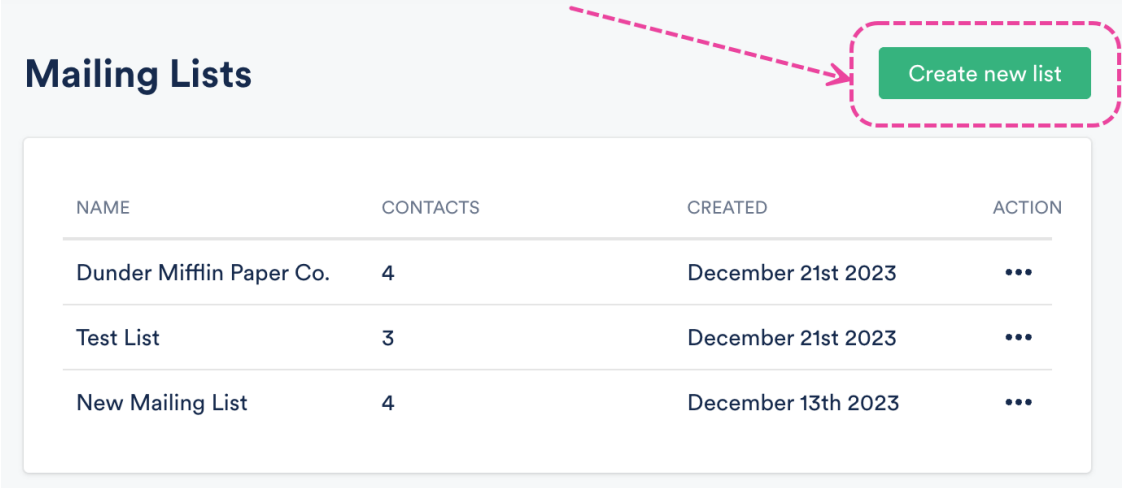
Feature Guide: Mailing Lists

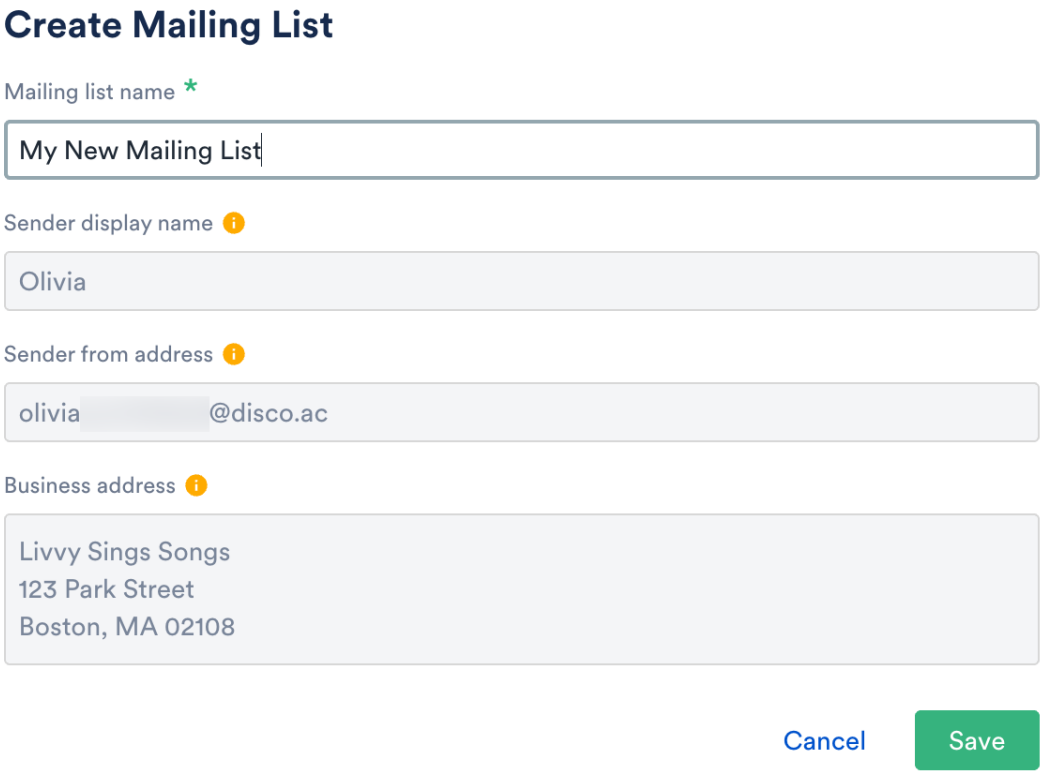
□□□□□ 10/29/2026 2:43 pm PDT

Creating a new Mailing List

1. On the left sidebar of your DISCO, under **Tools**, select **Mailing Lists**.
2. In the top-right corner, click the **Create new list** button.



3. In the **Create Mailing List** window, add a **Mailing list name**. The **Sender display