



Quick guide

Step 1: Purchasing RSMail!

Step 2: Download RSMail!

Step 3: Installing RSMail!

Step 4: RSMail! settings

Step 5: Add Subscribers

5.1. Create subscriber lists

5.2. Add subscribers

5.2.1 Manual add

5.2.2 Import from CSV

Step 6 Creating a message

6.1 Creating a message in HTML

6.2. From a template

Step 7: Sending a message

7.1. Sending a test email

7.2 Sending the newsletter

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.

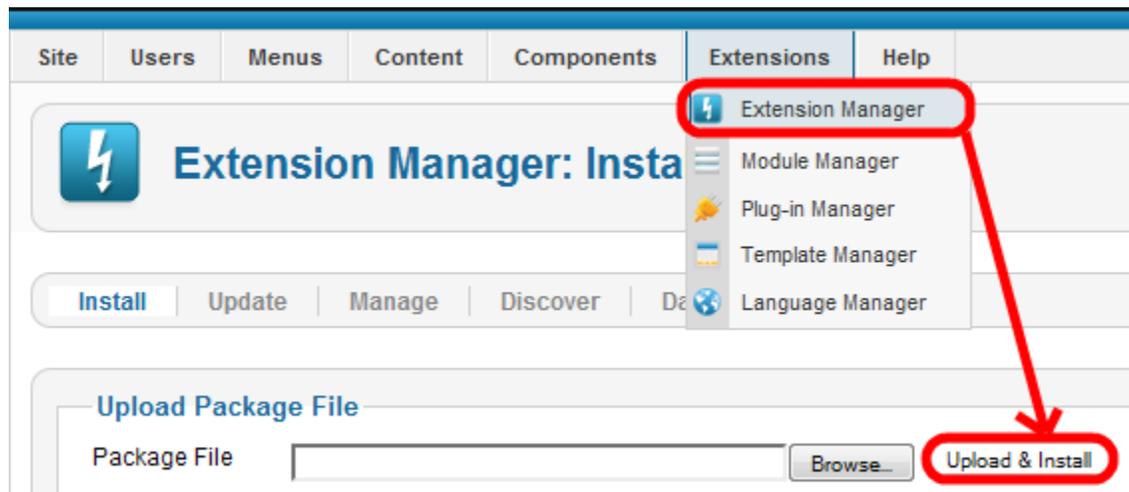
Step 2: Download RSMail!

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,

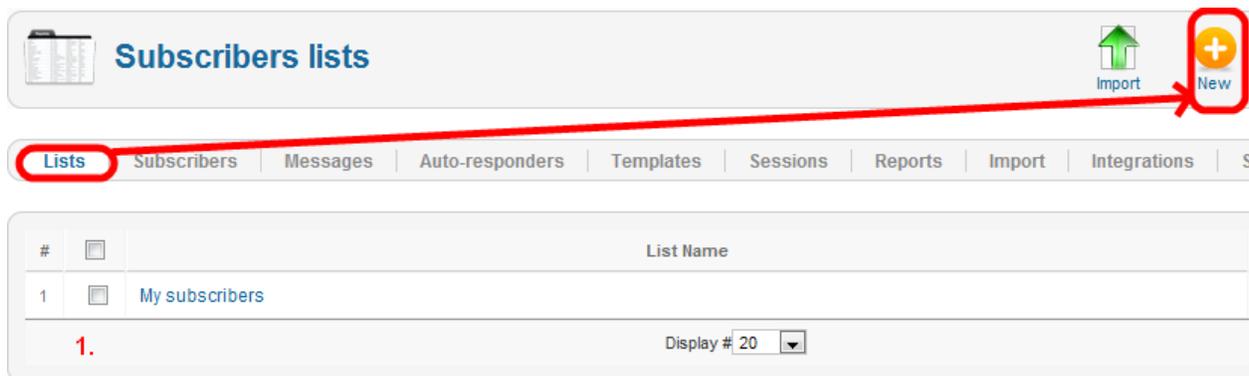
Step 5: Add Subscribers

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 lists

Import New

Lists Subscribers Messages Auto-responders Templates Sessions Reports Import Integrations S

#	List Name
1	My subscribers

1. Display # 20

Step 2:

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

Add list

Lists | Subscribers | Messages | Auto-responders | Templates | Sessions | Reports | Import | I

List Name: (*)

#	Field Name
-	E-mail

2.

