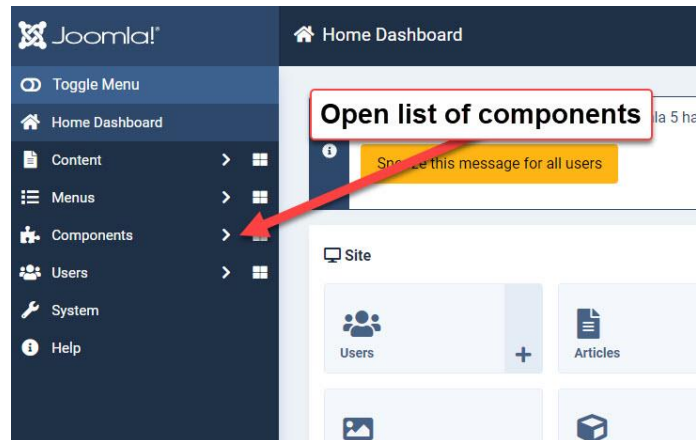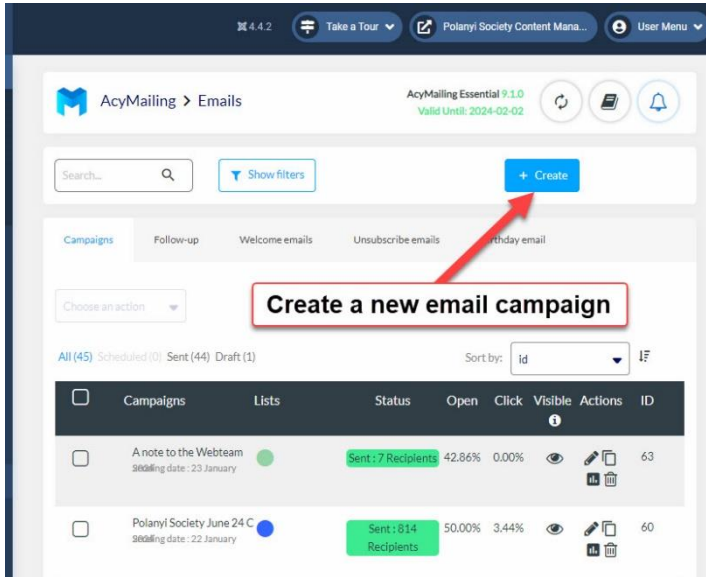# How to send the TAD Table of Contents
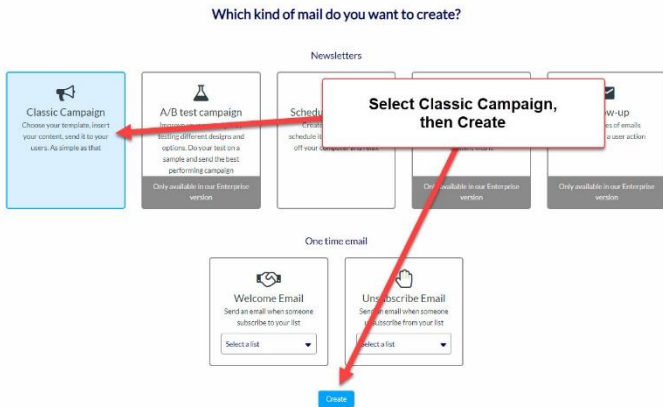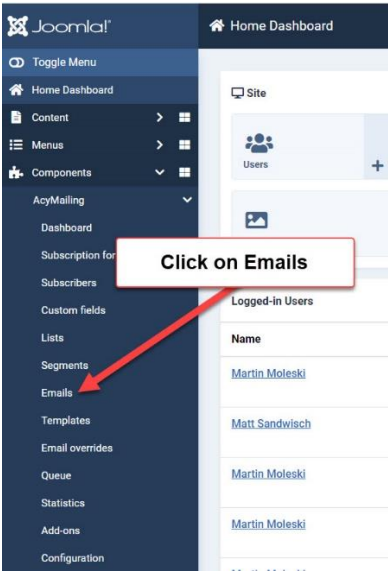
version 9 of AcyMailing