name**, **Sender from address**, and **Business address** will be pre-filled from what appears in your account settings, but you can edit these.



Note: *The **Business address** is required for anti-spam laws.*

4. Click the **Save** button.
5. Next, you'll need to add Contacts to your Mailing List.

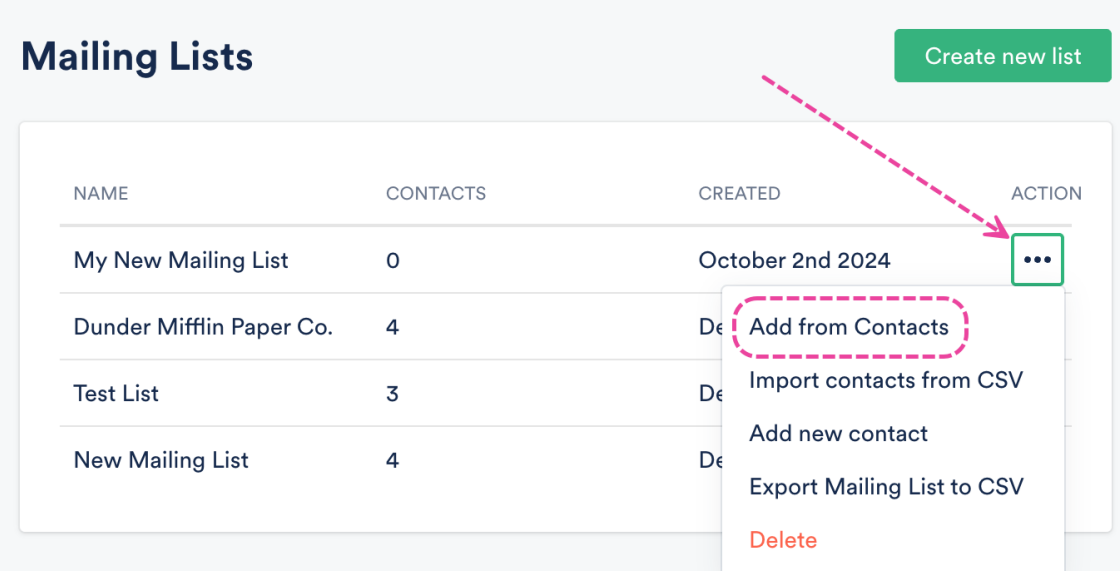
Adding Contacts to Mailing Lists

There are a few ways to do this:

