

HOW TO / create distribution lists

We always recommend that when you set up your account, you make setting up “Distribution Lists” one of the first things you do. Distribution lists are groups that you can set up that will help you keep your contacts organized. These babies are so helpful when sending marketing pieces because instead of selecting each recipient individually, you can send to entire lists.

To create a new distribution list, please go to the Contacts tab and click Manage Contacts & Lists. This brings you to your Contacts page where you will see a box for all of your contacts on the left and box for distribution lists on the right. To create a new list, click the “New” button at the top of the distribution list box.

What is the “Primary Sphere” Distribution List?

The “Primary Sphere” is a special distribution list within your rezora account. When your company’s Marketer (admin) schedules a marketing piece to be sent, each contact you have in your Primary Sphere distribution list will receive it unless you have previously opted out of that specific marketing piece.

You can add to your “Primary Sphere” distribution list (or any other distribution list you create) by following a couple simple steps.

- 1 While on the “Contacts > Manage Contacts & Lists” page, first click on the “Primary Sphere” distribution list name/link to open it.
- 2 Find Contacts in your “Contacts” list on the left and drag them into the red rectangle on the right. *(NOTE: you can also add contacts to your distribution lists when you initially upload them by simply selecting that distribution list during the import process.)*

You can remove contacts from your distribution lists by locating the contact you wish to remove from that list and clicking the “Remove” link to the right of their name. *(NOTE: this does not remove the contact from your overall list of contacts, just from this particular distribution list.)*