Step 3:

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

Subscribers | Messages | Auto-responders | Templates | Sessions | Reports | Import | Integrations | Settings

Empty list

#	Field Name
-	E-mail
4	First Name
5	Last Name

3.

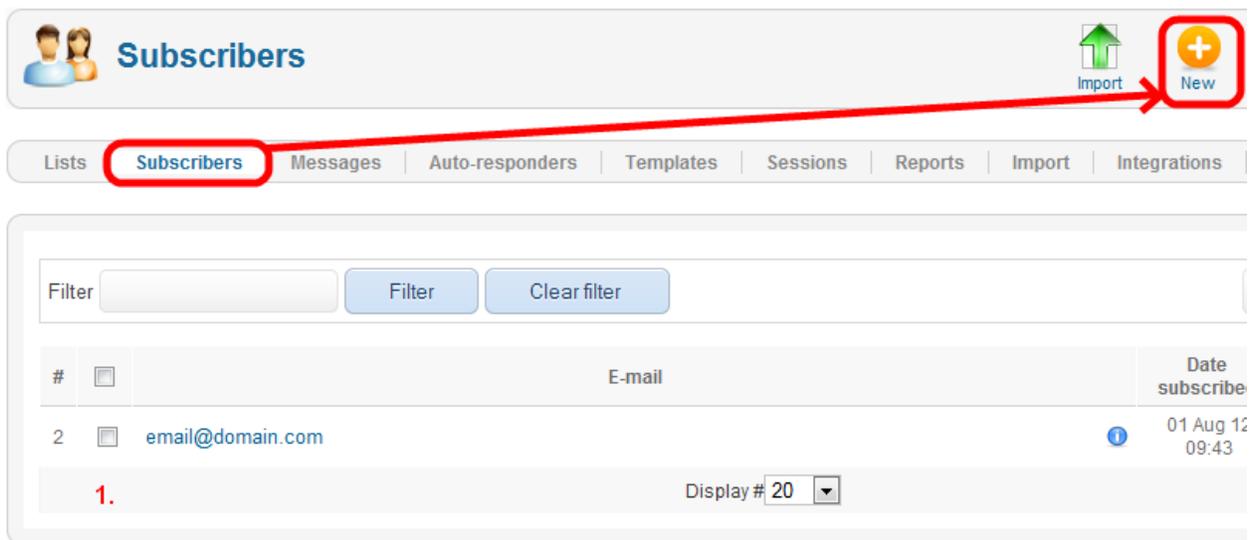
5.2. Add subscribers

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

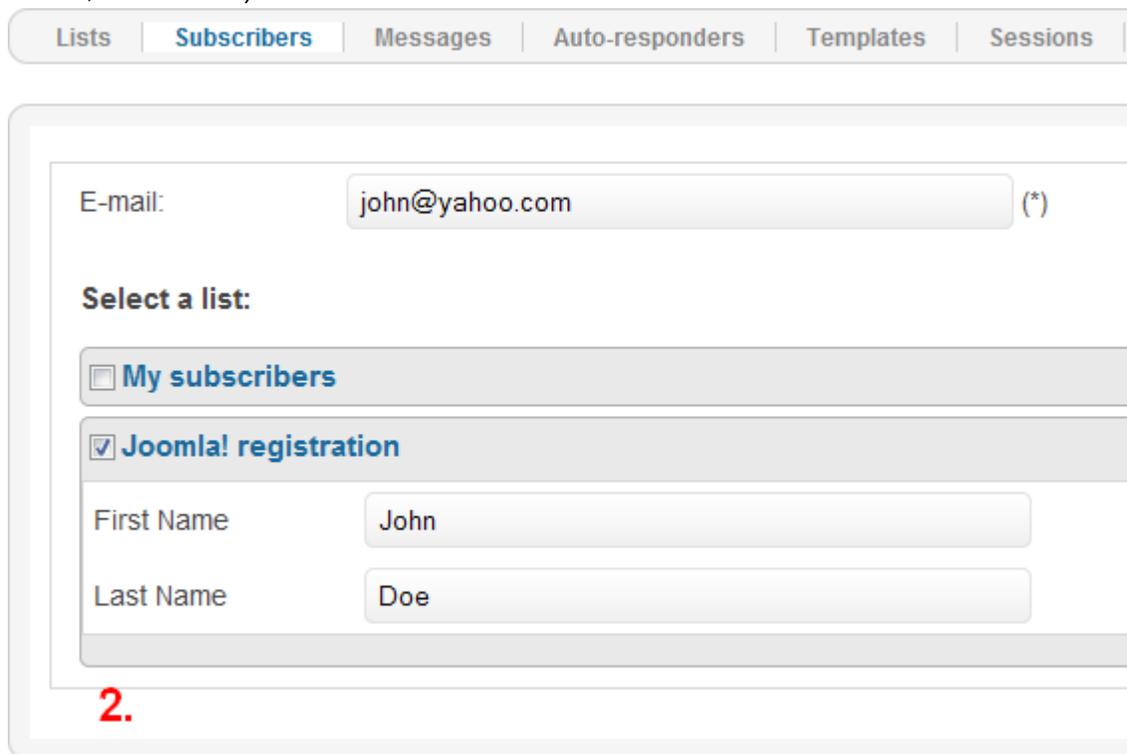
5.2.1 Manual add

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



The screenshot shows the 'Subscribers' management interface. At the top, there is a header with a 'Subscribers' title and an 'Import' button. A red box highlights the 'New' button (a plus sign in a circle) in the top right corner. Below the header is a navigation bar with tabs: Lists, Subscribers (highlighted with a red box), Messages, Auto-responders, Templates, Sessions, Reports, Import, and Integrations. The main content area has a filter input field and buttons for 'Filter' and 'Clear filter'. Below that is a table with columns for '#', 'E-mail', and 'Date subscribe'. The table contains one row with the