

## Quick Manual to set up your eyepin account

Browser requirements:

- \* Windows: Internet Explorer Vers. 5.5
- \* Mac OS X: Firefox

### 1. Preferences

In the menu item preferences, you can set up your default settings.

#### General

Select application language, sending languages, activate Robinson List Check (not available in all service levels and for all countries. Please send us an eMail if you need more informations about availability and prices).

Also you can define your default template, addresses for preview and the test mailing function.

#### Newsletter

Set default values for sender, footer, etc.

#### Topics

Add topics to use function "Sending by topics".

#### Sign-Up form

This wizard allows you to create your individual Sign-Up forms. You can easily copy&past the code and implement it in any webiste.

#### Opt-In and Opt-Out

Define Opt-In and Opt-Out procedures.

#### Passwords

Organize your passwords.

### 2. Addresses

In the menu item Addresses you can import addresses and set up groups.

#### Import addresses

Addresses can be imported or updated in .CSV format.

## Groups

Newsletters can be sent either to all addresses in your database or to groups, which can be created easily based on all criterias available in your database.