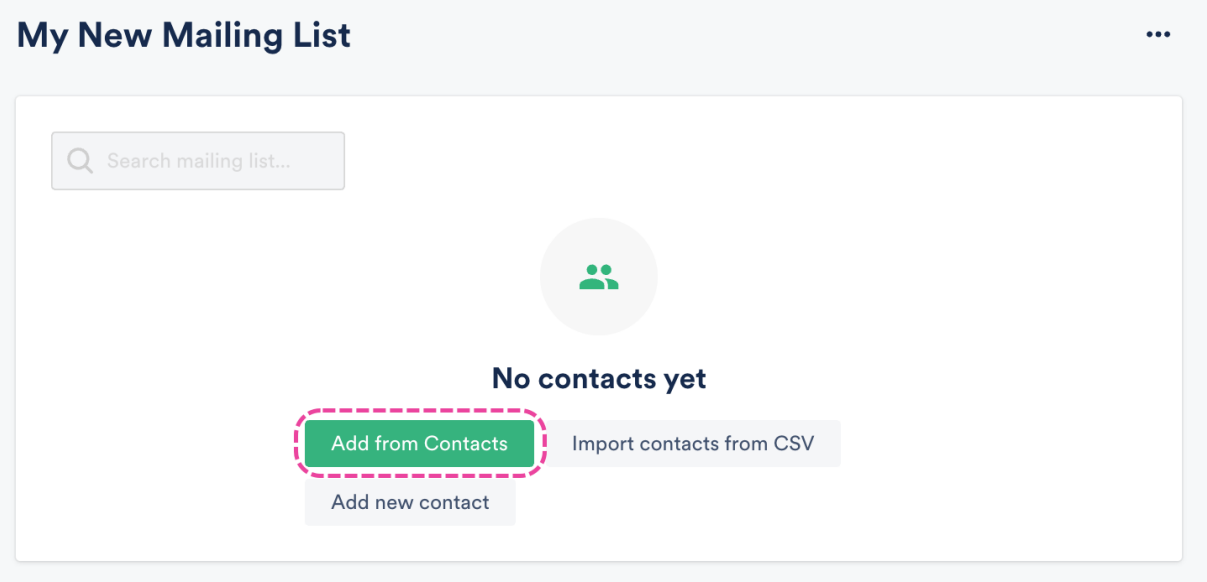
- adding existing DISCO Contacts
- adding new DISCO Contacts
- importing Contacts from a CSV

Adding existing DISCO Contacts to a Mailing List

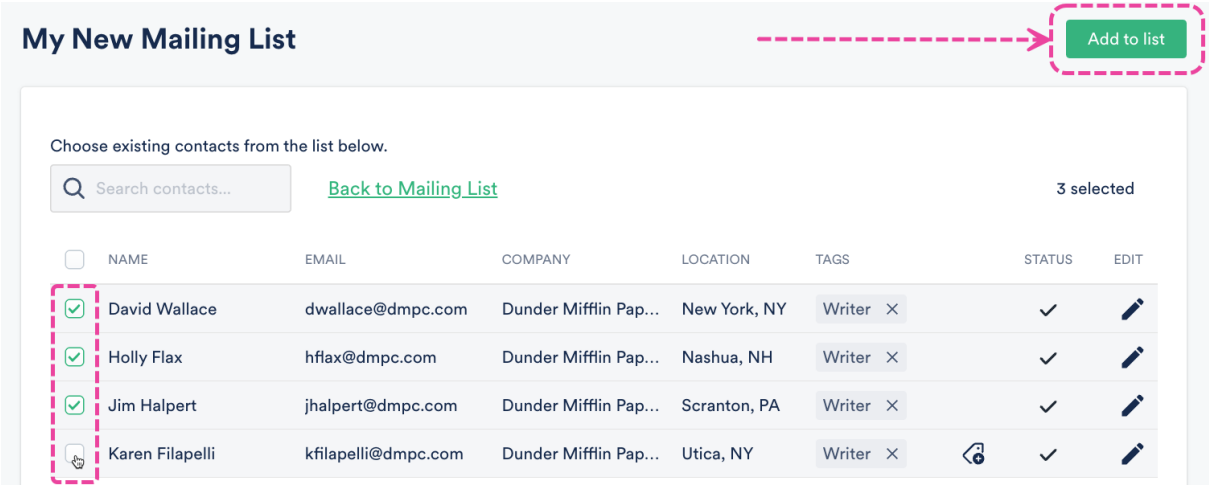
1. From the **Mailing Lists** page, open the **Action menu (···)** to the right of the Mailing List and select **Add from Contacts**.