email 'email@domain.com' and the date '01 Aug 12 09:43'. A red '1.' is placed below the table. At the bottom right of the table area, there is a 'Display #' dropdown menu set to '20'.

Step 2: Type the user email and select from the drop-down, the list where you want to add the new subscriber. Now you can edit subscriber information by filling the list fields. (e.g. Company, FirstName, Last Name)



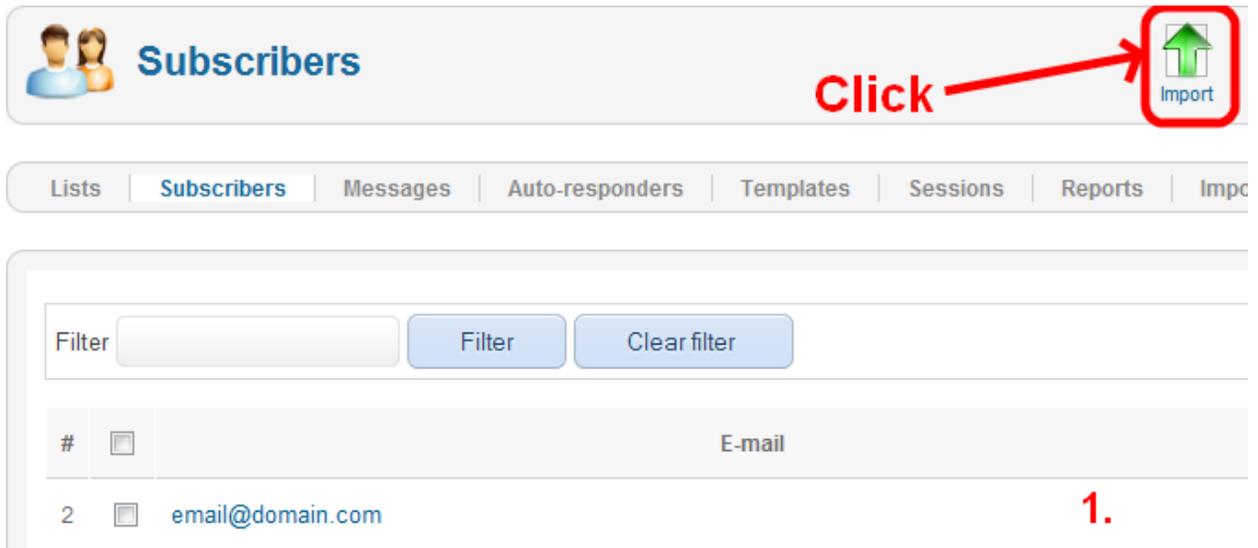
The screenshot shows the form for adding a new subscriber. At the top, there is a navigation bar with tabs: Lists, Subscribers (highlighted), Messages, Auto-responders, Templates, and Sessions. The main form has an 'E-mail:' label and a text input field containing 'john@yahoo.com' with an asterisk (*) indicating it is required. Below the email field is a 'Select a list:' section with two radio button options: 'My subscribers' (unchecked) and 'Joomla! registration' (checked). Below the list selection are two text input fields: 'First Name' with the value 'John' and 'Last Name' with the value 'Doe'. A red '2.' is placed below the form.

