

Guide to Updating Your List MailChimp Lists

Step 1:

Export your guardian email list from MailChimp as a .csv file. (Contact Lorraine Baxter for an adhoc filter if you need one. You will need to have grade level and primary and secondary guardian email addresses.)

Open your exported file in Xcel.

Step 2:

Delete the first row of your spreadsheet to remove the column names

Step 3:

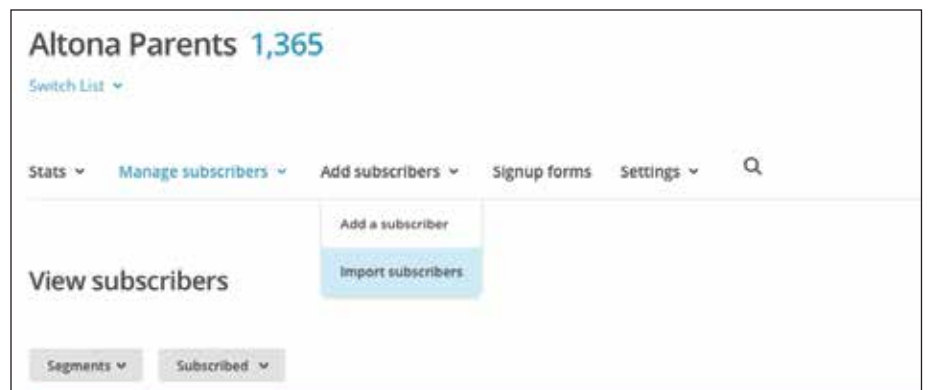
Highlight the first email column and copy it to your clipboard

Step 4:

In your MailChimp account, click on 'Lists' and then click on the title of the list you want to update.

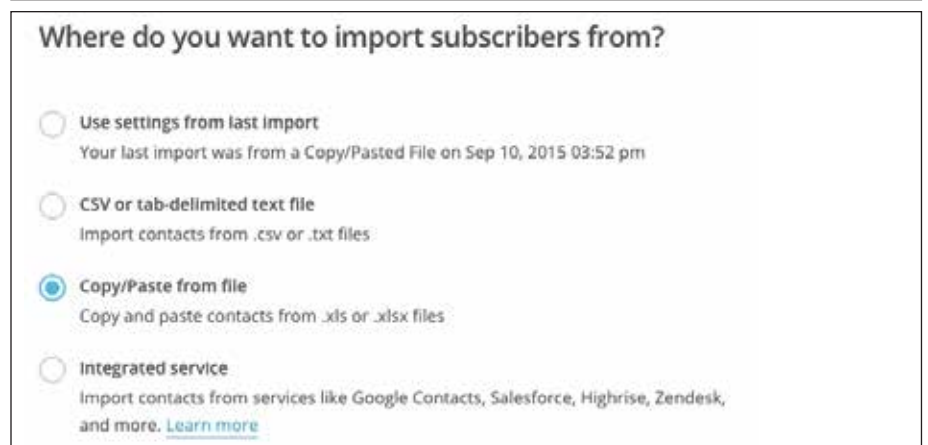
Step 5:

Go to the 'Add Subscribers' and 'Import Subscribers' option



Step 6:

Select the 'Copy/Paste' from a file option



Step 7:

Paste your highlighted columns in the info box, go back to your spreadsheet, copy the second email column, and paste that into the info box. Follow the remaining MailChimp prompts to finish importing your list.