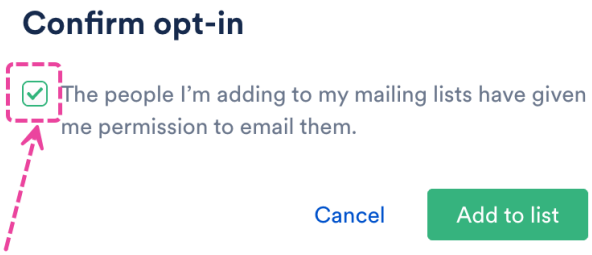
Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add from Contacts** button.



2. Hover your cursor to the left of the Contact **Name**(s) and check the box(es) for each Contact you'd like to add. Then click the **Add to list** button in the top-right.

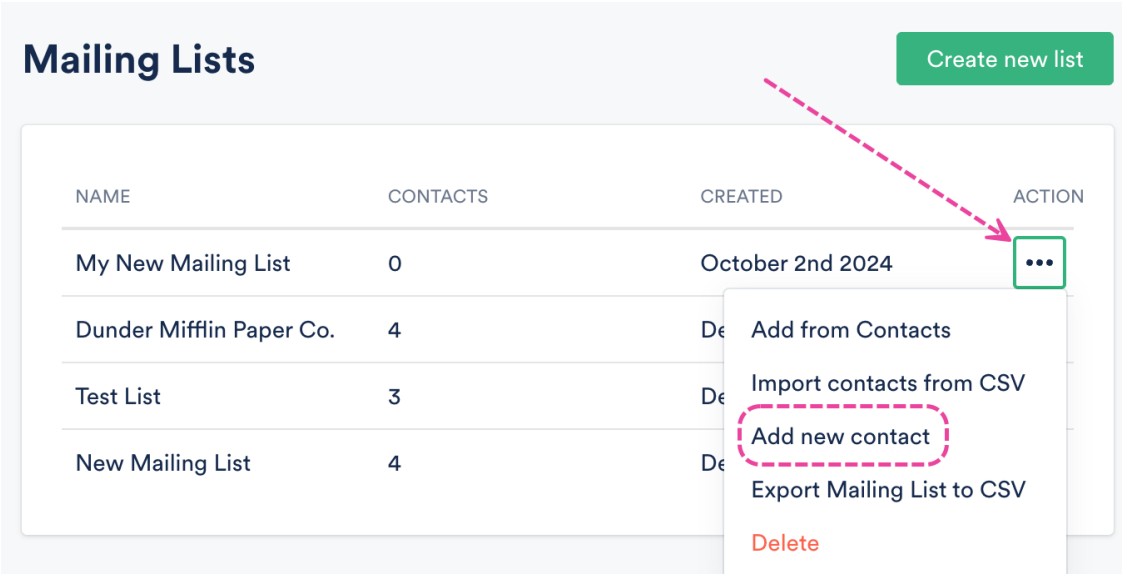


3. In the **Confirm opt-in** window, check the box to confirm you have permission to email these Contacts (*required*). Then click the **Add to list** button.

