



The Royal New Zealand
College of General Practitioners
Te Whare Tohu Rata o Aotearoa

Using Mailchimp

detailed guide

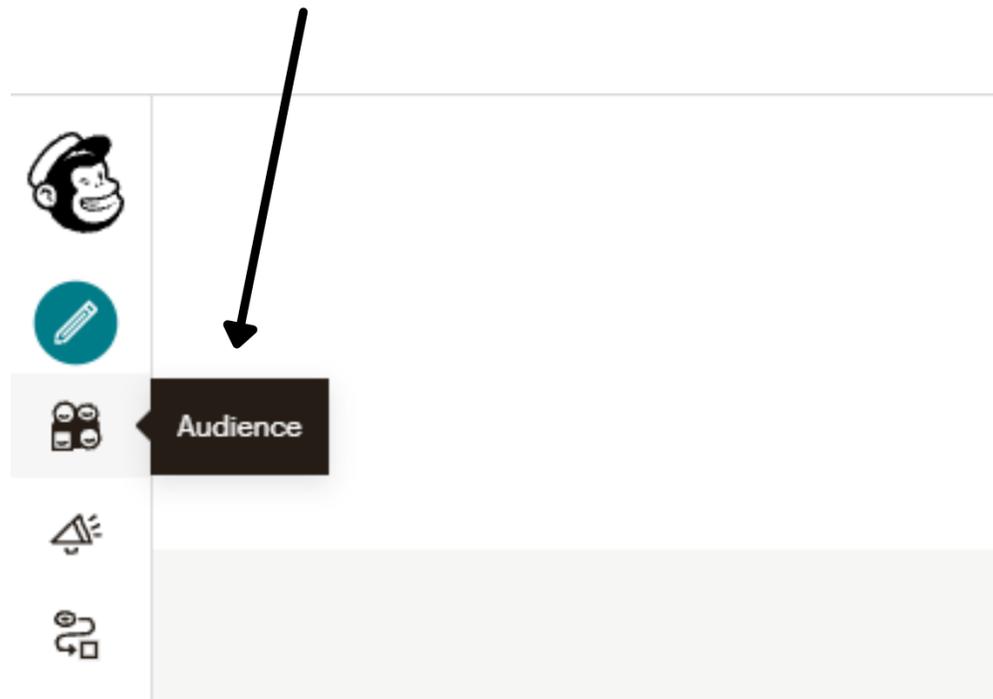
102



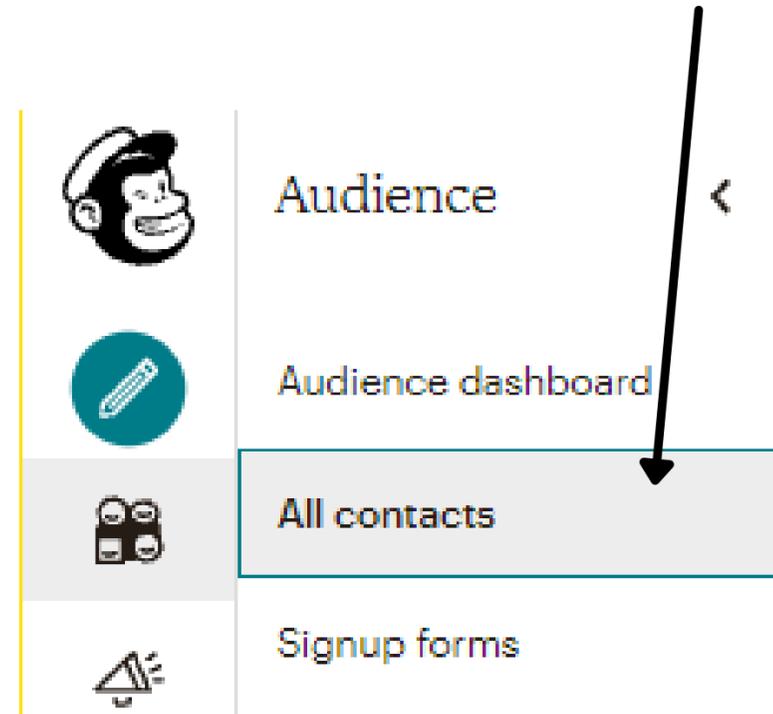
How to download your Faculty member list

You can download your Faculty member list, but it's important to remember that emails to 30 or more recipients should be sent through a bulk email service like Mailchimp rather than Outlook to prevent your email ending up in the recipient's junk mail.

