

**Setting Up a List and
Autoresponder in
AWeber -
Step by Step Guide**



SETTING UP A LIST AND AUTORESPONDER IN AWEBER - STEP BY STEP GUIDE

Hi Virtual Assistant,

I would like you to set up a list and Auto-responder in Aweber for our client. Please follow the step-by-step procedure below.

Here is the information you will need.
Pictures will be shared with you on dropbox.com

Gmail Logon

Gmail: _____

Password: _____

Other Information

Company Name: _____

Company Website: _____

Company Address: _____

Sender Name: _____

Sender Email: _____

List Name: _____

List Description: _____

List Subject: _____

List Message: _____

Confirmation Message: _____

Template/HTML: _____

Shared DropBox.com Folder with logo & header: _____

Note: The information noted above must be copied into the relevant field EXACTLY as shown above.

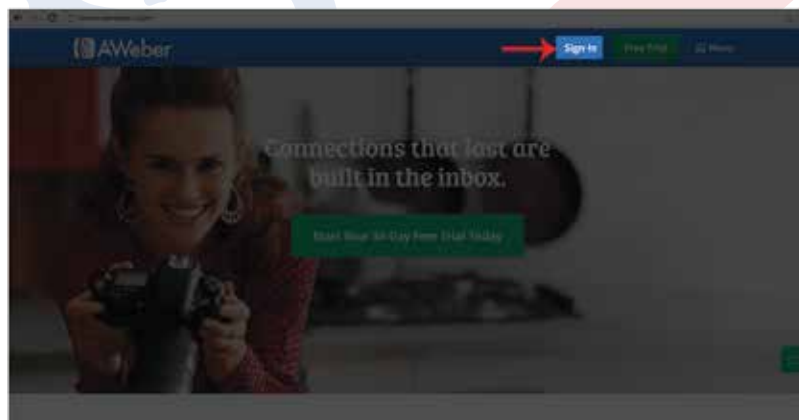
Please let me know if you have any questions.

Thanks,

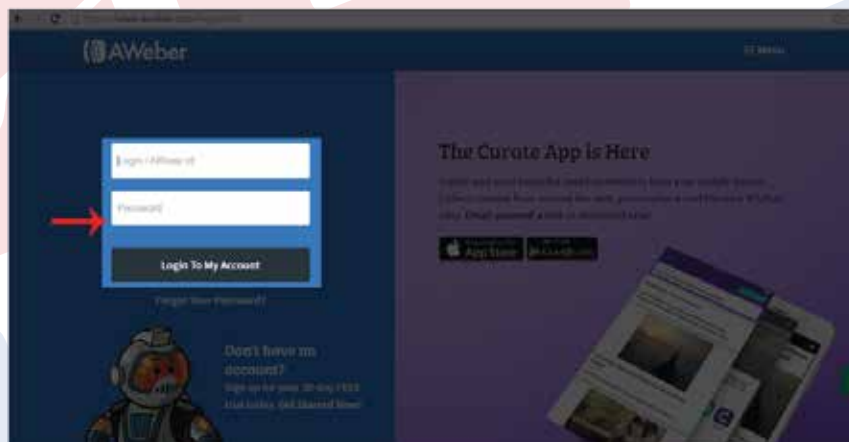
STEP 1,2

Please Follow the Steps Below

1) Go to <http://www.aweber.com/> and click on 'Sign-In'.

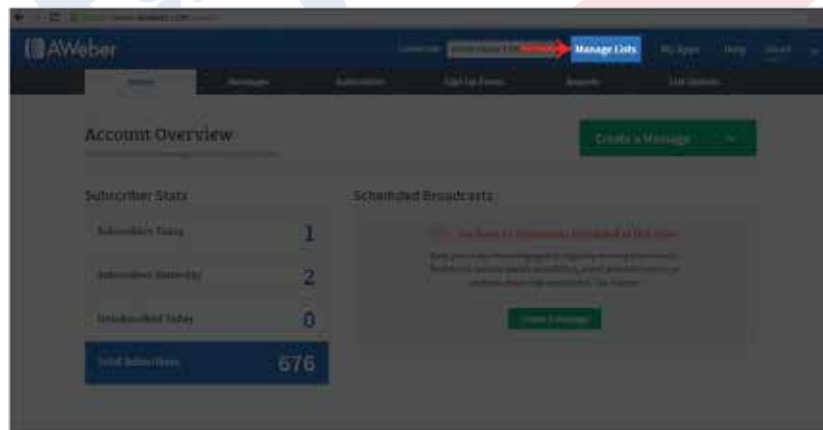


2) From the provided information, enter the login details and click 'Login To My Account'.