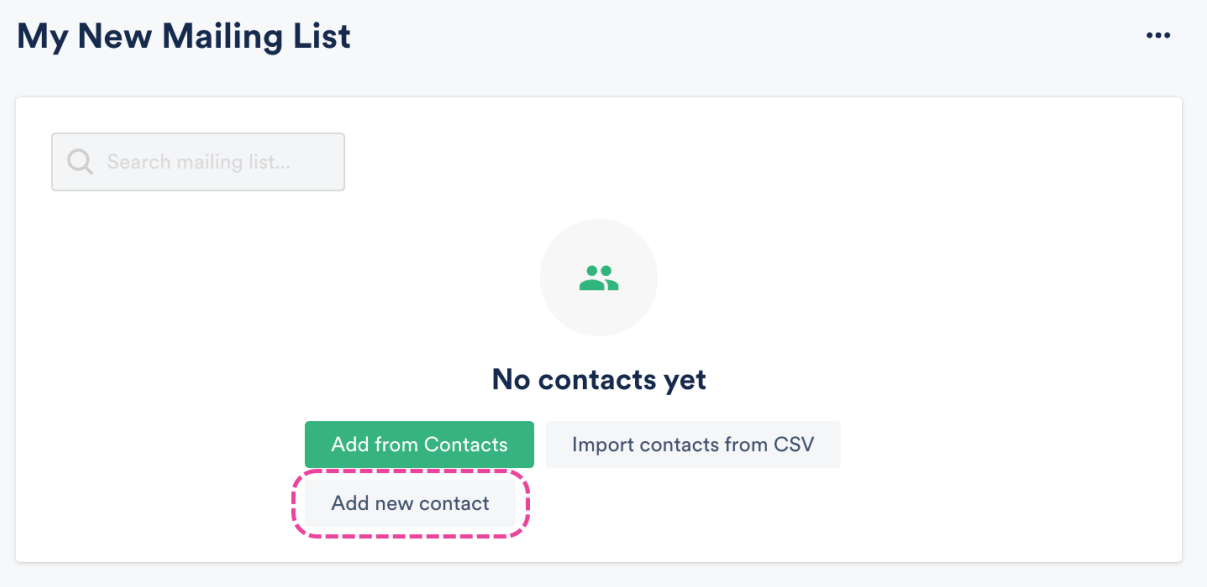


Adding new Contacts to a Mailing List

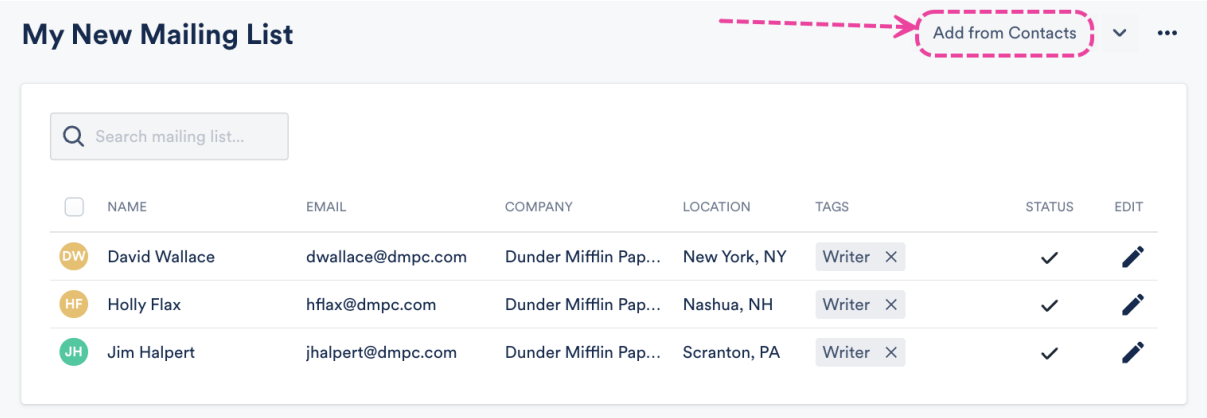
1. From the **Mailing Lists** page, open the **Action menu (···)** to the right of the Mailing List and select **Add new Contact**.



Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Add new Contact** button.



2. Follow the process outlined in this section of this article (in steps 3-5) to add a new Contact.
3. From your new Mailing list page, click the **Add from Contacts** button.



