# Mail List

# 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

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| **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 (+).<br>To add a new mail list it will be mandatory to fill in the required fields |

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| **Delete** | Allows you to remove one or more mail domains by selecting one or more records and next clicking the button with the subtraction symbol (-).<br>To perform that action, Soffid will ask you for confirmation, you could confirm or cancel the operation. |
| **Import** | Allows you to upload a CSV file with the "mail list" list to add or update mail lists to Soffid.<br>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. |
| **Download CSV file** | Allows you to download a csv file with the mail domains information. |

# Mail List detail

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| **Apply changes** | 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. |
| **Delete** | Allows you to delete the mail list.<br>To delete a mail list can click on the hamburger icon and then click the delete button (trash icon).<br>Soffid will ask you for confirmation to perform that action, you could confirm or cancel the operation. |
| **Undo** | Allows you to quit without applying any changes. |

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