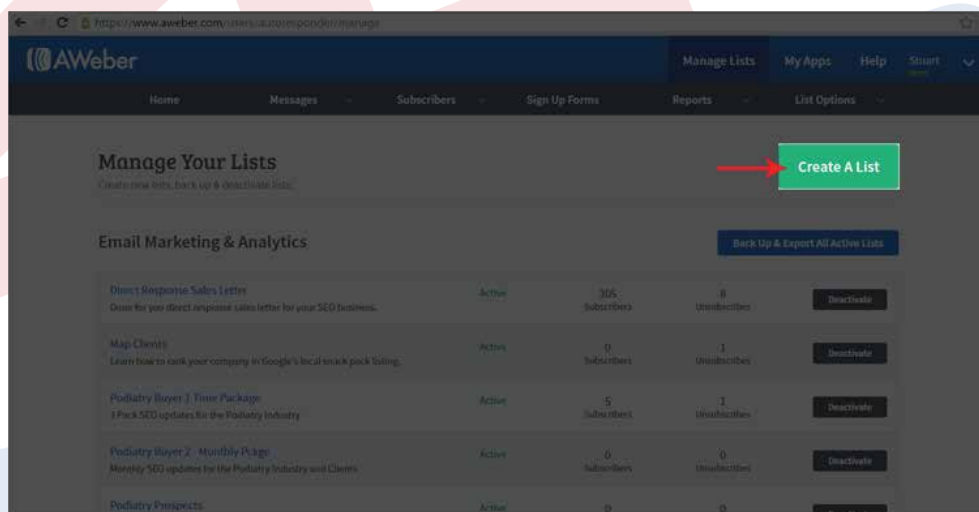


STEP 3,4

3) Click on 'Manage Lists'

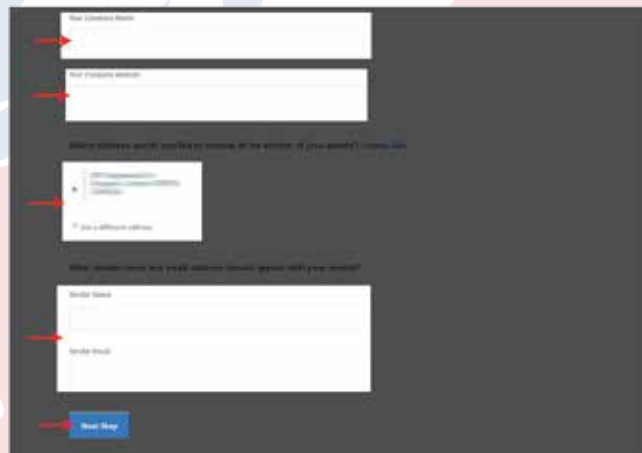


4) Click on 'Create A List'



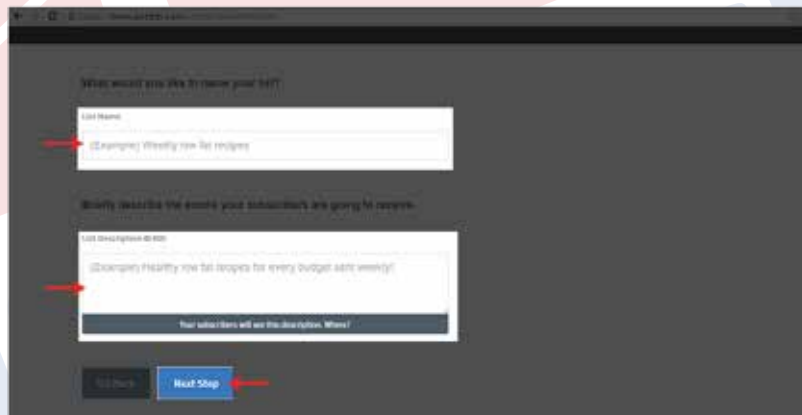
STEP 5,6

5) From the provided information, add Company Name/Website, select or add an address and add sender Name/Email. **Click 'Next Step'**



A screenshot of a web form with a dark background. It contains several input fields and a dropdown menu. Red arrows point to the following fields: 'Your Company Name', 'Your Company Website', a dropdown menu for address selection, 'Your Name', and 'Your Email'. A blue 'Next Step' button is at the bottom.

