



Setting up the EC Newsletter Unsubscribe Function

This Help sheet is in two parts – what you need to do in the Mailroom Create Newsletter page – and also what you need to do to create the Unsubscribe page in the EC Toolset Editor

In the Mailroom: -

From the main EC Admin screen click "Create Email" to create or edit an email newsletter

Click "Add Message" to create a new email newsletter or click the Newsletter name in the list to edit an existing Newsletter

Somewhere near the bottom of our Newsletter add the "Unsubscribe" mechanism by placing the cursor where you want it to appear in the Newsletter then click the "Insert Name" icon in the middle of the top toolbar

This will place a clickable "Unsubscribe Me" link in the bottom of the Newsletter

In the New Editor: -

In the main "root" folder of the web site you will need to create a new page called "Unsubscribe"

From the main EC Admin menu screen click "Add / Edit" next to the "New Editor" button.

Click "Add New Page" from the top or bottom of the list of pages

Enter "Unsubscribe" as the "Document Title", "Page Name", "and Page Link Name"

Choose the template from the drop down box

Unselect the "Site Map" tick box – this will ensure that this page does not appear on your site map page

In the contents of the page – place the cursor where you would like the message to appear and use the “Insert Component” to add the code needed to action the Unsubscribe request

Save the page

Publish the page and you have set up the Unsubscribe Feature...

For more help see www.ectoolset.com/help/

Or email help@e-c.co.nz

www.ec2.co.nz

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