The user information will be saved in the subscribers list.

5.2.2 Import from CSV

Step 1:

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



Subscribers

Click 

Lists | Subscribers | Messages | Auto-responders | Templates | Sessions | Reports | Impo

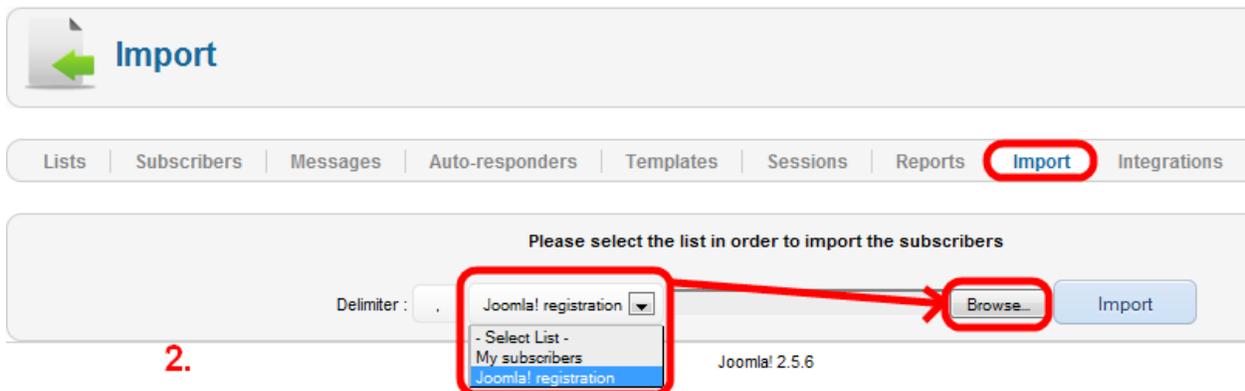
Filter Filter Clear filter

#	<input type="checkbox"/>	E-mail
2	<input type="checkbox"/>	email@domain.com

1.

Step 2:

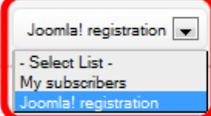
After clicking the “Import” icon, select the list for which you want to import subscribers, browse the CSV file and click on the “Import” button.



Import

Lists | Subscribers | Messages | Auto-responders | Templates | Sessions | Reports | **Import** | Integrations

Please select the list in order to import the subscribers

Delimiter : . Joomla! registration   Import

2.

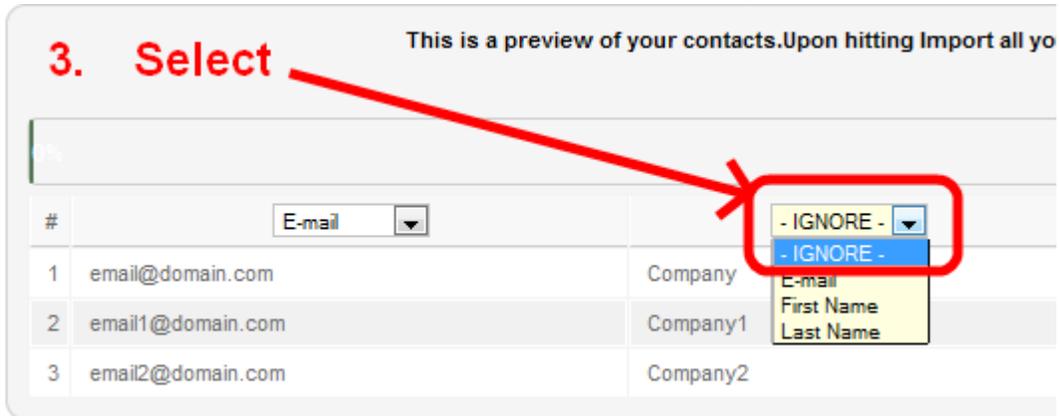
- Select List -
My subscribers
Joomla! registration

Joomla! 2.5.6

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 trough 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.