Step 1: Click 'audience'



Step 2: Click 'all contacts'



How to download your Faculty member list

Step 3: Click 'export audience'

Audience

The Royal New Zealand College of General Practitioners

Your audience has 577 contacts. 577 of these are subscribers.

Overview Manage contacts Add contacts Signup forms Preferences center Settings Inbox Surveys

Toggle Columns Export Audience 1 - 25 of 577

Filter by Tags View Segment New Segment

Email Address	First Name	Last Name	Address	Phone Number	Birthday	Tags	Email Marketing	Source	Contact R
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Step 4: Click 'export as CSV'

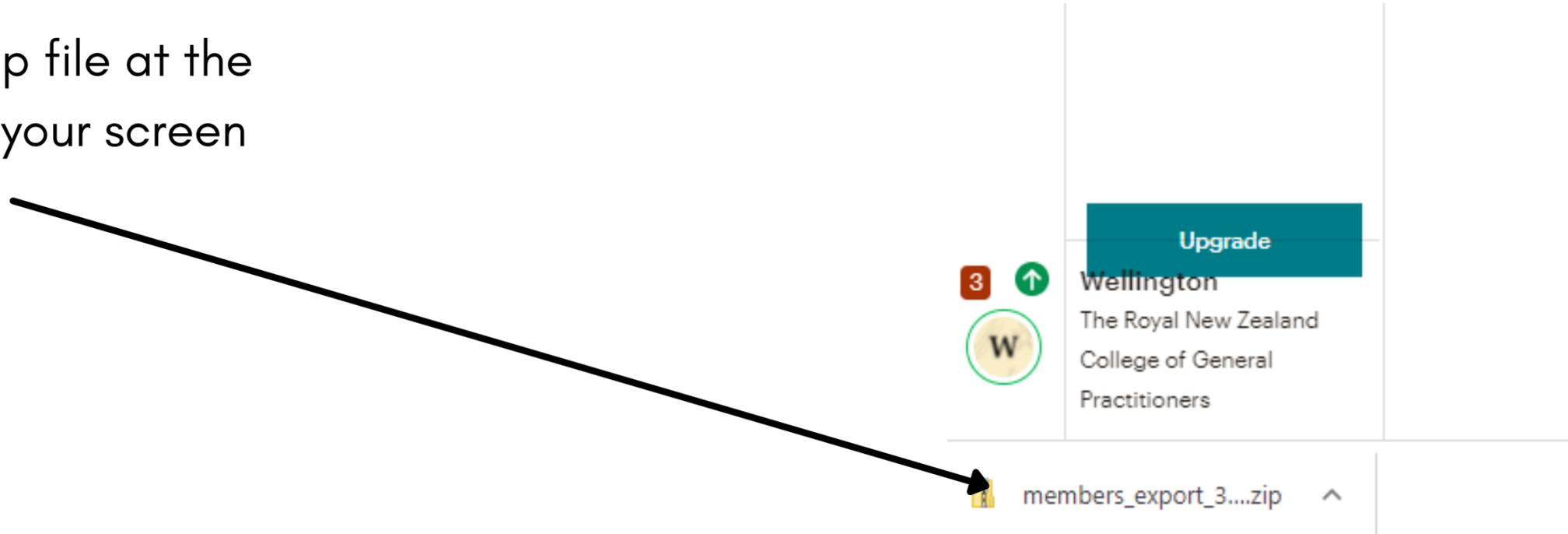
Overview Manage contacts Add contacts Signup forms Preferences center Settings Inbox Surveys

Audience exports

<input type="checkbox"/>									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Member Export	Exported as CSV · Oct 06, 2021 5:44 pm by Wellington Faculty	577	Contacts				Export As CSV

How to download your Faculty member list

Step 5: Click the zip file at the bottom left side of your screen



Step 6: Double click on the excel file and your list will display

A screenshot of a file list table. The table has columns for Name, Type, Compressed size, Password, Size, Ratio, and Date modified. One row is highlighted, showing an Excel file named 'subscribed_members_export_33c4...'.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 subscribed_members_export_33c4...	Microsoft Excel Comma S...	13 KB	No	73 KB	83%	6/10/2021 9:55 PM

How to hyperlink a to a document

When using Mailchimp you can't attach documents as you would in outlook, you'll need to add them as hyperlinks.

