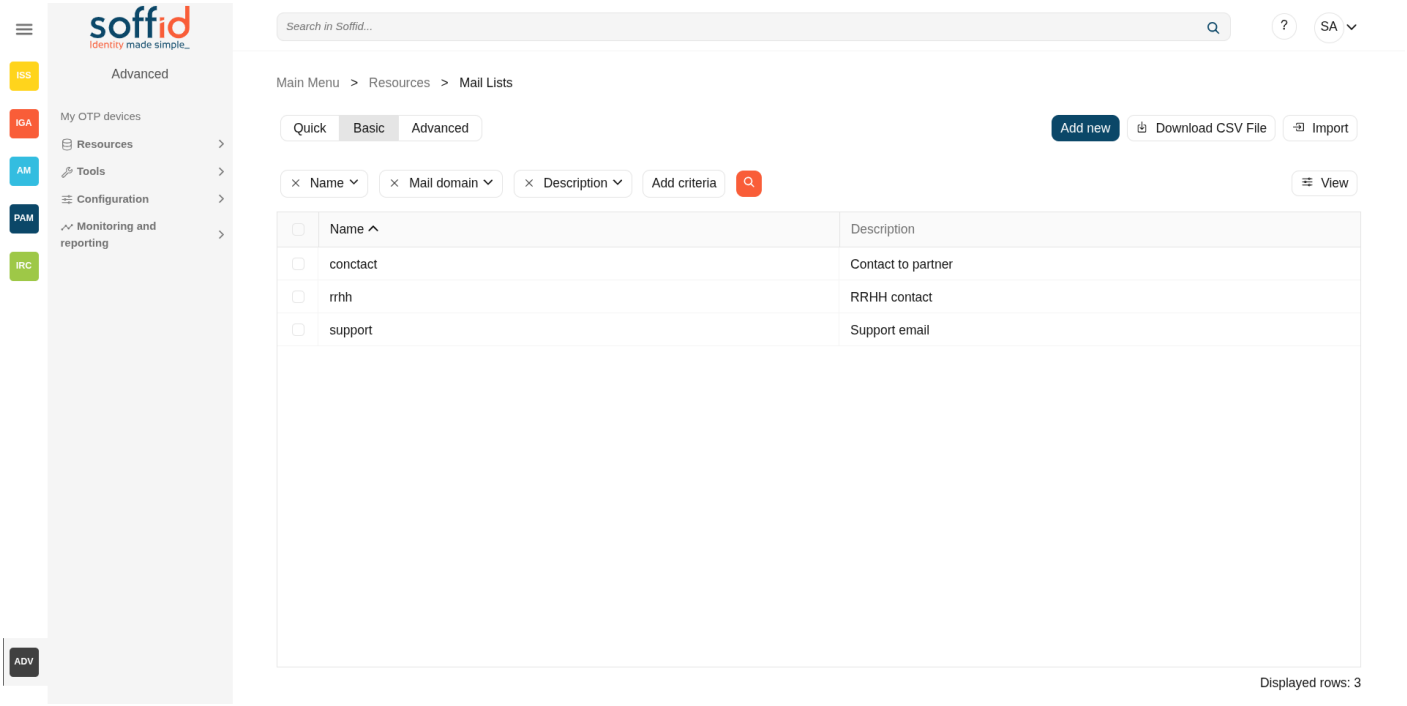
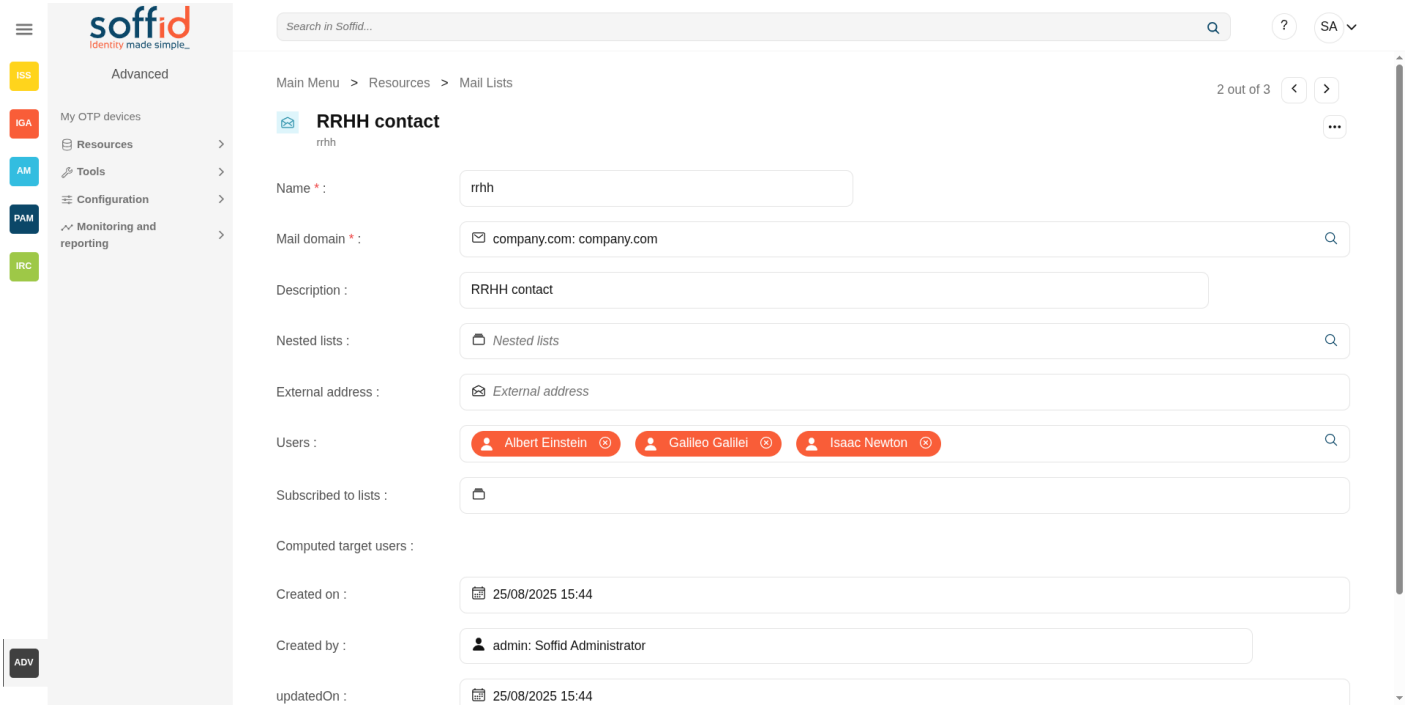
Mail Lists

Description

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

Screen overview





Related objects

- Mail domain : mail domain of the list
- Mail lists : nested lists
- Users : assigned users

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.
- **Subscribed to lists**: subscribed to lists.
- **Computed target users**: breakdown list of users that are on the mailing list.
- **Created on**
- **Created by**

- **Updated on**
- **Updated by**

Actions

Mail List query

"Query"	Allows you to query mail list through different search systems, Quick, Basic and Advanced.
Add new	Allows you to create a new mail list. To add a new mail list it will be mandatory to fill in the required fields
Delete mail list	Allows you to remove one or more mail domains by selecting one or more records and next clicking the button with the subtraction symbol (-). To perform that action, Soffid will ask you for confirmation, you could confirm or cancel the operation.
Download CSV file	Allows you to download a csv file with the mail domains information.
Import	Allows you to upload a CSV file with the "mail list" list to add or update mail lists to Soffid. 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.
View	Allows you to add or remove columns to the table. It is also possible to change the order of the columns.

Mail List detail

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 mail list	Allows you to delete the mail list. To delete a mail list can click on the three points icon and then click the delete button (trash icon). 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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