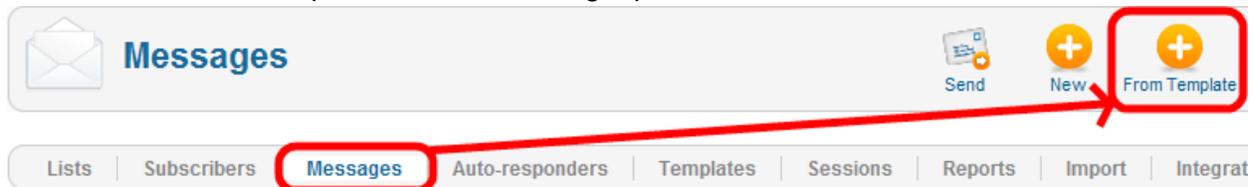
6.2. From a template

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.

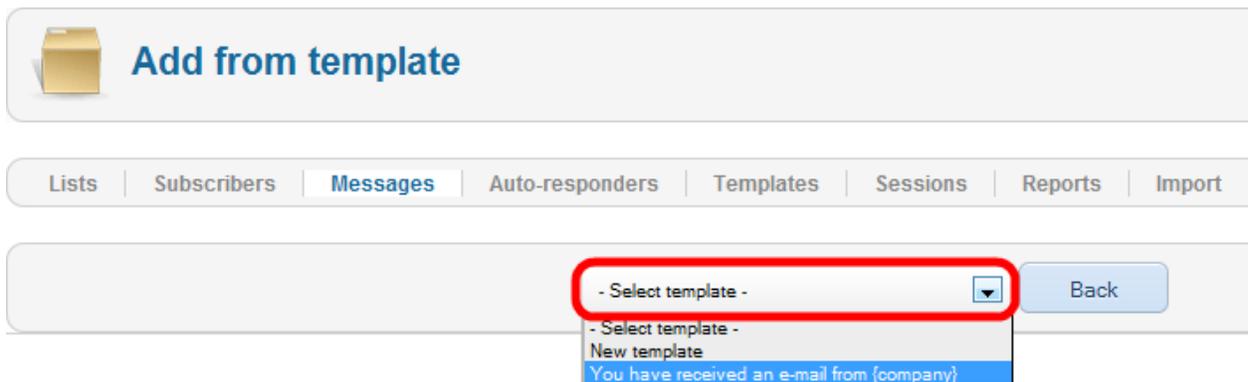
Step 1:

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



Step 2:

Select the template for your new campaign.



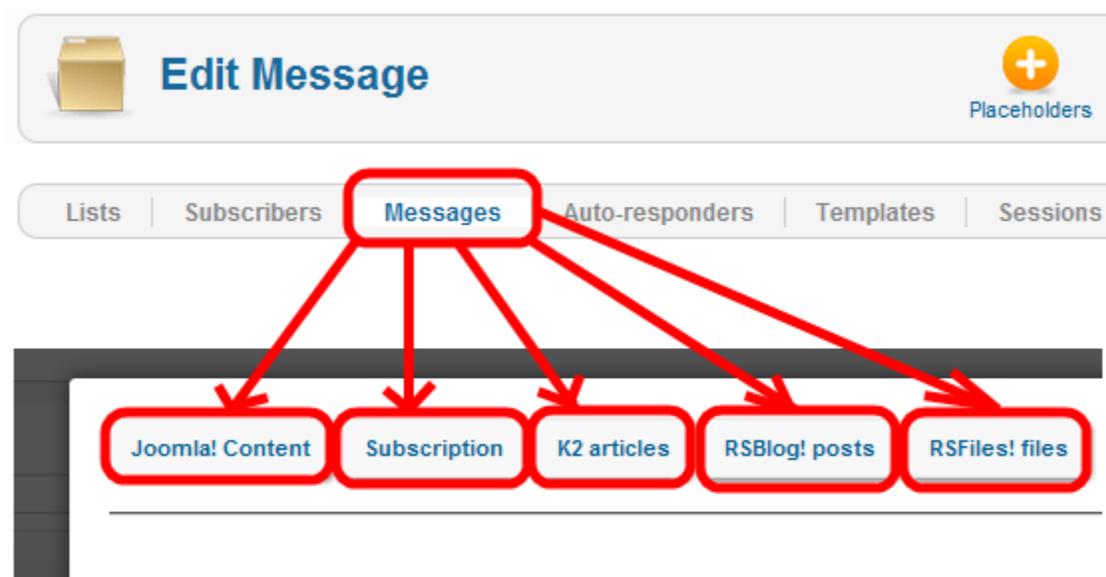
Step 3,4 (optional):Add placeholders

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 (Joomla!, K2, RSBlog! Articles and RSFiles! files).

