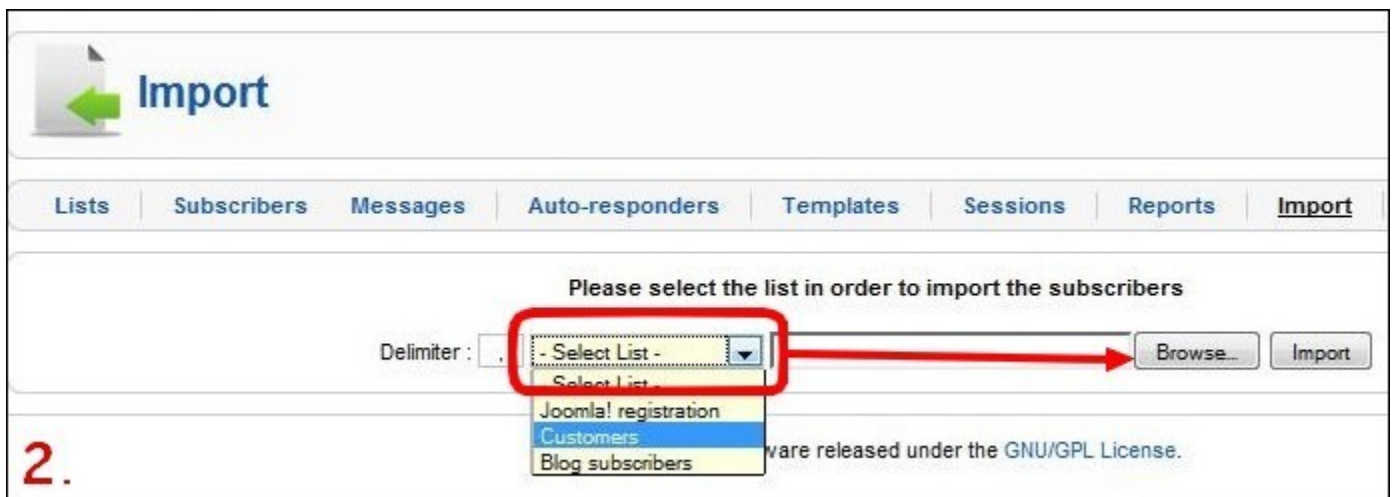
### Step1:

To import subscribers lists, in the Joomla! backend panel head to **Components >> RSMail! >> Subscribers** and click on the “Import” icon from the right side.



**Step 2:**

After clicking the “Import” icon, select the list for which you want to import subscribers, browse the CSV file and click on the “Import” button.



**Step 3:**

Select the corresponding field name of each imported CSV column. The columns from the CSV files must be separated by a delimiter (“,”).

If there are fields that you don’t want to be imported, select the “Ignore” option.



For the other 2 ways of adding subscribers, please read the **step 6.2.3 Add subscribers from the Joomla registration form** and [6.2.4 Add subscribers through the RSMail! subscribe module](#) from the full RSMail! - Step by step guide.

## Step 6. Creating a message

*Path: Joomla! backend panel >> Components >> RSMail! >> Messages*

There are 2 ways to create a newsletter: write it from scratch in HTML (or using a WYSIWYG editor), from a template, from articles and from K2 articles.

### 6.1 Creating a message in HTML

Click on the “New” icon from the right panel. A new window will open to create the message. The newsletter can be created in HTML with a WYSIWYG editor or in plain text.



Edit the message and send the newsletter as described in [Step 7: Sending a message.](#)



#### Notice:

The message can be saved as a template and used for further campaign newsletters.

## 6.2. From a template

In the “Templates” tab, you can create messages that you can use as templates for future campaigns.

To save time, RSMail! has an option to create newsletters directly from templates. Edit the text and your newsletter is ready to be sent.

### Step 1:

Click on the “From Template” icon from the right panel.



### Step 2:

Select the template for your new campaign.