Step 1: Highlight the text you want to hyperlink to a document

Step 2: Click the hyperlink icon

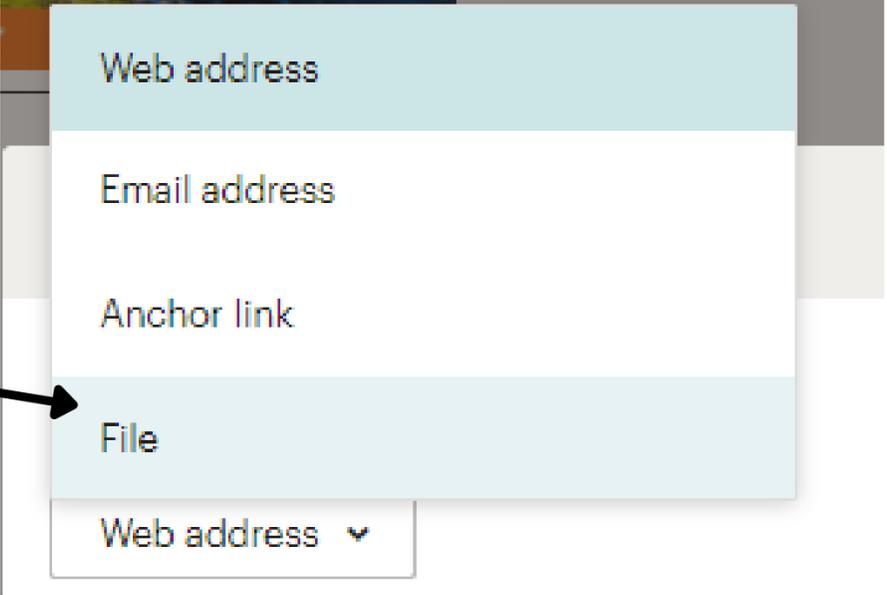
The screenshot shows the Mailchimp email editor interface. At the top, there are three tabs: 'Content' (selected), 'Style', and 'Settings'. Below the tabs is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link (chain icon), Unlink, Image, Bulleted List, Numbered List, Indent, Outdent, Clear Styles, and a double-headed arrow. Below the toolbar are dropdown menus for 'Styles', 'Font', and 'Size', followed by font color and background color pickers, a 'Merge Tags' dropdown, and other icons. The email body content includes a heading 'Come to our AGM on 5 December 2021', a paragraph 'The Wellington Faculty is hosting their Annual General Meeting on 5 December 2021.', and a list of details: 'Date: 5 December 2021', 'Time: 5.00pm - 6.00pm', and 'Location: Foxglove'. Below this is a section titled 'Papers' with a bulleted list: '• Agenda' and '• Treasurers report'. Two black arrows originate from the text on the left: one points to the 'Link' icon in the toolbar, and the other points to the 'Agenda' item in the list.

How to hyperlink a to a document

Step 3: Click into the drop down menu

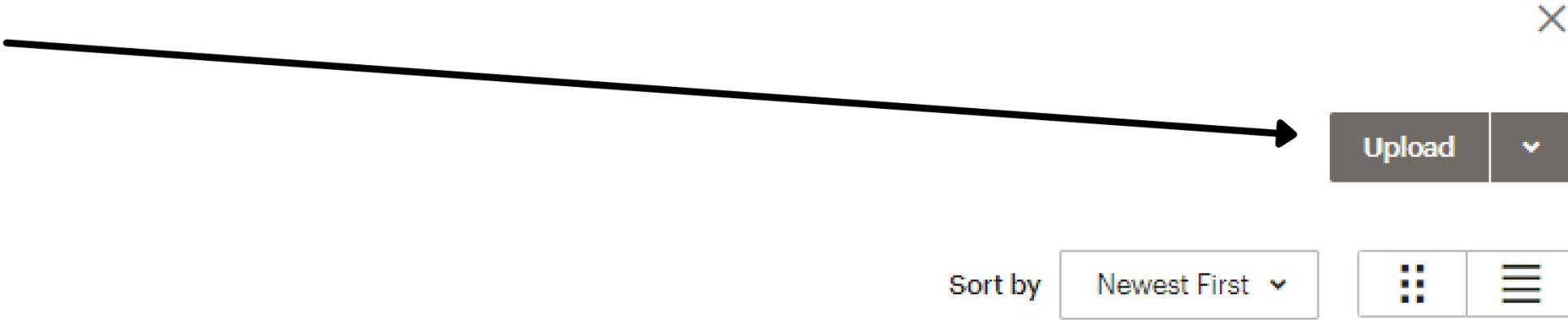


Step 4: Choose the file option at the bottom of the list



How to hyperlink a to a document

Step 5: Click 'upload'



Step 6: Find the file you want to upload and double click

A screenshot of a file list. An arrow from the text 'Step 6' points to the first file in the list. The table contains four rows of file information.