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:

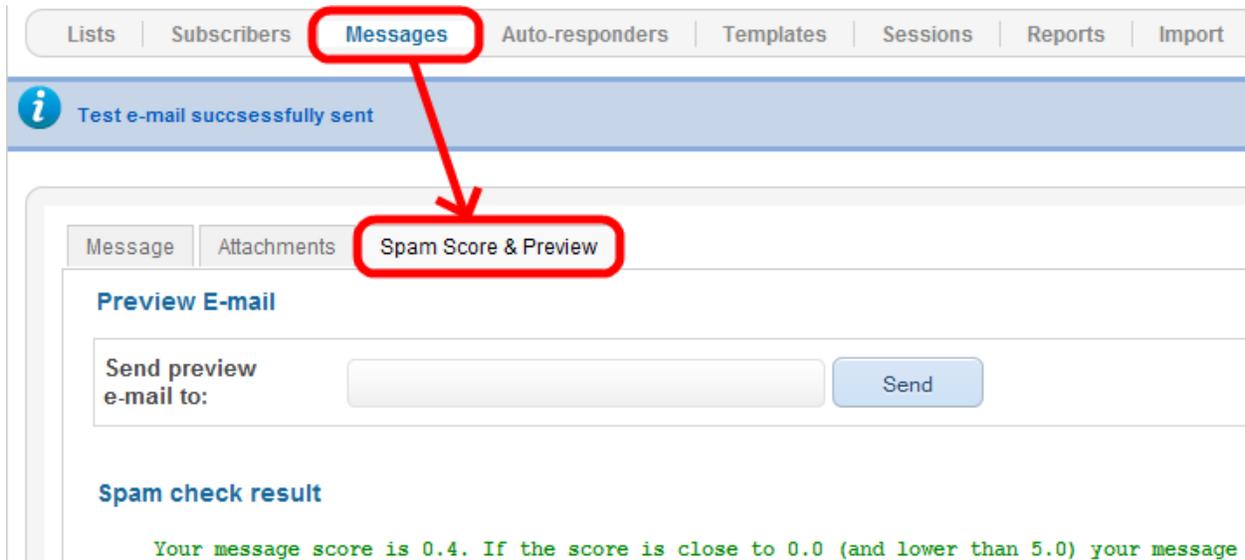
The message can be saved as a template and used for further campaign newsletters.

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.

Edit Message

Placeholders Add as template Preview **Send**

Lists Subscribers **Messages** Auto-responders Templates Sessions Reports Import Integrations

Message Attachments Spam Score & Preview

Name: Looking for employees in {Company}

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.

i You can send this message to multiple lists. You have to assign all the placeholders saved in the message

Delivery: **Immediately**

Scheduled : Deliver 100 e-mails each Hour starting from 2012-08-06
time, not your computer time.

Enable link history:

Enable opens history:

If you choose the *Scheduled* option please make sure that you have a cron job enabled. Click [here](#) for more inform

<input type="checkbox"/>	List Name	First name	Last name
<input checked="" type="checkbox"/>	My subscribers (1 Subscribers)	- IGNORE -	- IGNORE -
<input type="checkbox"/>	Joomla! registration (1 Subscribers)	- IGNORE -	- IGNORE -

Option 2 - Scheduled

Lists | Subscribers | Messages | Auto-responders | Templates | Sessions | Reports | Import | Integrations

i You can send this message to multiple lists. You have to assign all the placeholders saved in the message to the list columns.

Delivery: Immediately

Scheduled : Deliver 100 e-mails each Hour starting from 2012-08-06 23 : 14 : 52
time, not your computer time.

Enable link history:

Enable opens history:

If you choose the *Scheduled* option please make sure that you have a cron job enabled. Click [here](#) for more information.

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.

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 screenshot shows the email sending interface. At the top, there are two buttons: 'Send' (with an envelope icon and a green arrow) and 'RSMail' (with an envelope icon). The 'Send' button is circled in red. Below these buttons, there are tabs for 'ns', 'Settings', and 'Updates'. A red arrow points from the 'Send' button to the 'Start' button. The 'Start' button is also circled in red. Below the 'Start' button, there is a 'Pause' button. The text 'Please do not' is visible at the top right, and 'Sending message 'You have received an email from {company}' to' is visible in the middle. A green progress bar is shown below the text.

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](#).