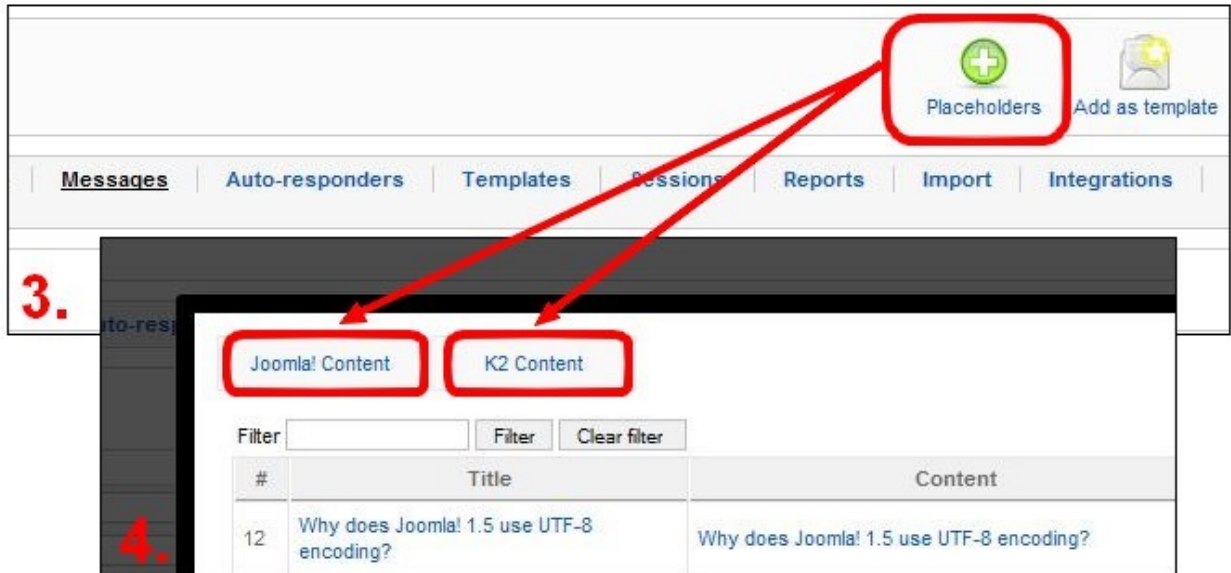
### Step 3,4 (optional):Add placeholders

A new feature added to the RSMail! templates is the possibility of using placeholders in order to add content from and related to your articles (both Joomla! and K2 articles).

In order to add a new placeholder to your template you just need to click the **Placeholders** button.

This will open a new window with different links related to your articles, you just need to click on the information you want to add in your template and a new placeholder will be created.

These placeholders are only replaced when the newsletter message is sent.



RSMail! automatically creates placeholders from the selected Joomla! or K2 articles, as shown below.



The syntax of the available placeholders is slightly different for Joomla! and K2 articles

#### **Joomla articles:**

- [articletitle:your\_article\_id] - will display the title of the article you have selected;
- [articletext:your\_article\_id] - will display the content of the article you have selected;
- [articledate:your\_article\_id] - will display the creation date of the article you have selected;
- [articleuser:your\_article\_id] - will display the author of the article you have selected;

#### **K2 articles:**

- [articlektitle:your\_article\_id] - will display the title of the K2 article you have selected;
- [articlektext:your\_article\_id] - will display the content of the K2 article you have selected;
- [articlekdate:your\_article\_id] - will display the creation date of the K2 article you have selected;
- [articlekuser:your\_article\_id] - will display the author of the K2 article you have selected;