 AGM-minutes-2020.pdf	20/07/2021 3:56 PM	Adobe Acrobat D...	158 KB
 Wellington-Faculty-Chair-Report-2021-Fi...	20/07/2021 3:52 PM	Adobe Acrobat D...	109 KB
 Wn-Faculty-Terms-of-reference-March-2...	26/05/2021 9:37 AM	Adobe Acrobat D...	153 KB
 Wn-Faculty-Terms-of-reference-March-2...	26/05/2021 9:18 AM	Adobe Acrobat D...	200 KB

How to hyperlink a to a document

Step 7: Click 'insert'

Link to

File ▾

File URL ([Change file](#))

<https://mcusercontent.com/642db9d443e6de6d2911>

[> Advanced options](#) | [Remove Link](#)

Insert

[Cancel](#)

Step 8: Your document will now be loaded as a link

Date: 5 December 2021

Time: 5.00pm - 6.00pm

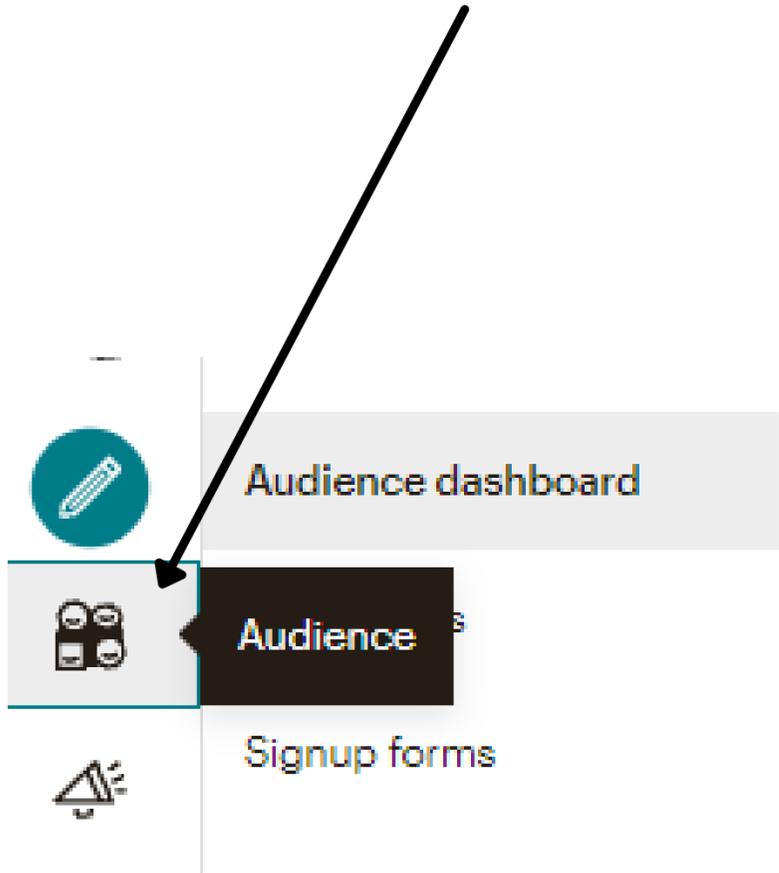
Location: Foxglove

Papers

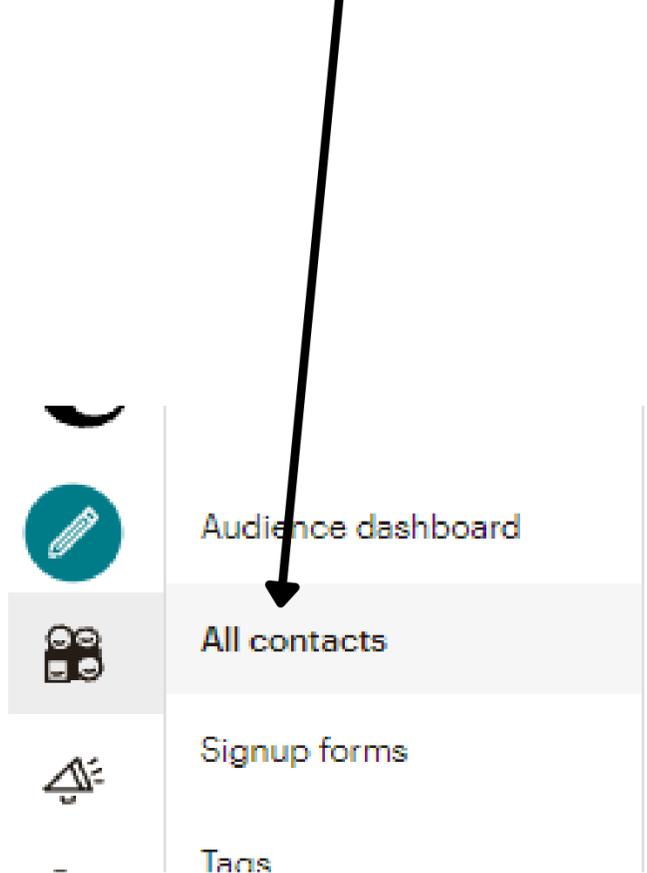
- [Agenda](#)
- Treasurers report

How to check who has unsubscribed

Step 1: Click 'audience'

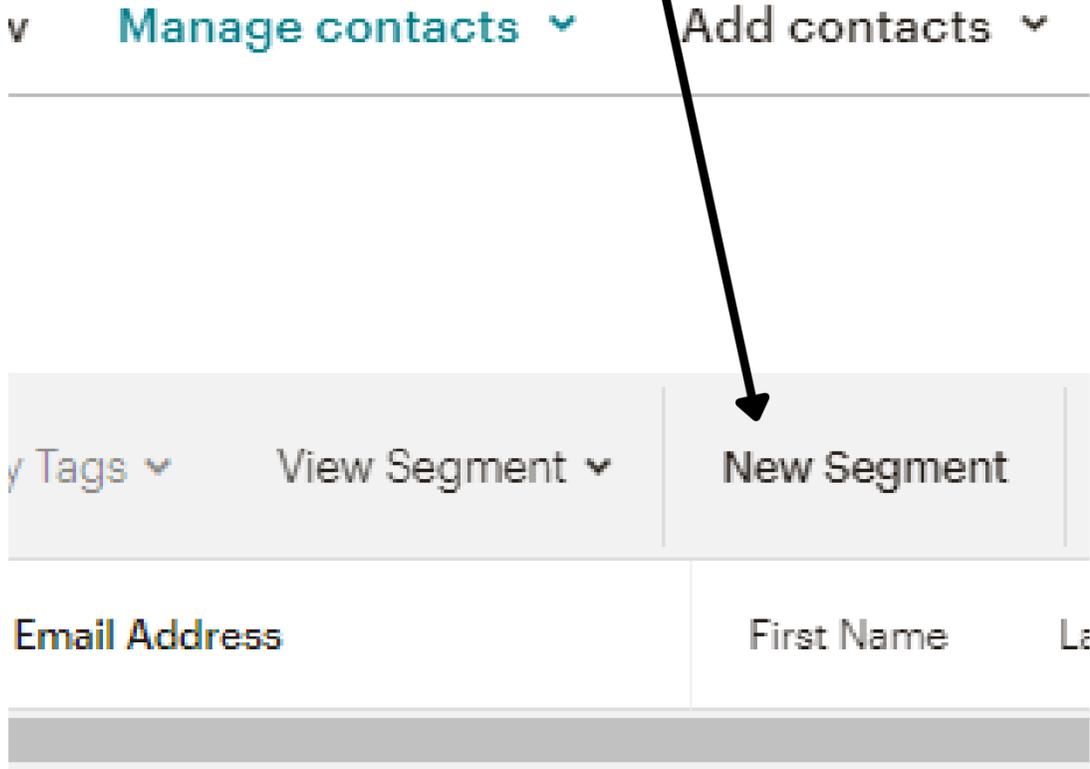


Step 2: Click 'all contacts'

