



Migrating Your Email List to a New Server

- Download a CVS copy of your email list from current server

It's wise to do this occasionally and keep the file in a safe place like a cloud based storage system.

- Upload your list from the CVS copy to the new server

Most servers will offer instructions or tutorials on how to accomplish this. Or it will be self-explanatory.

- Create a new subscription form and link to your website

Need help linking the form? Google your questions. Or, if you work with a webmaster, assign them this task.

- Copy text from any automated emails on your old

This will speed up your process.

- Set-up new automated emails in new server, paste in text

Most email marketing services will offer instructions or tutorials.

- Create a new newsletter/email template on new server

Have fun with this. Get creative!

- Pause your old email marketing account

Many servers will let you pause your account rather than cancel it so you can access past campaigns.