4. From the previous section in this article, follow steps 2-3 above to add an existing Contact to your Mailing List.

Importing Mailing Lists into your DISCO

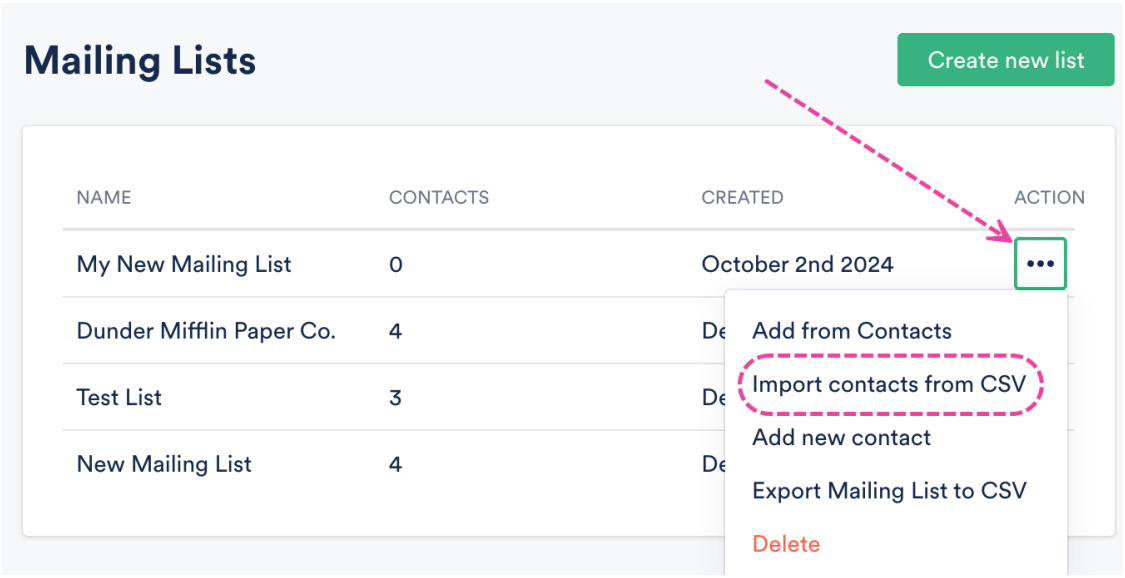
Importing a Mailing List into DISCO

To do this, you'll need an existing spreadsheet in CSV format of all your contacts for your Mailing List. You can either create a new CSV outside of DISCO (using Excel, Google Sheets, etc.) and manually add Contacts to it, or you may be able to export one from another mailing service or your own database.

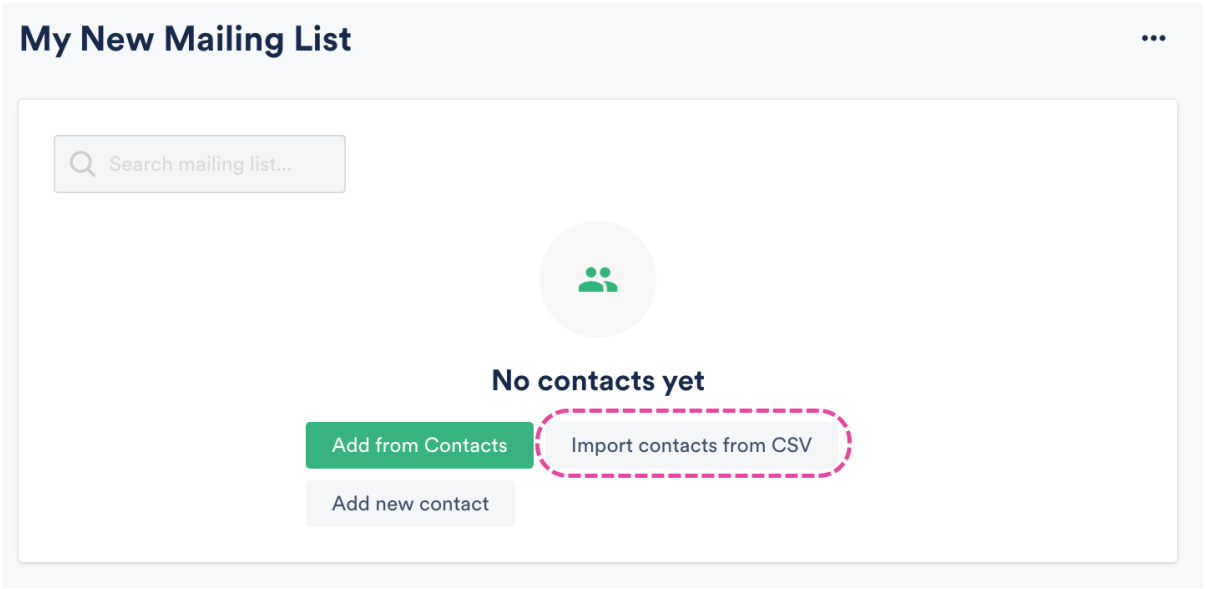
Once you have a CSV file, review this section of this article to ensure your CSV has all of the required columns and information for import.