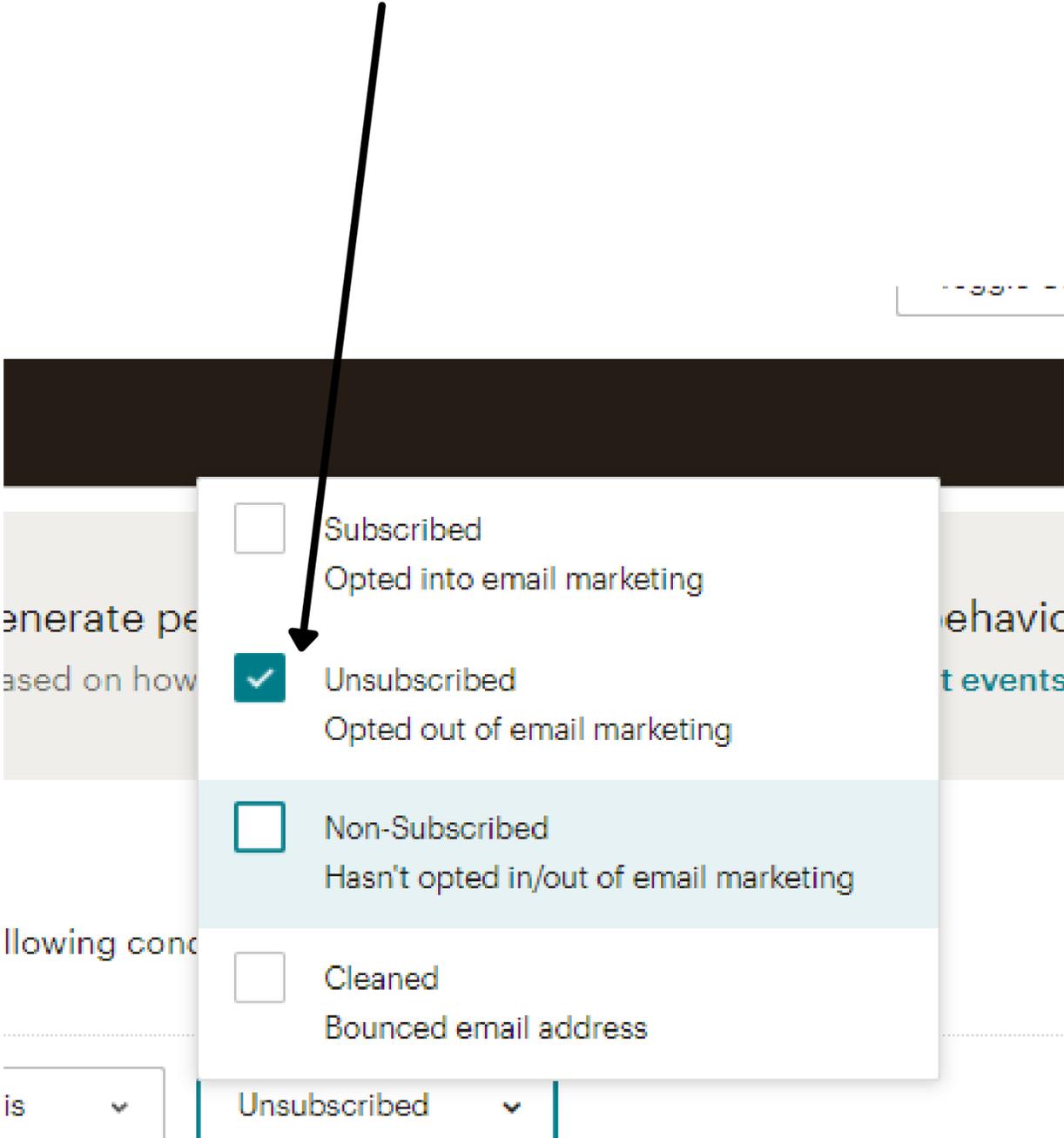


How to check who's unsubscribed

Step 3: Click 'new segment'