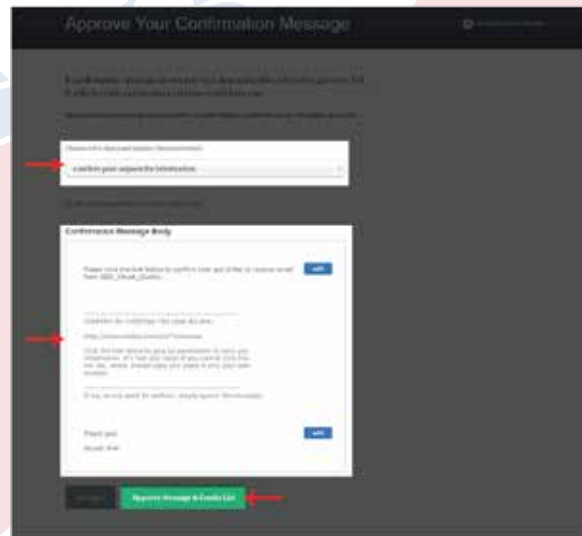
6) From the provided information, add the list name and description. **Click on 'Next Step'**



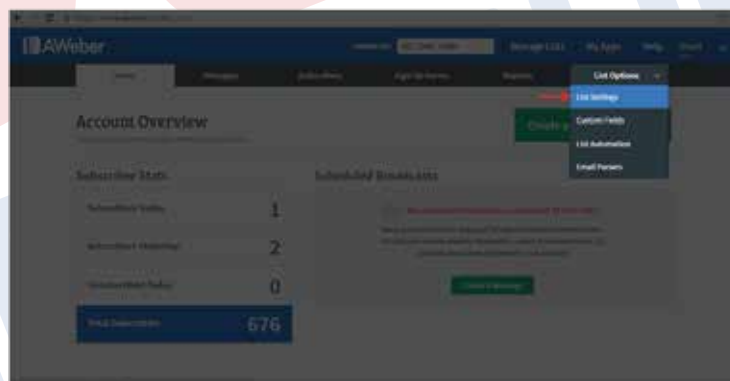
A screenshot of a web form with a dark background. It contains two main input fields. Red arrows point to the 'List Name' field and the 'List Description (4000)' field. A blue 'Next Step' button is at the bottom right.

STEP 7,8

7) From the provided information, select the confirmation subject and add the **confirmation message** provided above. Click on '**Approve Message & Create List**'

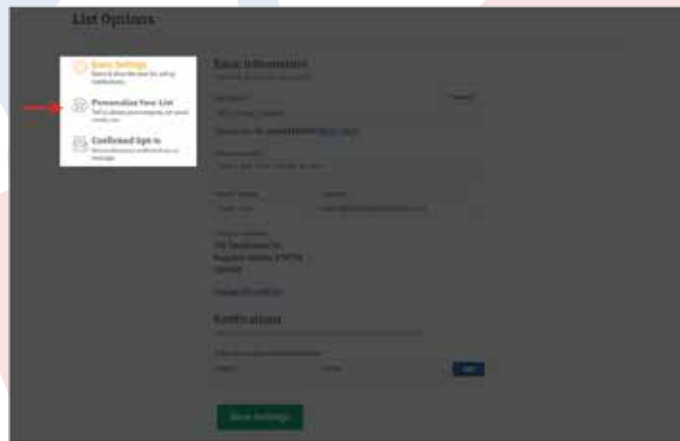


8) Hover over '**List Options**' and click on '**List Settings**'



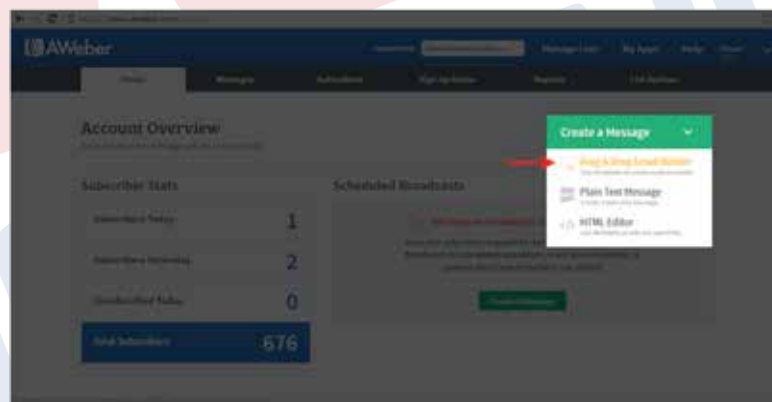
STEP 9,10

- 9) From the options menu, you should be able to re-check or customize basic settings, personalize your list or customize the Confirmed Opt-In message