Once you've confirmed your file is ready for import, follow these steps:

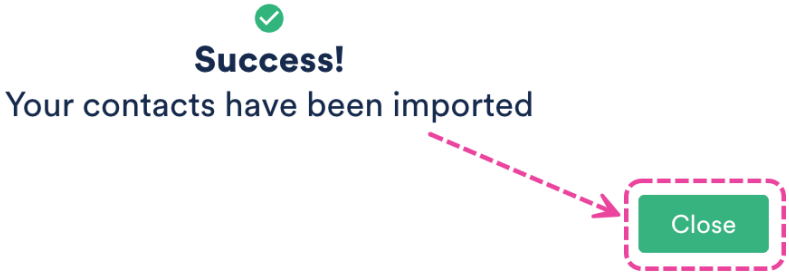
1. From the **Mailing Lists** page, open the **Action menu (···)** to the right of the Mailing List and select **Import contacts from CSV**.



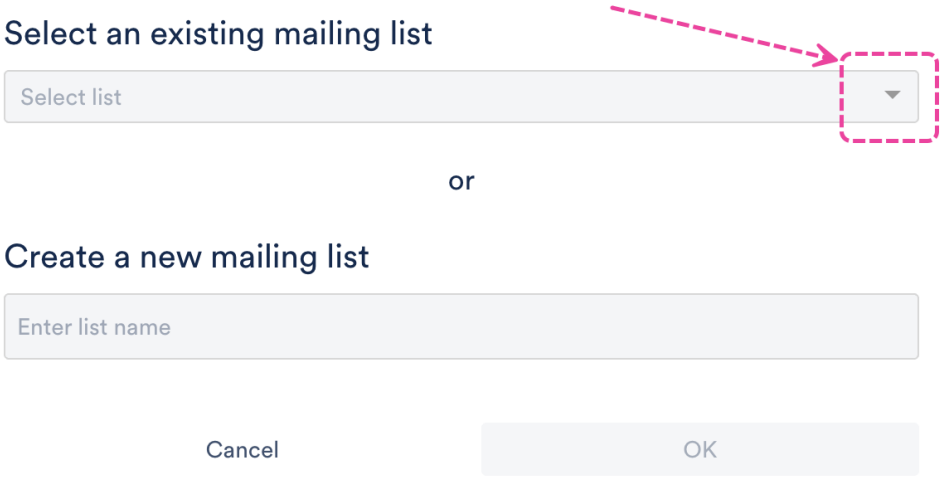
   Alternatively, from the **Mailing Lists** page, click on the name of the Mailing List to open it, and click the **Import contacts from CSV** button.



2. Follow the process outlined in this section of this article (steps 3-6) to import your Mailing List.
3. Once your Contacts have been successfully imported, click the **Close** button.



4. Select your existing mailing list from the drop-down and click the **OK** button.



Sharing content to a Mailing List

Sharing content to a Mailing List

You can either:

- Create an email campaign in the Email Creator and select the Mailing List as a recipient, or
- Share to your Mailing List from the **Share Playlist** menu by searching for the Mailing List:

