

## Tutorial

Email Marketing

Contact  
Management  
Series

# Manage your Lists Effectively



## 1. Overview

We here at EkoBuzz really love to make life easier for our customers. Helping you manage your lists is something we're really passionate about. We know you don't want to be labeled an "evil spammer" or send anything out to people who don't want your emails so we do what we can to help you keep your lists clean and your content relevant to the recipients on your list.

Using EkoBuzz you can add and delete lists at your ease and manage the contacts in those lists as well.

To manage contact lists click on 'Manage Contacts' option in the left panel on the Home page or click on the Contacts tab:



## 2. Managing Lists

### 2.1 Create New List

The following steps guide you to create a new contact list in your EkoBuzz account:

1. Click on 'Manage Contacts' option in the left panel on the Home page or click on the Contacts tab.
2. Click on 'Add List' option in the left panel on the Contacts page.

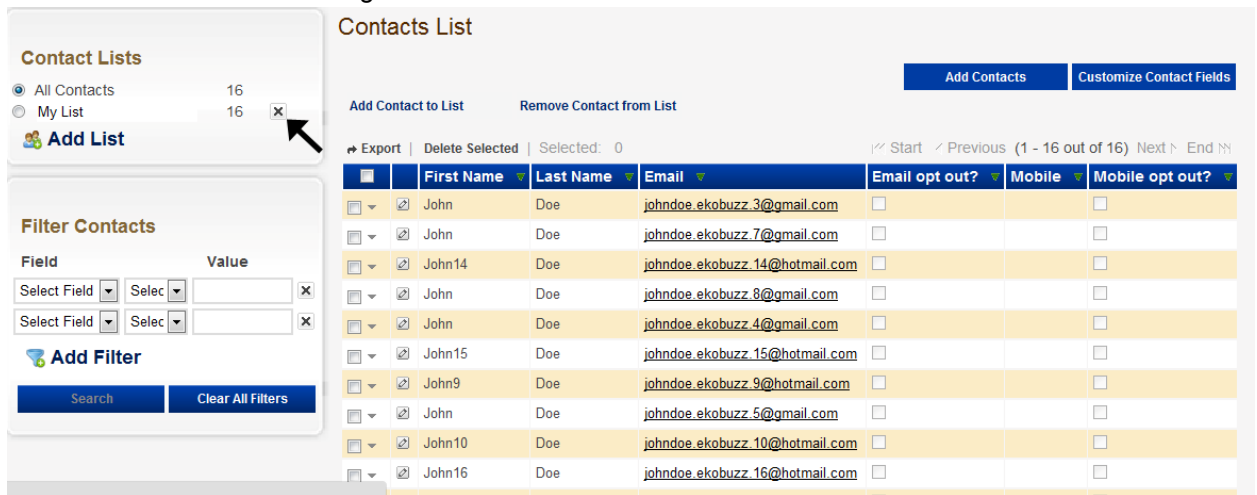
3. Once you click on 'Add List' option a new row with an empty textbox is added where you can enter the name of the list.

4. After entering the name of the list press enter or tab or click anywhere else on the screen.

## 2.2 Delete Contact List

The following steps guide you to delete a contact list in your EkoBuzz account:

1. Click on 'Manage Contacts' option in the left panel on the Home page or click on the Contacts tab.
2. Click on the 'x' button on the right hand side of the list.



**Contact Lists**

- All Contacts 16
- My List 16 **x**

**Filter Contacts**

Field: Select Field Value:

Field: Select Field Value:

**Contacts List**

Add Contact to List Remove Contact from List

Export Delete Selected Selected: 0 Start Previous (1 - 16 out of 16) Next End

	First Name	Last Name	Email	Email opt out?	Mobile	Mobile opt out?
<input type="checkbox"/>	John	Doe	john.doe.ekobuzz.3@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	john.doe.ekobuzz.7@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John14	Doe	john.doe.ekobuzz.14@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	john.doe.ekobuzz.8@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	john.doe.ekobuzz.4@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John15	Doe	john.doe.ekobuzz.15@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John9	Doe	john.doe.ekobuzz.9@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	john.doe.ekobuzz.5@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John10	Doe	john.doe.ekobuzz.10@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John16	Doe	john.doe.ekobuzz.16@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>

