

Adding a seed list allows you to keep key internal stakeholders informed of outgoing emails. If an email is configured to send to a seed list in addition to the required audience, individuals on the seed list will receive the email, even if they don't qualify for the audience you are sending to.

In this article:

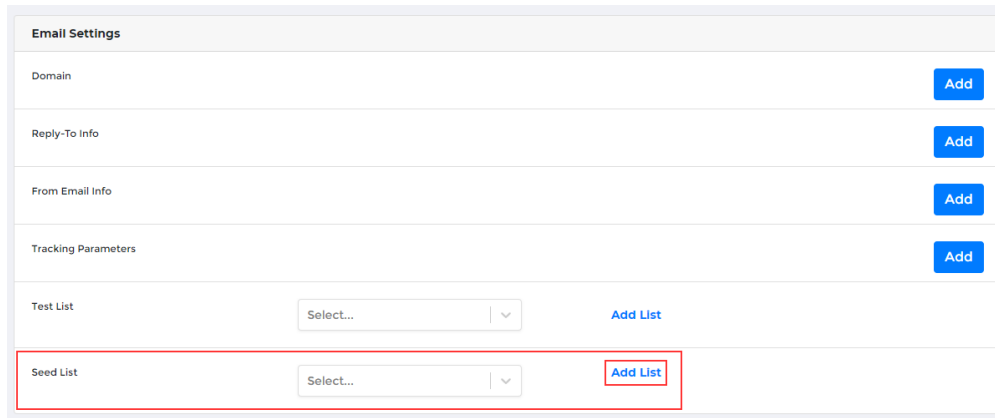
- [Add a Seed List](#)

Your browser does not support HTML5 video.

## Add a Seed List

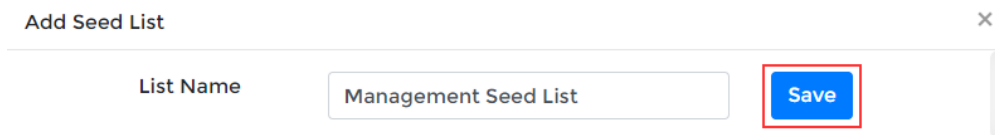
Navigate to **Settings** by hovering over the blue icon in the top right of the Portal.

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



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

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



The screenshot shows the 'Add Seed List' dialog box. It has a title bar with a close button (X). Below the title bar, there is a 'List Name' label and a text input field containing 'Management Seed 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 in the drop-down as well as a new **View** option. Click **View** to add contacts to the list.



The screenshot shows the 'Seed List' section in the settings. It includes a 'Seed List' label, a dropdown menu with 'Management Seed 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.

Seed List

Choose File No file chosen

Name	Email	Active	ACTIONS
No Rows To Show			

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Add Cancel

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.

Add

Email test@emailme.com Save

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

Seed List

Choose File No file chosen

Name	Email	Active	ACTIONS
Management Seed List	test@emailme.com	true	Edit

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Add Cancel

Repeat this process to add any additional contacts to the seed 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 Seed List ×

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

Edit Seed 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 seed list, please see our [How to Send/Schedule and Email article](#)