Log into your personal account: [Polanyi Society User Management - Administration](#)

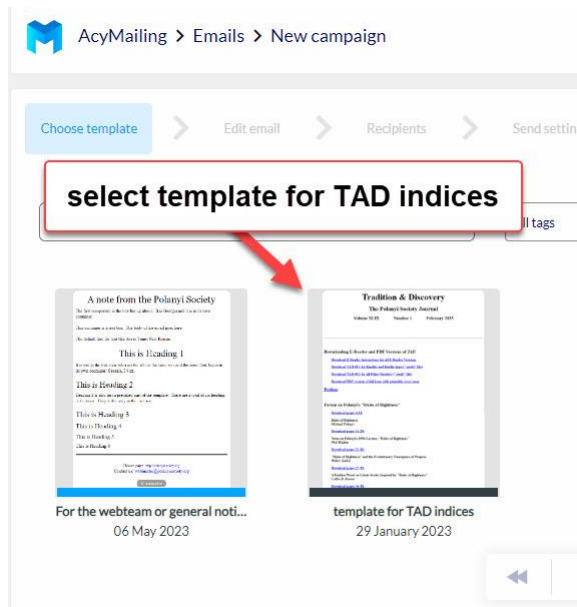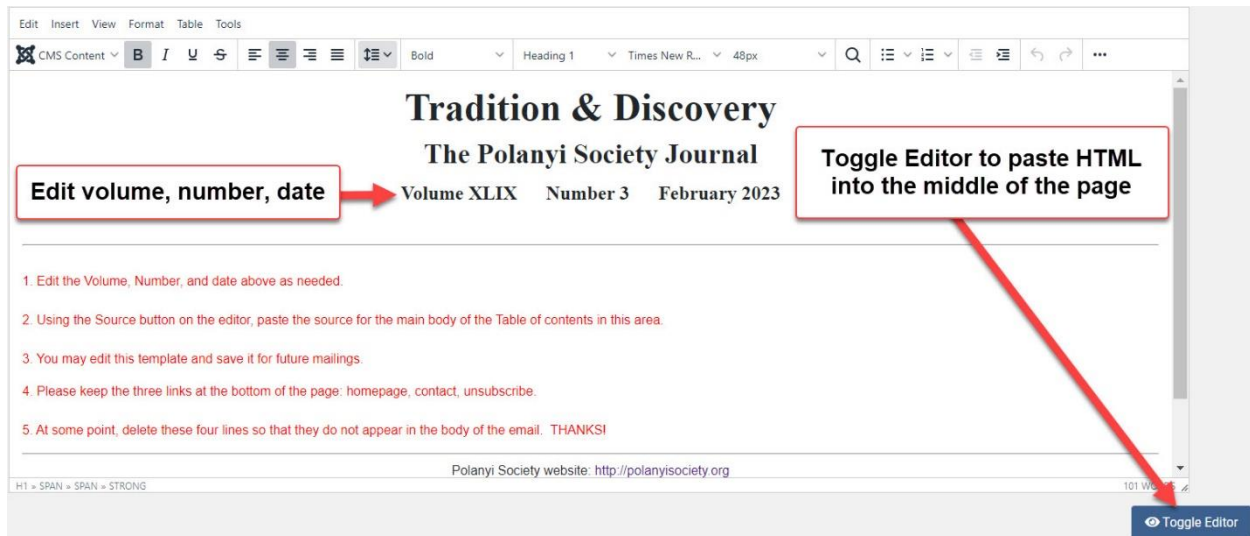# From the Joomla Dashboard, select Components / AcyMailing
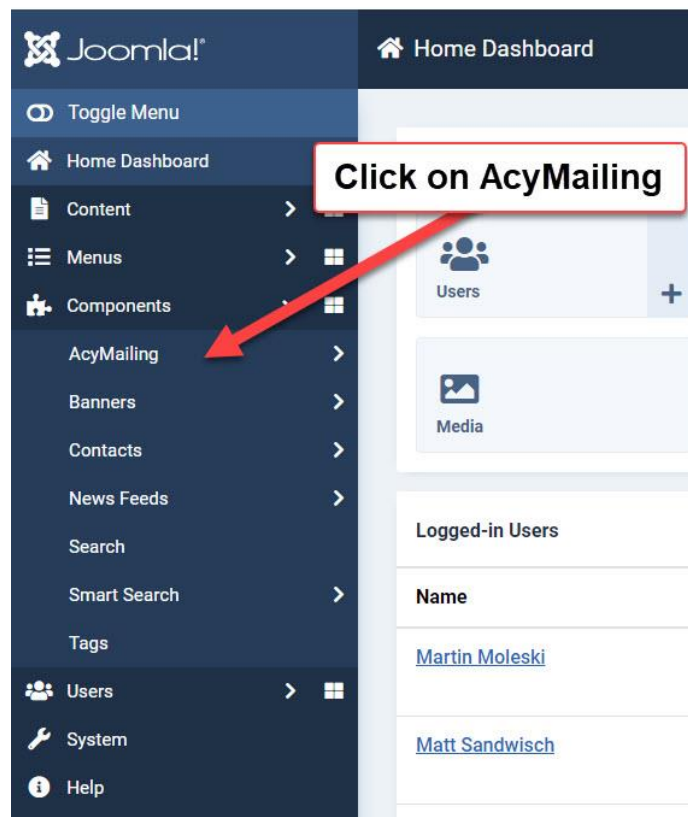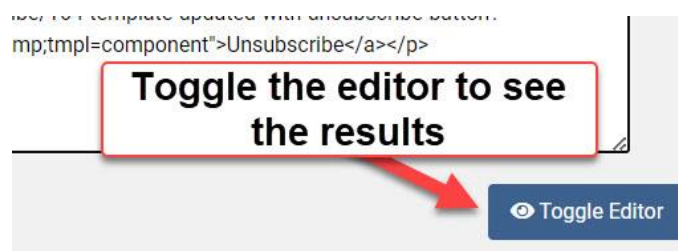
Select Emails / Classic Campaign / Create

