

Adding a test list into the Email Designer allows you to quickly send test emails to a specified group of contacts such as Executive Management for review/approvals. It also makes sending to larger test lists more efficient by eliminating the need to manually enter the emails one by one.

To add a test list, simply click “Add List” next to the dropdown in the Test List section.

The screenshot shows the 'Email Settings' panel. It includes fields for Domain, Reply-To Info, From Email Info, and Tracking Parameters, each with an 'Add' button. The 'Test List' field has a dropdown menu with 'Select...' and an 'Add List' button. The 'Seed List' field also has a dropdown menu and an 'Add List' button. A red box highlights the 'Test List' dropdown and its 'Add List' button.

- After clicking “Add List” you can create the name of your test list.
- Type the name of your test list and hit save. Note: You can make more than one test list, if needed.

The 'Add Test List' dialog box is shown. It has a title bar with a close button (X). Below the title bar, there is a label 'List Name' followed by a text input field containing 'Management Test List'. To the right of the input field is a blue 'Save' button, which is highlighted with a red box.

- After saving, you will see the name of your list both in the dropdown *and* in a new “View” option.
- Click “View” to view the list and add contacts

The screenshot shows the 'Test List' section. It has a dropdown menu with 'Internal Test List' selected. To the right of the dropdown is a blue 'View' button, which is highlighted with a red box. There is also an 'Add List' button further to the right.

- After clicking “View” you can view the list and add contacts.
- You can upload a list of contacts by clicking the **choose file** option.
- Contacts can also be manually added one-by-one. Simply click “Add” in the bottom right-hand corner.

The 'Test List' dialog box is shown. It has a title bar with a close button (X). Below the title bar, there is a 'Choose File' button highlighted with a red box, followed by 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 dialog, there is a pagination indicator '0 to 0 of 0' and 'Page 0 of 0'. In the bottom right corner, there is an 'Add' button highlighted with a red box and a 'Cancel' button.

- If you click “Add” to enter them in one by one you will get another prompt to enter in the email address.
- Hit the blue “Save” button to save the email into the test list.

- You will now see the email added to the test list and the Active Status = True.

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

- Repeat this process to add any additional contacts to the test list.
- To change the status of a contact from the test 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 sent the test email.

- Hit “Save” to save the changes to the Active status.

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