Seed Lists

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:

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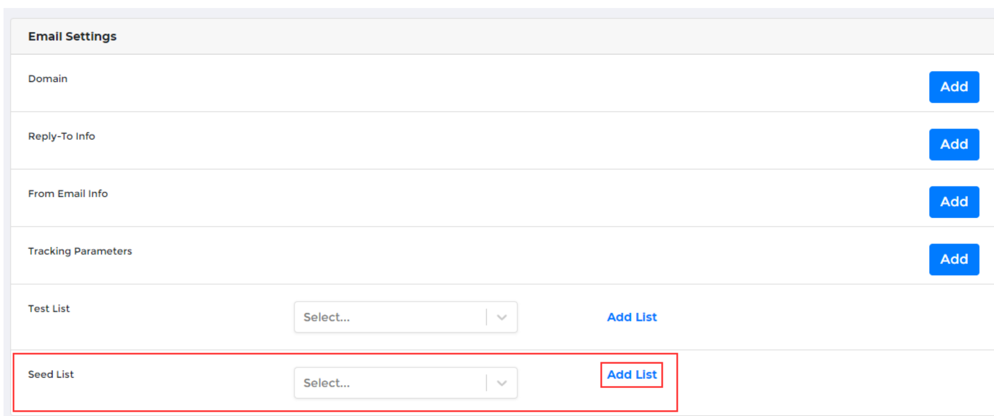
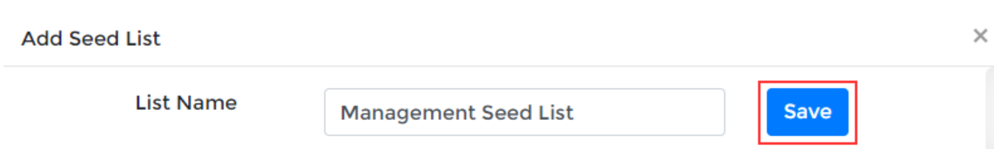
Add a Seed List

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

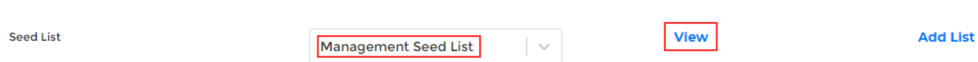
Within **Email Settings**, select **Add List** in the **Seed List** section.



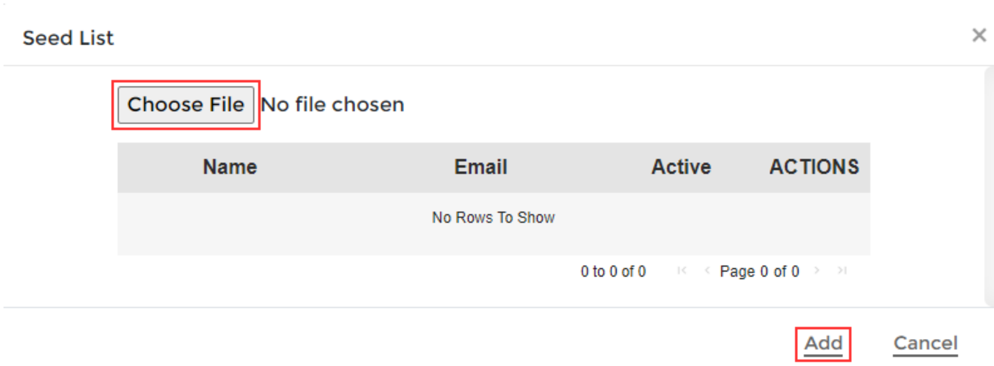
Name your Seed List and click **Save**.



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.

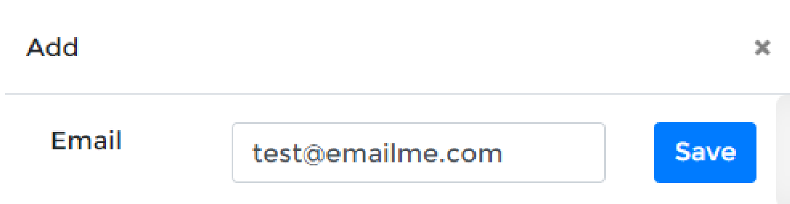


To load contacts in bulk, click **choose file** option and select the file. In your file, please use "Email" as the column header name. You can also click **Add** in the bottom right-hand corner to add contacts manually.

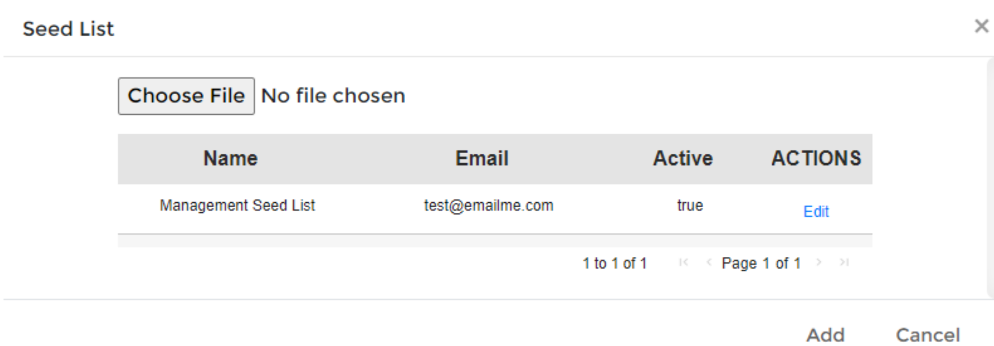


If you click **Add** to enter them in one by one, you will get another prompt to enter in the email address.

Hit the blue **Save** button to save the email into the test list.



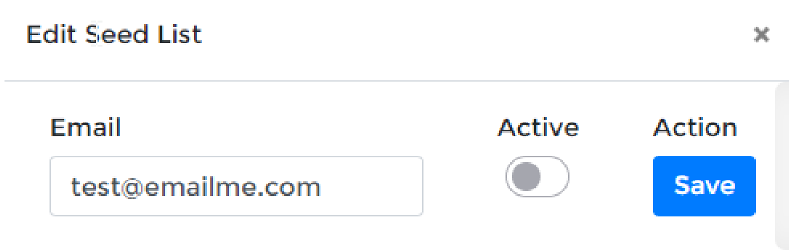
After saving the email, you will see the email added to the seed list and the Active Status = True.

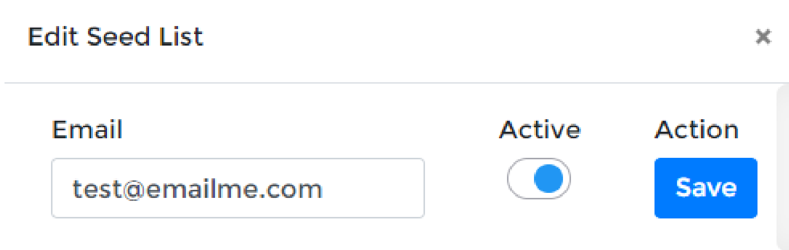


Repeat this process to add any additional contacts to the seed list.

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.





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