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.
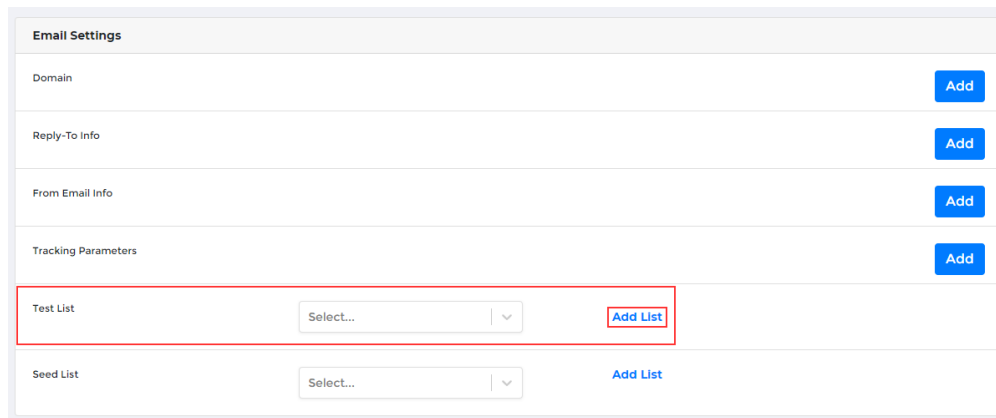
In this article:

- Add a Test List

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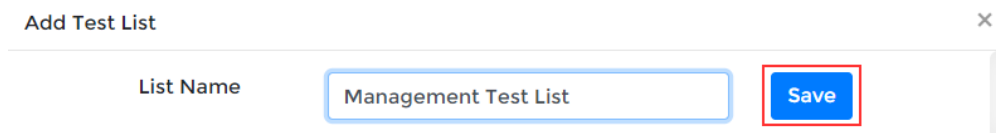
Add a Test List

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.

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

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.

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.

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

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

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
test@emailme.com	⚪	**Save**

Edit Test List   ✕

Email	Active	Action
test@emailme.com	🔵	**Save**

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