3. On clicking the 'x' button the contact list gets deleted.

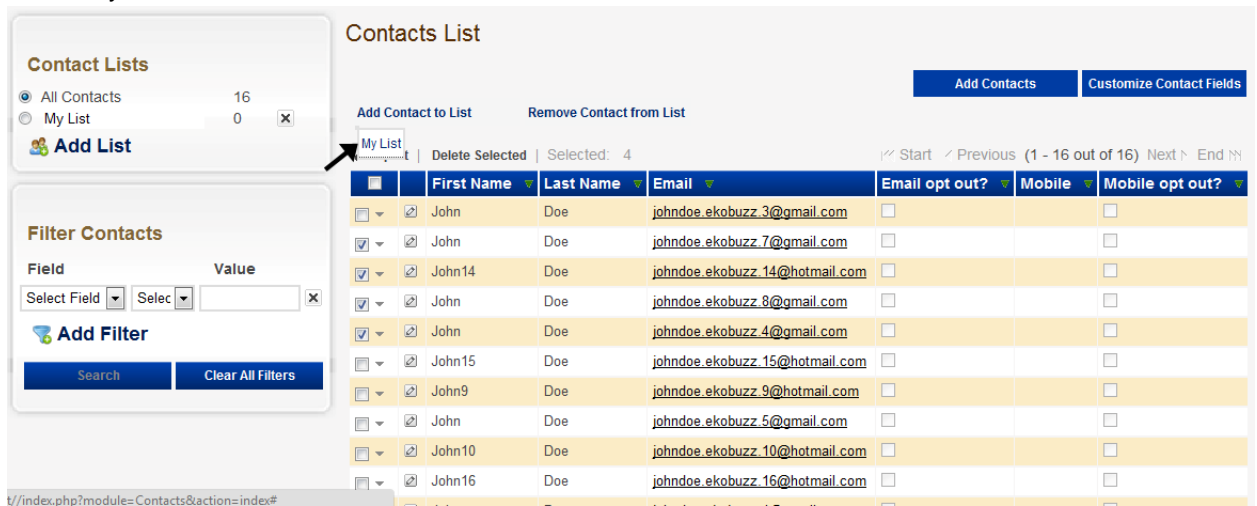


### 3. Managing Contacts in your Lists

#### 3.1 Add contacts to a contact list

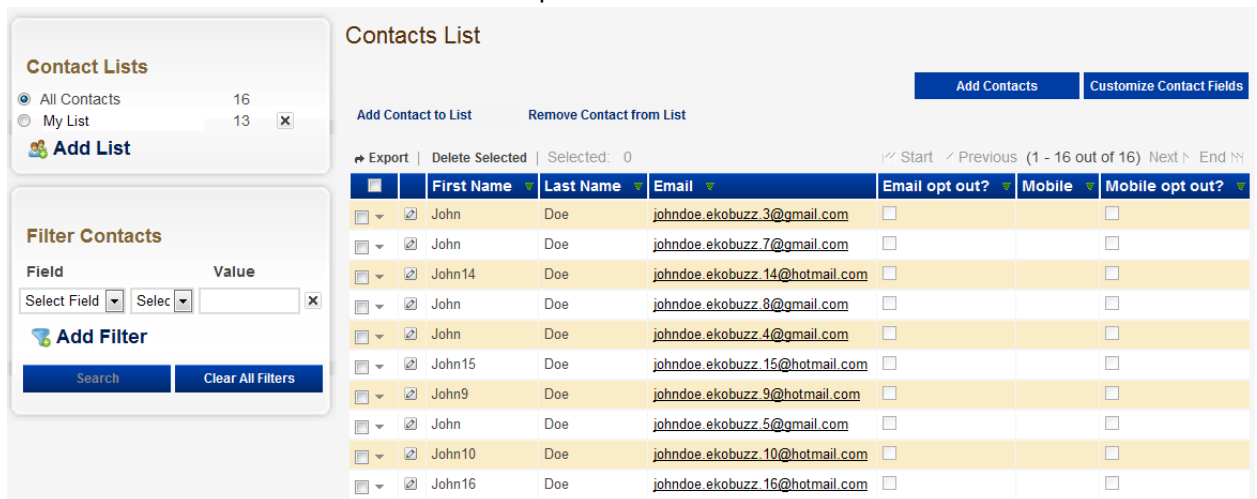
The following steps guide you to add contacts to a contact list in your EkoBuzz account:

1. Click on 'Manage Contacts' option in the left panel on the Home page or click on the Contacts tab.
2. Select the contacts you want to add to a list from all contacts and hover the pointer on 'Add Contact to List' text. As you hover your pointer on the text it opens a drop down list. Select the list to which you want to add the contacts to.