#### **Notice:**

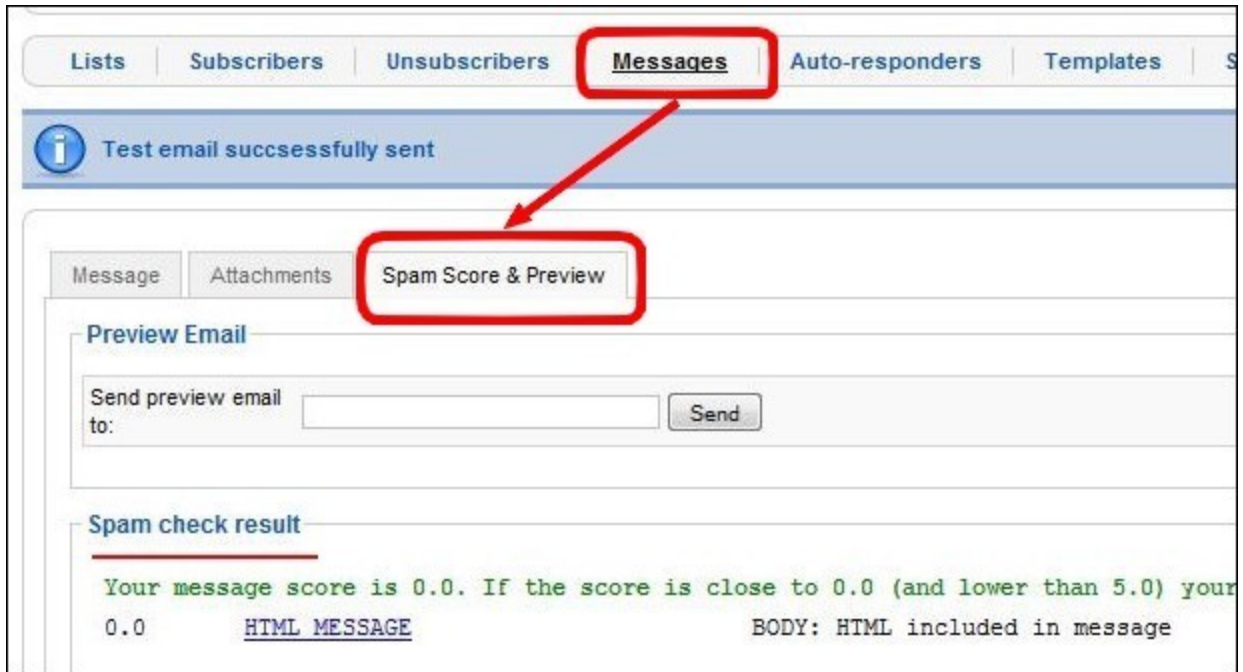
The message can be saved as a template and used for further campaign newsletters.

## **Step 7: Sending a message**

### **7.1. Sending a test email**

*Path: Joomla! backend panel >> RSMail! >> Messages >> Spam Score & Preview*

Before sending the newsletter, it is recommended to send a test email, so RSMail! can calculate its spam score. Messages with a spam score lower than 5.0 have fewer chances to be marked as spam.

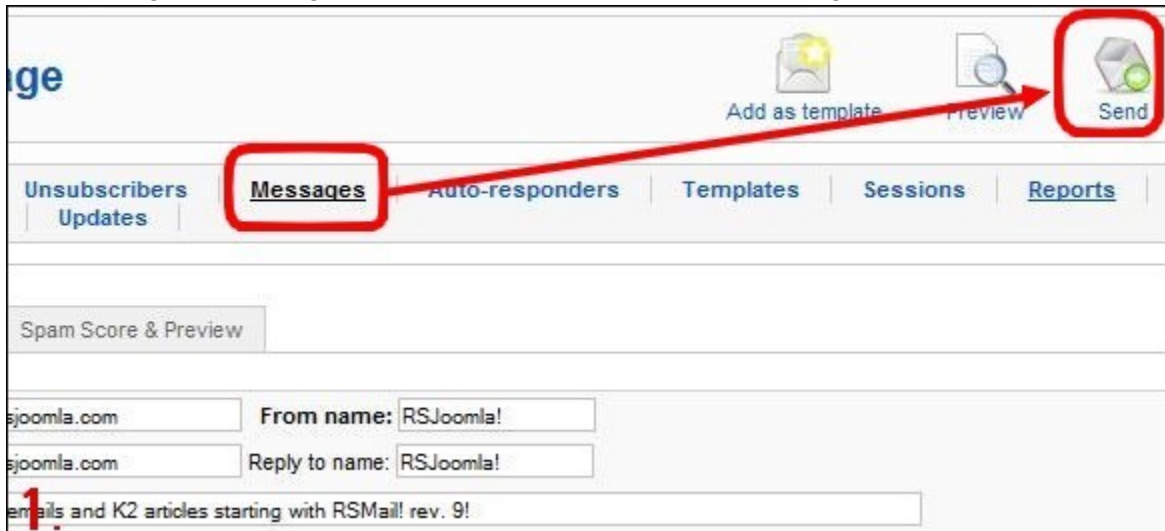


## 7.2 Sending the newsletter

Path: Joomla! backend panel >> Components >> RSMail! >> Messages >> Send

### Step 1:

After editing the message, click on the "Send" button from the right panel.