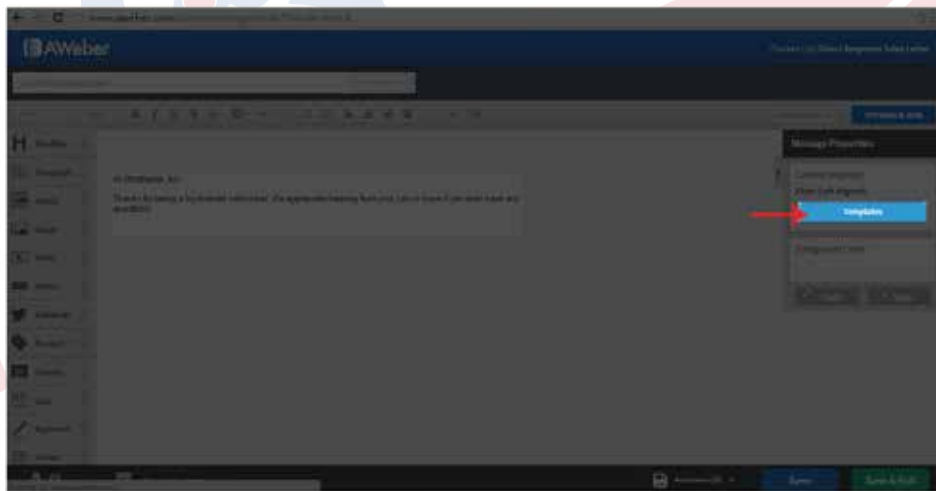
- 10) Making sure the list you created just now is selected, click **'Create a Message'** and from the pull down menu click on **'Drag & Drop Email Builder'**

Note: If you are provided with an HTML script, skip to Step 14) below otherwise continue to next step

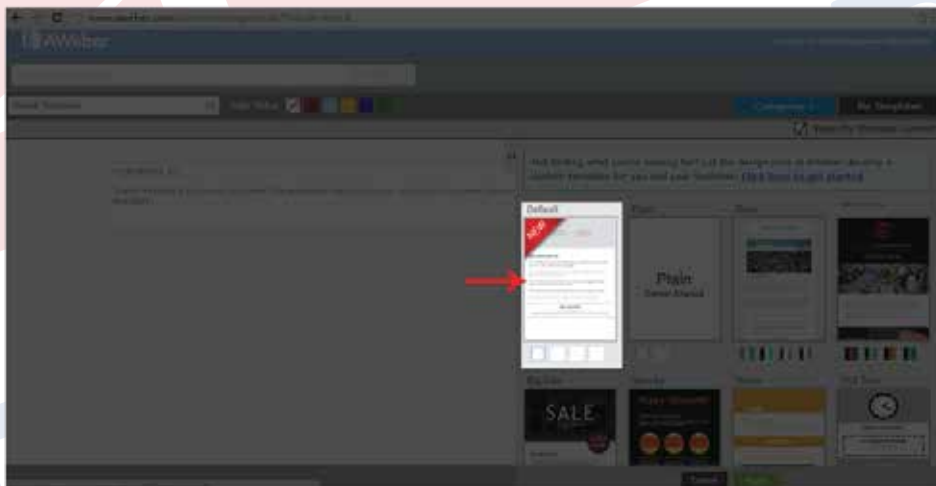


STEP 11,12

11) Click on Templates.

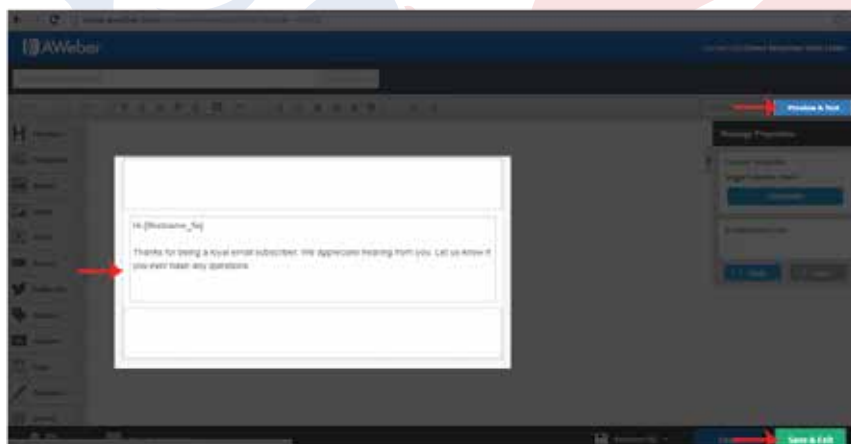


12) If you haven't been provided with reference to a specific template above, click on **Default** template.