The screenshot shows the 'Contacts List' interface. On the left, there are 'Contact Lists' (All Contacts: 16, My List: 0) and 'Filter Contacts' sections. The main area displays a table of contacts with columns: First Name, Last Name, Email, Email opt out?, Mobile, and Mobile opt out?. A dropdown menu is open over the 'Add Contact to List' button, showing 'My List' as the selected option. The table contains 16 contacts, all with the name 'John Doe' and various email addresses.

3. The selected contacts will be added to the required list as shown in the below screenshot.

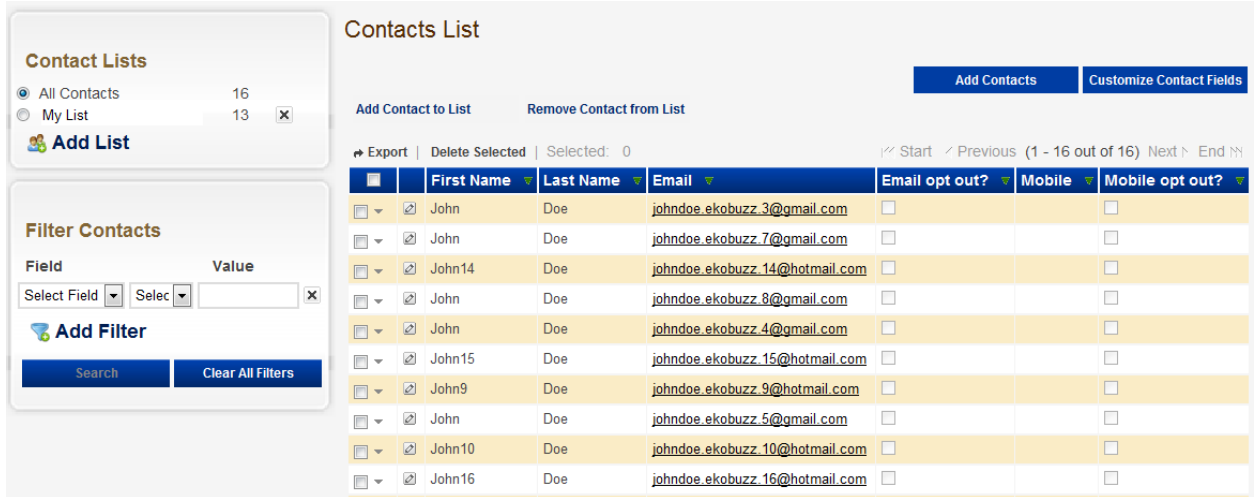


The screenshot shows the 'Contacts List' interface after the contacts have been added to the 'My List'. The 'My List' count is now 13. The 'Add Contact to List' dropdown menu is closed. The table of contacts remains the same, but the 'Selected' count is now 0.

### 3.2 Remove contacts from a contact list

The following steps guide you to remove contacts from a contact list in your EkoBuzz account:

1. Click on 'Manage Contacts' option in the left panel on the Home page or click on the Contacts tab.
2. Select the contacts that are to be removed from a given list.