Click on Emails

Which kind of mail do you want to create?

Select Classic Campaign, then Create

Create a new email campaign

Use the template for TAD indices

AcyMailing > Emails > New campaign

Choose template > Edit email > Recipients > Send settings

select template for TAD indices

For the webteam or general noti...
06 May 2023

template for TAD indices
29 January 2023

Edit header / Insert Table of Contents

Edit Insert View Format Table Tools

CMS Content   B I U S   Bold   Heading 1   Times New R... 48px

Tradition & Discovery
The Polanyi Society Journal

Edit volume, number, date

Volume XLIX   Number 3   February 2023

Toggle Editor to paste HTML into the middle of the page

1. Edit the Volume, Number, and date above as needed.

2. Using the Source button on the editor, paste the source for the main body of the Table of contents in this area.

3. You may edit this template and save it for future mailings.

4. Please keep the three links at the bottom of the page: homepage, contact, unsubscribe.

5. At some point, delete these four lines so that they do not appear in the body of the email. THANKS!

Polanyi Society website: http://polanyisociety.org

H1 » SPAN » SPAN » STRONG

👁 Toggle Editor

Check the layout by toggling the Editor to WYSIWIG view
WYSIWYG = "what you see is what you get"

ibc/TUI template updated with unsubscribe button.
mp;tmpl=component">Unsubscribe</p>

Toggle the editor to see the results

👁 Toggle Editor

When editing is complete, save and continue

Select

Attach a new file (total max upload file size: 32M)

