

Adding a test list allows you to quickly send test emails to a specified group of contacts for review & approval. It also makes sending to larger test lists more efficient by eliminating the need to manually enter the emails one by one.

In this article:

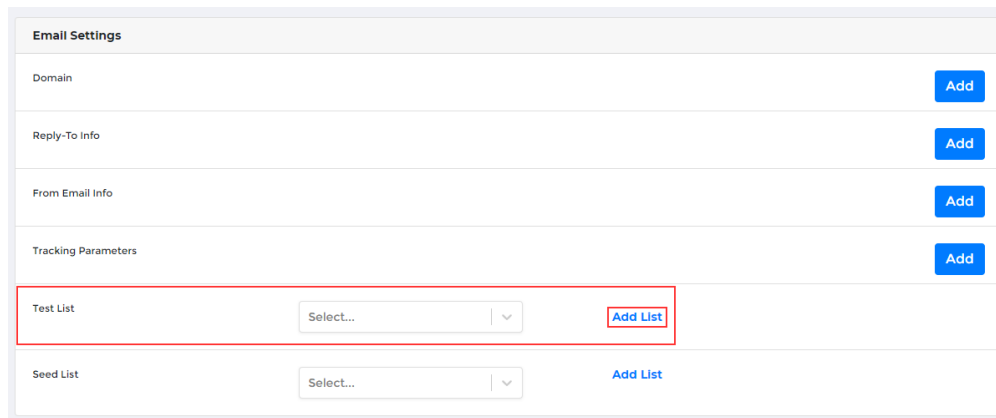
- [Add a Test List](#)

Your browser does not support HTML5 video.

Add a Test List

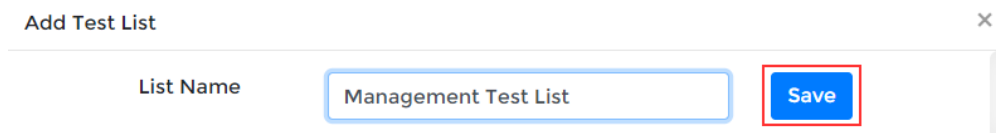
Navigate to **Settings** by hovering over the blue icon in the top right of the Portal.

Within **Email Settings**, select **Add List** in the **Test List** section.




The screenshot shows the 'Email Settings' interface. It contains several sections: 'Domain', 'Reply-To Info', 'From Email Info', 'Tracking Parameters', 'Test List', and 'Seed List'. Each section has an 'Add' button. The 'Test List' section is highlighted with a red box and contains a dropdown menu with 'Select...' and an 'Add List' button.

Name your Test List and click **Save**.



The screenshot shows the 'Add Test List' dialog box. It has a title bar with 'Add Test List' and a close button. Below the title bar, there is a 'List Name' label, a text input field containing 'Management Test List', and a blue 'Save' button highlighted with a red box.

After saving, you will see the name of your list in the drop-down as well as a new **View** option. Click **View** to add contacts to the list.



The screenshot shows the 'Test List' section after saving. It contains a dropdown menu with 'Internal Test List' selected, a blue 'View' button highlighted with a red box, and an 'Add List' button.

To load contacts in bulk, click **choose file** option and select the file. In your file, please use "Email" as the column

header name. You can also click **Add** in the bottom right-hand corner to add contacts manually.

The screenshot shows a modal window titled "Test List" with a close button (X) in the top right corner. At the top left, there is a "Choose File" button and the text "No file chosen". Below this is a table with the following structure:

Name	Email	Active	ACTIONS
No Rows To Show			

At the bottom of the table, there is a pagination indicator: "0 to 0 of 0" and "Page 0 of 0". At the bottom right of the modal, there are two buttons: "Add" and "Cancel".

If you click **Add** to enter them in one by one, you will get another prompt to enter in the email address.

The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. It contains an "Email" label, a text input field containing "test@emailme.com", and a blue "Save" button.

After saving the email, you will see the email added to the test list and the Active Status = True.

The screenshot shows the "Test List" modal window after adding a contact. The table now contains one row:

Name	Email	Active	ACTIONS
Internal Test List	test@emailme.com	true	Edit

At the bottom of the table, there is a pagination indicator: "1 to 1 of 1" and "Page 1 of 1". At the bottom right of the modal, there are two buttons: "Add" and "Cancel".

Repeat this process to add any additional contacts to the test list.

To change the status of a contact from the seed list, click "Edit" and toggle the Active status from True to False. When false, the button is gray and to the left, when True, the button is blue and to the right.

Only contacts with their Active status equaling True will be seeded on the outgoing email.

Edit Test List ✕

Email	Active	Action
<input type="text" value="test@emailme.com"/>	<input type="checkbox"/>	<input type="button" value="Save"/>

Edit Test List ✕

Email	Active	Action
<input type="text" value="test@emailme.com"/>	<input checked="" type="checkbox"/>	<input type="button" value="Save"/>

To learn how to send an email to your newly created test list, please see our [How to Send/Schedule and Email](#) article