

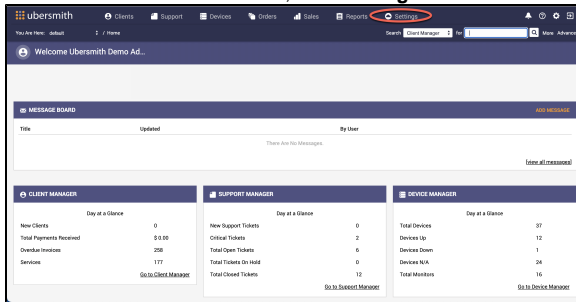
# Adding Mailing Lists

Mailing lists are a convenient way to keep groups of clients updated on any changes or maintenance that may be going on at your company. They are also a convenient way to target sales related materials to a subset of your client base.

More customizable mailing lists beyond these are available from the [Advanced Search](#) results page's **send mail to list** function.

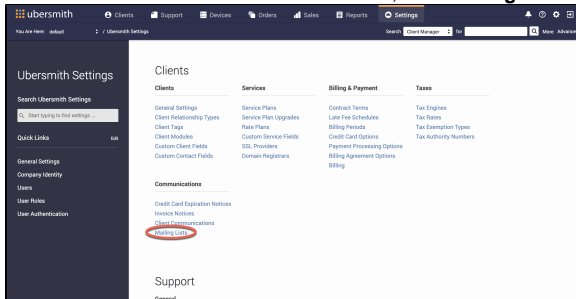
## Access the Mailing Lists Page

1. From the Ubersmith *Dashboard*, click **Settings**.



The *Ubersmith Settings* page appears.

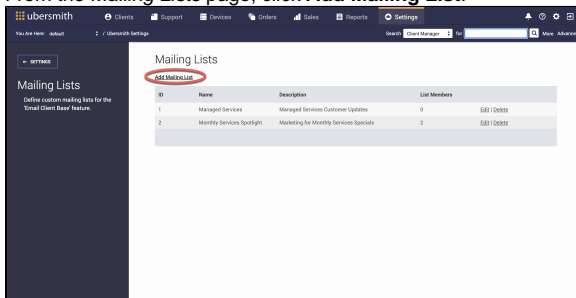
2. From the *Clients – Communications* section, click **Mailing Lists**.



The *Mailing Lists* page appears.

## Complete the Add Mailing List Page

1. From the *Mailing Lists* page, click **Add Mailing List**.



The *Add Mailing List* page appears.

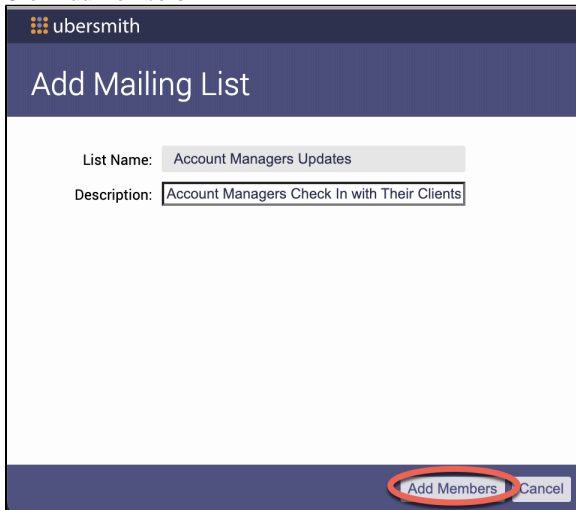
2. In the **List Name** field, enter the name of your mailing list.
3. In the **Description** field, enter a description to help identify the purpose of the list.

### On this page:

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- [Access the Mailing Lists Page](#)
- [Complete the Add Mailing List Page](#)
- [Complete the Add Members Page](#)
- [Related Topics](#)

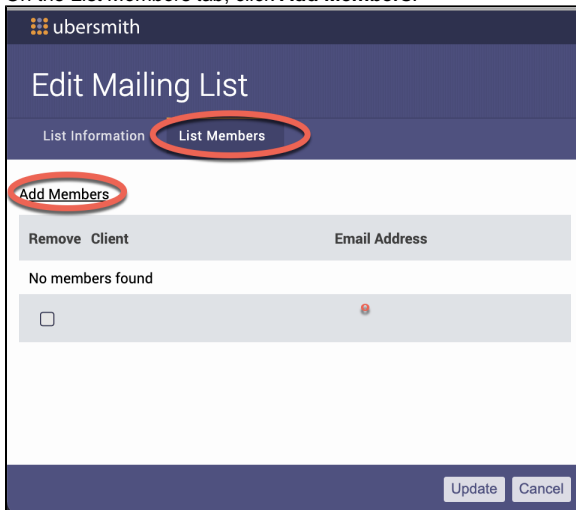
4. Click **Add Members**.



The *Edit Mailing List* page appears with the *List Members* tab active.

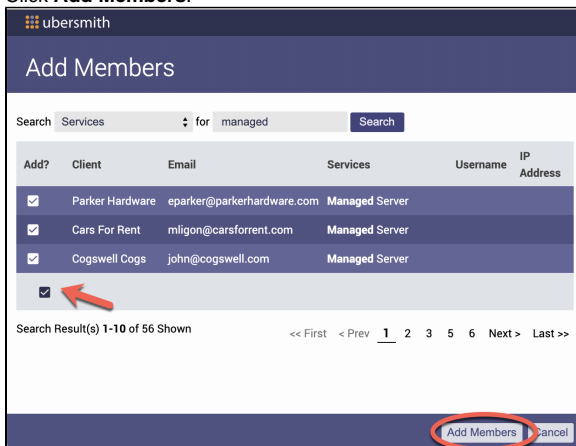
## Complete the Add Members Page

1. On the Edit Mailing List page, ensure the List Members tab is active.
2. On the *List Members* tab, click **Add Members**.



The *Add Members* page appears.

3. Search for the clients you want to add to the mailing list.
4. From the returned search results, select the clients for the mailing list.
5. Click **Add Members**.



## Related Topics