## Step 2:

### Option 1 - Immediately

If you choose “Immediately”, RSMail! will send the newsletter immediately using an AJAX sending session. You can stop and resume the session any time.

Do not close the window browser while RSMail! is sending the emails.

The screenshot shows the RSMail! configuration interface. At the top, there is an information icon and a message: "You can send this message to multiple lists. You have to assign all the placeholders saved in t". Below this, the "Delivery:" section has two radio buttons: "Immediately" (selected and circled in red) and "Scheduled : Deliver 100 emails each Hour starting from 2010-08-13 11 : 50". There is also an "Enable link history:" checkbox which is unchecked. A red arrow points from the "Immediately" radio button to the "Customers" list in the table below. The table has a header "List Name" and three rows: "Joomla! registration (6 Subscribers)", "Customers (3 Subscribers)" (checked with a red box), and "Blog subscribers (0 Subscribers)". A red "2." is written in the bottom left corner of the screenshot.

### Option 2 - Scheduled

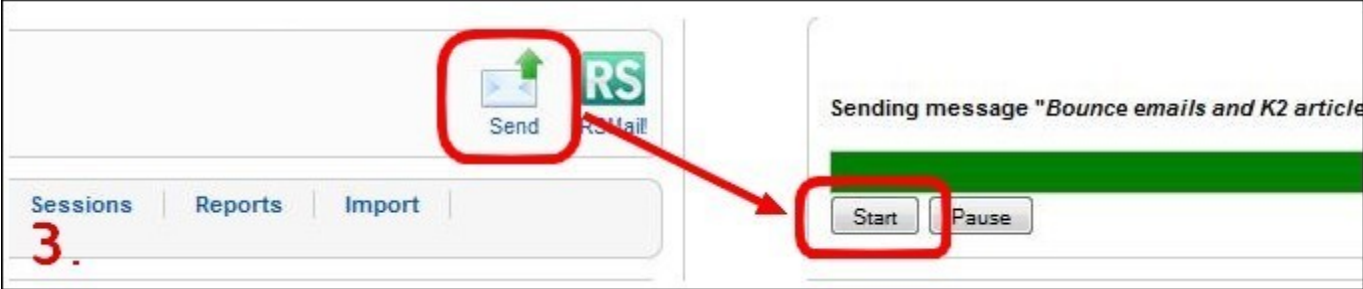
Use this option when your hosting provider imposes a maximum number of emails per hour (or day). It allows you to send the email over a larger period of time.

The screenshot shows the RSMail! configuration interface. At the top, there is an information icon and a message: "You can send this message to multiple lists. You have to assign all the placeholders saved in". Below this, the "Delivery:" section has two radio buttons: "Immediately" (unchecked) and "Scheduled : Deliver 100 emails each Hour starting from 2010-08-17 16 : 14" (selected and circled in red). There is also an "Enable link history:" checkbox which is unchecked. Below the delivery options, there is a message: "If you choose the Scheduled option please make sure that you have a cron job enabled. Click here for more".

## Step 3:

Hit the “Send” button and then click on Start.

Don't close the browser window until the newsletter is sent to all list subscribers!



## The purpose of this guide

This guide is designed to help you quickly configure, prepare and send newsletters with RSMail!, by following some basic steps.

We've also created a detailed RSMail! Guide, that explains all required steps to configure the component.

Additionally, we've launched the [RSJoomla! TV Channel](#) to support our components with a series of video tutorials and presentations.

The RSMail! Documentation can be found [here](#).

For any other questions, please submit a ticket to the [RSJoomla! support department](#).