**Contact Lists**

- All Contacts 16
- My List 13

**Filter Contacts**

Field: Select Field Value: Select

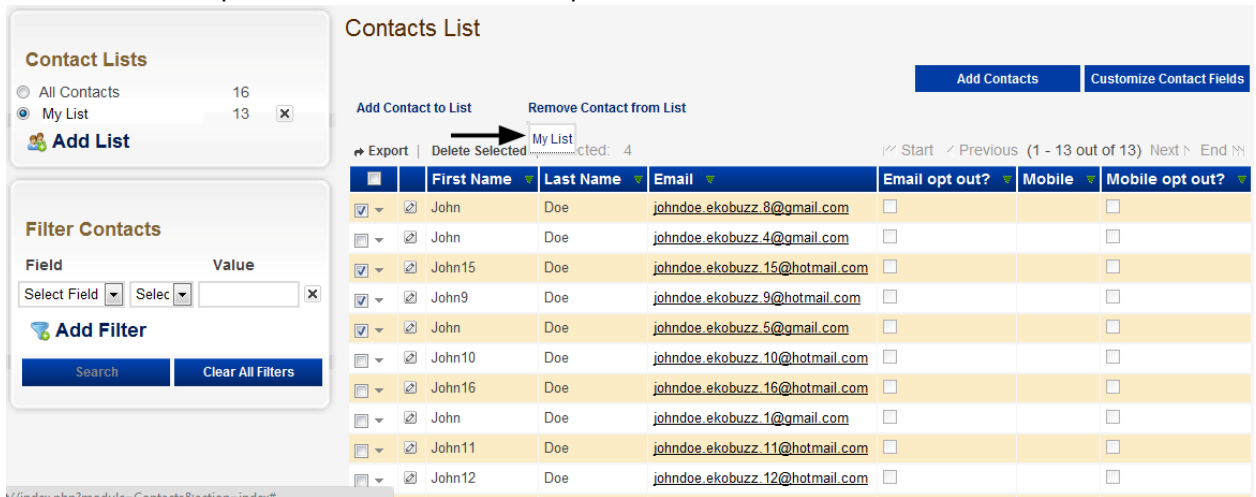
**Contacts List**

Add Contact to List Remove Contact from List

Export Delete Selected Selected: 0 Start Previous (1 - 16 out of 16) Next End

	First Name	Last Name	Email	Email opt out?	Mobile	Mobile opt out?
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_3@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_7@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John14	Doe	johndoe.ekobuzz_14@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_8@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_4@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John15	Doe	johndoe.ekobuzz_15@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John9	Doe	johndoe.ekobuzz_9@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_5@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John10	Doe	johndoe.ekobuzz_10@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John16	Doe	johndoe.ekobuzz_16@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>

3. After selecting the contacts that need to be removed from the list, hover the mouse pointer over the text 'Remove Contact from List'. This will open a drop down list with the list of all your contact lists. Select the required contact list from the drop down list.



**Contact Lists**

- All Contacts 16
- My List 13

**Filter Contacts**

Field: Select Field Value: Select

**Contacts List**

Add Contact to List Remove Contact from List

Export Delete Selected My List Selected: 4 Start Previous (1 - 13 out of 13) Next End

	First Name	Last Name	Email	Email opt out?	Mobile	Mobile opt out?
<input checked="" type="checkbox"/>	John	Doe	johndoe.ekobuzz_8@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_4@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	John15	Doe	johndoe.ekobuzz_15@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	John9	Doe	johndoe.ekobuzz_9@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	John	Doe	johndoe.ekobuzz_5@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John10	Doe	johndoe.ekobuzz_10@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John16	Doe	johndoe.ekobuzz_16@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz_1@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John11	Doe	johndoe.ekobuzz_11@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John12	Doe	johndoe.ekobuzz_12@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>

- On selecting a contact list the unwanted contacts will be removed from the corresponding contact list.

**Contact Lists**

All Contacts 16

My List 9

[Add List](#)

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**Filter Contacts**

Field Value

Select Field Select

[Add Filter](#)

[Search](#) [Clear All Filters](#)

**Contacts List**

[Add Contacts](#) [Customize Contact Fields](#)

[Add Contact to List](#) [Remove Contact from List](#)

Export Delete Selected Selected: 0 Start Previous (1 - 9 out of 9) Next End

	First Name	Last Name	Email	Email opt out?	Mobile	Mobile opt out?
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz.4@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John10	Doe	johndoe.ekobuzz.10@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John16	Doe	johndoe.ekobuzz.16@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz.1@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John11	Doe	johndoe.ekobuzz.11@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John12	Doe	johndoe.ekobuzz.12@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz.6@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John13	Doe	johndoe.ekobuzz.13@hotmail.com	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	johndoe.ekobuzz.2@gmail.com	<input type="checkbox"/>		<input type="checkbox"/>

Export Selected: 0 Start Previous (1 - 9 out of 9) Next End

**About the company:** EkoBuzz provides web based, on-demand email, mobile and social marketing. Besides executing these campaigns, EkoBuzz assists customers in building opt-in leads and convert them to paid customers.

For any further assistance and help, please contact EkoBuzz support at [support@ekobuzz.com](mailto:support@ekobuzz.com)