

Mail Lists

Description

The mail lists identify addresses that are going to be delivered to one or more users, just as distribution mail lists do.

Standard attributes

- **Name:** identifier name of the mail list.
- **Mail domain:** an existing domain in the system. It is a predictive field that facilitates the search.
- **Description:** a brief description of the mail list.
- **Nested lists:** nested mail lists.
- **External address:** other mail addresses not managed by Soffid that will be on the mail list.
- **Roles:** the users who have been assigned those roles, will be on the mail list.
- **Groups:** the users who belong to that groups, will be on the mail list.
- **Users:** users who will be on the mail list.
- **Computed target users:** breakdown list of users that are on the mailing list.

Actions

Mail List query

Query	Allows you to query mail list through different search systems, Quick , Basic and Advanced .
Add or remove columns	Allows you to show and hide columns in the table.
Add new	Allows you to create a new mail list. You can choose that option on the hamburger menu or clicking the add button (+). To add a new mail list it will be mandatory to fill in the required fields

Delete	<p>Allows you to remove one or more mail domains by selecting one or more records and next clicking the button with the subtraction symbol (-).</p> <p>To perform that action, Soffid will ask you for confirmation, you could confirm or cancel the operation.</p>
Import	<p>Allows you to upload a CSV file with the "mail list" list to add or update mail lists to Soffid.</p> <p>First, you need to pick up a CSV file, that CSV has to contain a specific configuration. Then you need to check the content to be loaded, it is allowed to choose if you want or not to load a specific attribute. And finally, you need to select the mappings for each column of the CSV file to import the data correctly and to click the Import button.</p>
Download CSV file	<p>Allows you to download a csv file with the mail domains information.</p>

Mail List detail

Apply changes	<p>Allows you to save the data of a new mail list or to update the data of a specific mail list. To save the data it will be mandatory to fill in the required fields.</p>
Delete	<p>Allows you to delete the mail list.</p> <p>To delete a mail list can click on the hamburger icon and then click the delete button (trash icon).</p> <p>Soffid will ask you for confirmation to perform that action, you could confirm or cancel the operation.</p>
Undo	<p>Allows you to quit without applying any changes.</p>

Revision #2

Created 26 June 2025 13:29:48 by svives@soffid.com

Updated 26 June 2025 13:40:14 by svives@soffid.com