‹ Back to listing

Save and continue → Save & continue ›

it Insert View Format Table Tools

CMS Content ∨ **B** *I* U̲ S̶ ≡ ≡ ≡ ≡ ↕∨ Bold ∨ •••

Tradition & Discovery
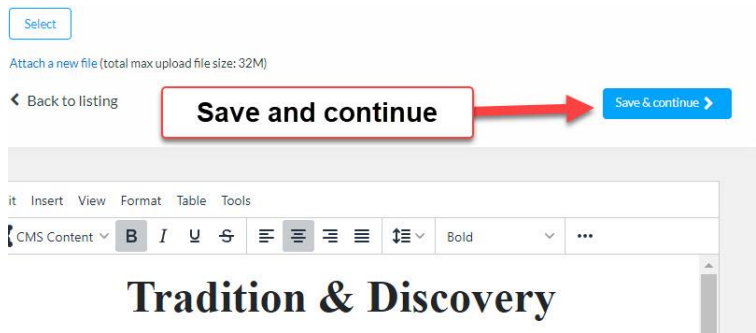
Select recipients for the campaign

AcyMailing › Emails ›   AcyMailing Essential 9.1.0

Tradition and Discovery Volume xxx Number xxx   Valid Until: 2024-02-02

Choose template › Edit email › **Recipients** › Send settings › Tests › Summary

Available lists   **Select Newsletters for the full mailing to all subscribers**   Selected lists

Search...   Search...

Select all +   Unselect all -

Name	ID
🔵 Newsletters	1	+
🟢 Web team members listed individually	3	+

Please click on a left panel element to select it

↔

Select web team members for test email

Available lists   Selected lists

Search...   Search...

Select all +   Unselect all -

Name	ID
🔵 Newsletters	1	+

Name	ID
— 🟢 Web team members listed individua...	3

↔

Save and continue

Campaign will be sent to a total of: 7 recipients

Add a **Segment** step in the send process ⓘ ○ Yes ● No

‹ Back to listing   Save & exit   Save & continue ›

Edit these fields only if you do not want to use the defaults

Run the spam test and send a test message to yourself

When the webteam test succeeds, change the recipients list and email everybody
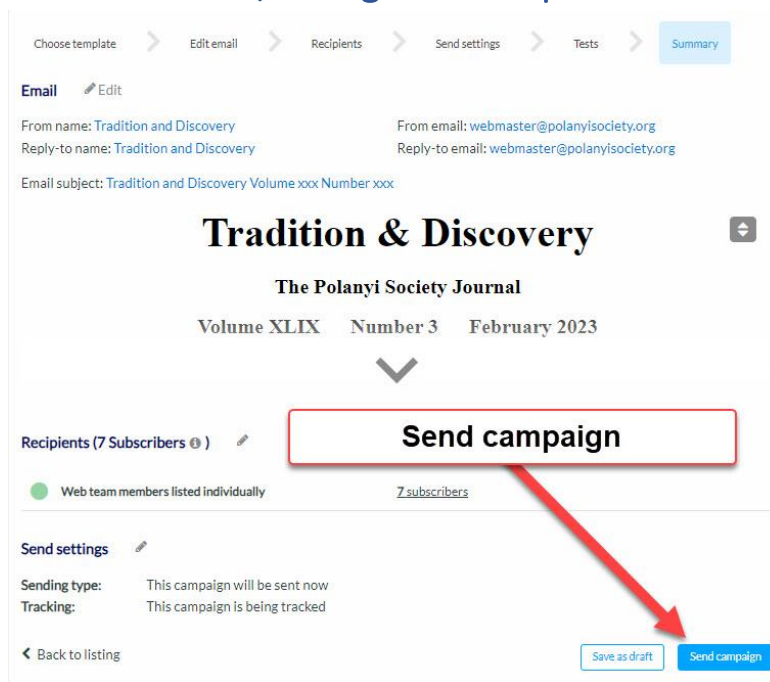
It is not necessary to stay logged in

Mailing 800 recipients takes about 13 hours.

You may log in again and view the status of the queue, check statistics, and see the email log through the advanced configuration link.