

Step 1

Get started with a free account

Sign up in 30 seconds. No credit card required.
Already have a MailChimp account? [Log in here](#)

Email

Username

Step 1 : Sign up for mail chimp and verify your email

Password

 ☐ Show

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum

Create My Account

By clicking this button, you agree to MailChimp's [Anti-spam Policy & Terms of Use](#).

Step 2

Let's Get Started

About you

First name

Last name

Email address

Your email address will remain private. [Our privacy policy](#)

Step 2 : Complete required details for your account

Organization Information

Answering these questions will help us improve your MailChimp experience.

About how many people
are in your organization?

About how old
is your organization?

Do you have a list of emails
to import into MailChimp?

Are you setting this up
for a client?

Step 3

Dashboard

Get started

Account

Campaign ▼

Access your account settings, support, and log out right here.

Next



Create and send a campaign

Campaigns are emails sent to subscribers in a list. Try your hand at email design by creating and sending a test campaign. [learn more](#)

Create a Campaign



Create a list

Lists are where you store your contacts (we call them subscribers). Create one master list, then use segments and groups to email select people. [learn more](#)

Step 3 : Create a list for all signup emails from your website

Create a List



Start building your audience

Signup forms let people subscribe to your list. When you create a list, we'll automatically

Create a List

Step 4

Lists

Create List

Step 4 : Click Here



You have no lists

Lists are where you store your contacts (we call them subscribers).
Create one list then use [segments and groups](#) to email select people.

MailChimp

Step 5

Create List

List details

List name

Your subscribers will see this, so make it something appropriate.

Good example: "Acme Company Newsletter"

Bad example: "Cust_11_01_2007"

Step 5 : Complete form details

Default From email address

Default From name

Remind people how they signed up to your list

Write a short reminder about how the recipient joined your list.

...


Company / organization

Step 6

Lists

Create List

☐ Sort By Custom order ▼

⋮ <input type="checkbox"/>	Test_123	0	0.0%	0.0%		Stats	▼
	Created Apr 09, 2016 5:31 pm	Subscribers	Opens	Clicks			
	No rating yet						

Step 6 : Click Here

Manage subscribers

Signup forms

Settings

Import

Exports

Replicate list

Combine lists

MailChimp

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Step 7

Add fields to your list database, and adjust the [merge tags](#) associated with them

Required email footer content

Enter contact info about this list and a permission reminder in case someone reports you for spamming.

Email beamer

Send a campaign by sending an email to a private MailChimp address.

Google Analytics on archive pages

Add Google Analytics tracking to campaign archives

Webhooks

Keep your mailing list synced with a local list on your server.

Unique id for list **Test_123**

908e8dcb24

Step 7 : Copy this list ID - To paste on your admin panel

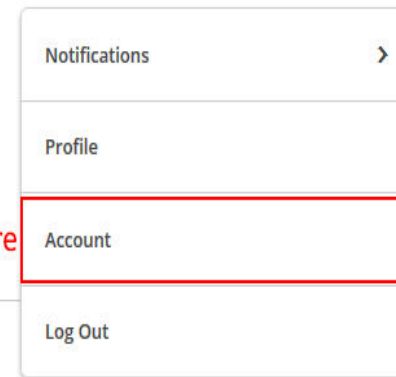
MailChimp

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Step 8

Test_123

Stats ▾ Manage subscribers ▾ Add subscribers ▾ Signup forms Settings ▾  Step 8 : Click here



Settings

List name & defaults

Change the name of your list, and where to send subscribe and unsubscribe notifications

Publicity settings

Tell MailChimp how "discoverable" you'd like campaigns to be.

List fields and *|MERGE|* tags

Add fields to your list database, and adjust the [merge tags](#) associated with them

Required email footer content

Enter contact info about this list and a permission reminder in case someone reports you for spamming.

Email beamer

Send a campaign by sending an email to a private MailChimp address

Step 9

Overview Settings ▾ Billing ▾ Extras ▾ Integrations Transactional

Forever Free plan

Subscribers 0 of 2,000 Sends 0 of 12,000

2000 subscribers remaining until your plan recharges. [more](#) Sends remaining will reset May 9

[API keys](#)

[Registered apps](#)

[Rewards](#)

[Partner discounts](#)

[Upgrade Account](#)

Step 9 : Click here

Account issues



You're doing great!

Step 10

Your API keys

API keys provide full access to your MailChimp account, so keep them safe. [Tips on keeping API keys secure.](#)



You don't have any active API keys.

Create A Key

Create A Mandrill API Key

Step 10 : Click Here

Authorized applications



You have no applications authorized just yet.

Step 11

About the API

The MailChimp API makes it easy for programmers to integrate MailChimp's features into other applications.

[Read The API Documentation](#)

Developing an app?

Writing your own application that requires access to other MailChimp users' accounts? Check out our [OAuth2 API documentation](#), then register your app.

[Register And Manage Your Apps](#)

Your API keys

API keys provide full access to your MailChimp account, so keep them safe. [Tips on keeping API keys secure.](#)

Created	User	Label	API key	QR Code	Status
Apr 09, 2016 5:33 pm	vacation (owner)	none set	1523a346d607b8234b69c9c3c1cc36ec-t	QR	<input checked="" type="checkbox"/>

[Create A Key](#)

[Create A Mandrill API Key](#)

Step 11 : Copy this API key - to paste in your admin panel

Authorized applications



Step 12

Manage MailChimp

- Sign In / Sign Up
- Mailchimp Details**

Home Content Bottom

Font [v] Size [v] **B** *I* U [List Icons] [Link Icon] [Source Icon]

This comfortable home has 5 cozy bedrooms include a main floor king bedroom, upstairs master king bedroom, a further upstairs king room and two bunk rooms; one with a full size bed, upper twin bunk and a twin trundle and the other with a traditional twin bunk set. We are one of the only beach houses that provide incredible amenities such as HIGH END pillow-top mattresses, 100% cotton sheets, 2 beach chairs, outdoor shower, WiFi....and a fantastic LOCATION!

Middle Title

Our Properties

Bottom Title

Get In Touch Below Or Call

Save **Cancel**

Step 12 : Sign up on your website admin panel and click here

Step 13



Profile



Home



About Us



Manage Area



Manage Amenities



Properties



Reviews



Local Info

Mailchimp Page

Edit Mailchimp Content

MailChimp App Key

Paste API key copied from mailchimp here - Refer step 11.

MailChimp List Id

Paste mailchimp list ID here - Refer step 7.

Save

Cancel

Hit save and you are done!!!