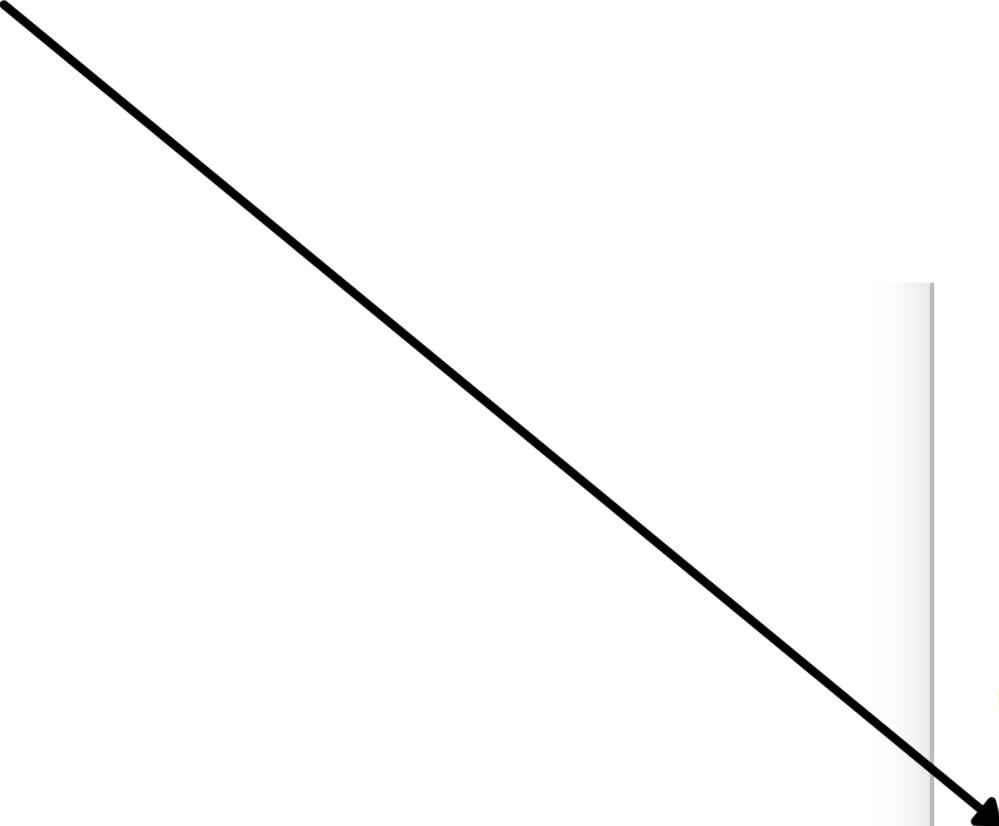


Step 4: select 'unsubscribed'



How to check who's unsubscribed

Step 5: Click 'preview segment' and your unsubscribed contacts will display

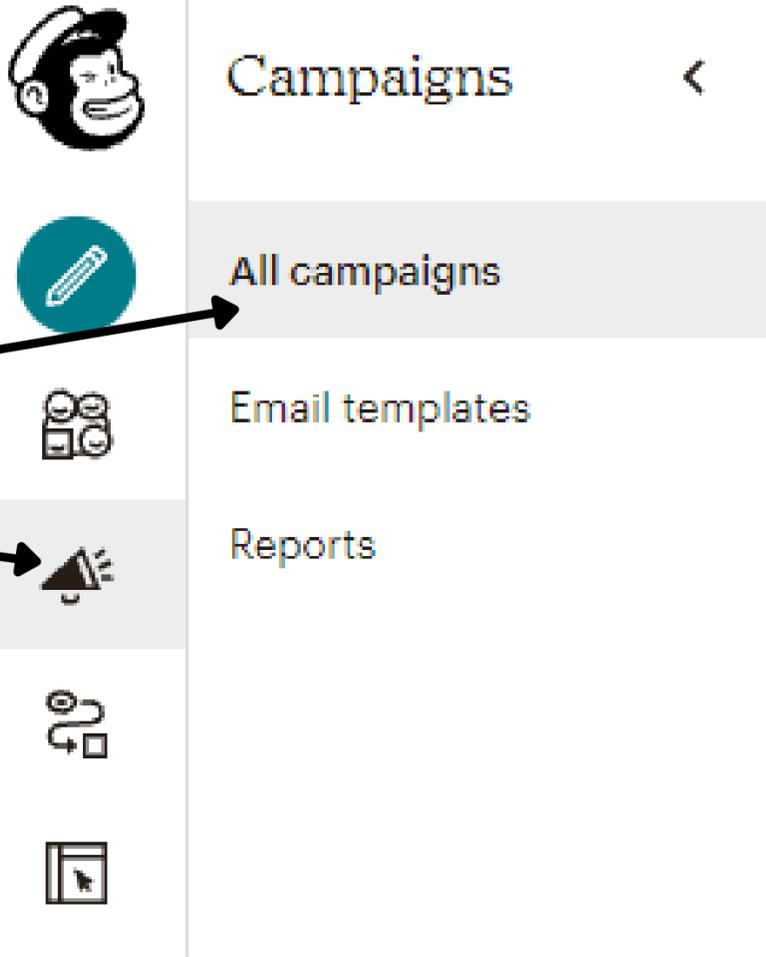


Email Marketing Status is [Cancel](#)

How to check your email stats

Step 1: Click 'campaign's

Step 2: Click 'all campaigns'



Step 3: Find the email you want to check and click 'view report'

May, 2020 (1)

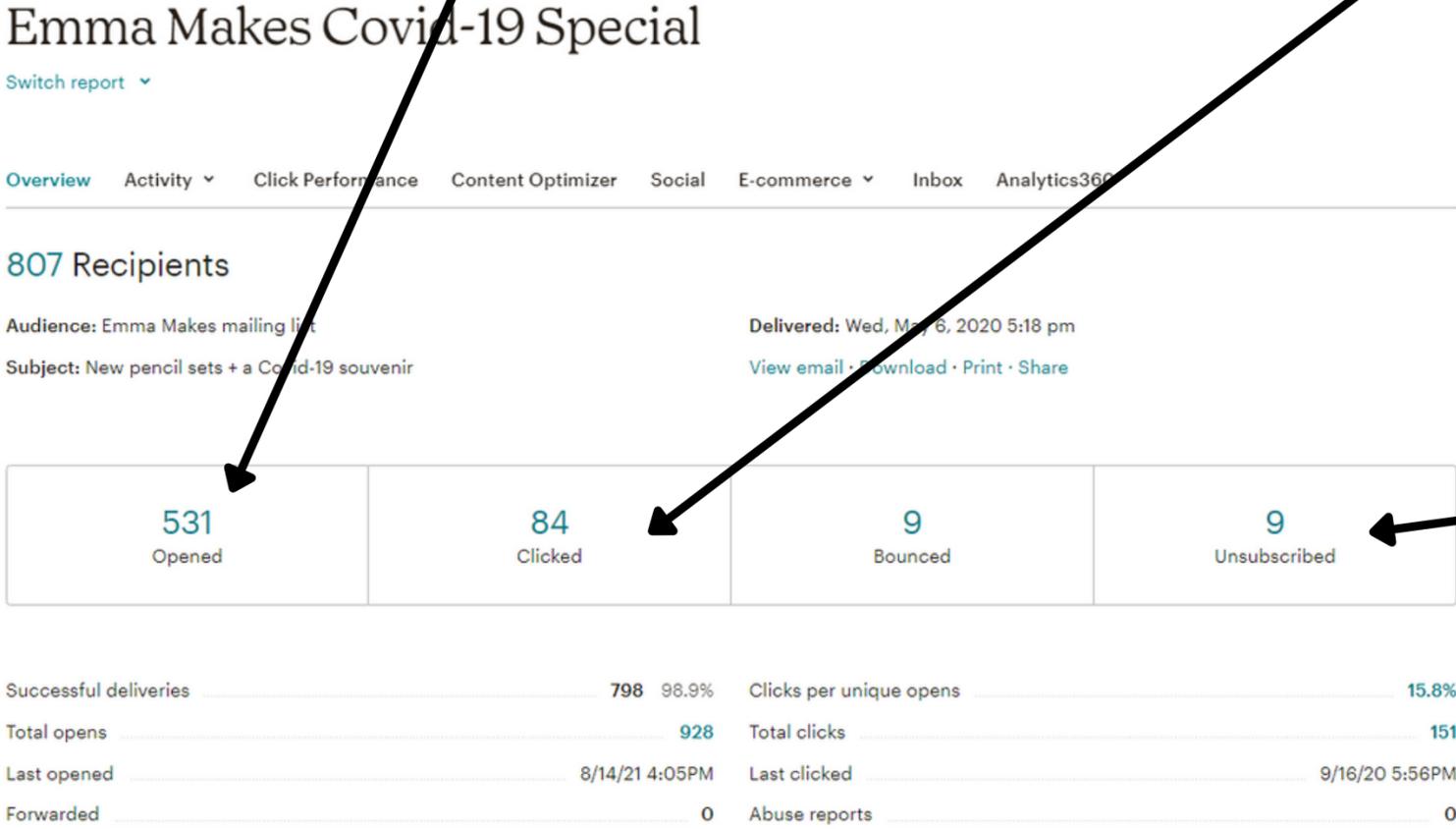
	Emma Makes Covid-19 special Regular - Emma Makes mailing list	Sent	66.5% Opens	10.5% Clicks	View Report	▼
Sent Wed, May 6th, 2020 5:18 PM to 807 recipients by you						

Features of your email stats

Number of recipients

Number of people who opened the email

Number of people who clicked on the email



Who has unsubscribed
If you click on the number, it will tell you who unsubscribed after receiving your email

Need extra help?

- The College is happy to help by offering a personalised remote training session via ZOOM – If you'd like to take this offer up, please email jamie.morris@rnzcgp.org.nz
- We can also provide one off support if you're having problems completing a task on Mailchimp, please email jamie.morris@rnzcgp.org.nz

Good luck, and remember the College is always happy to help