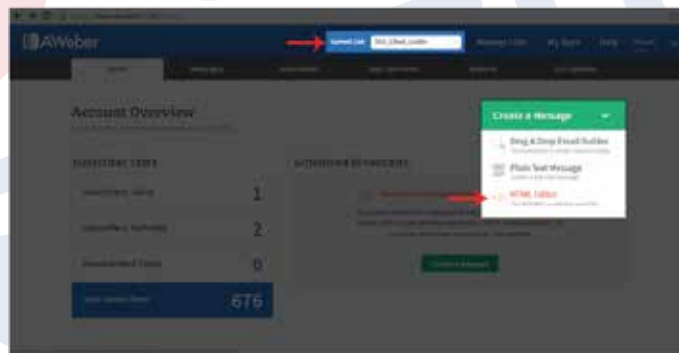


STEP 13,14

- 13)** Customize the message in the template by pasting in the email provided to you above and click on **'Preview & Test'**. Confirm the preview or make changes if required and click on **'Save & Exit'**

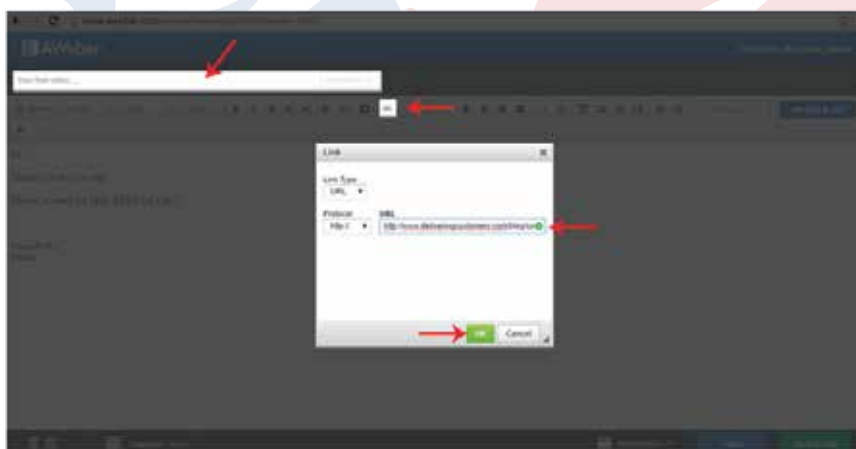


- 14)** If you were provided with HTML script, skip steps 10 – 13 above and continue here. Making sure the list you created is selected, click **'Create a Message'** and from the pull down menu click on **'</> HTML Editor'**

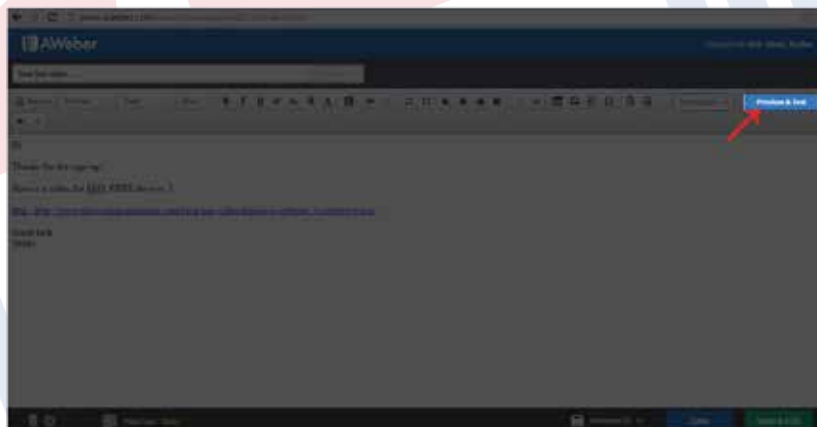


STEP 15,16

- 15)** On the HTML editor page, type the subject of the message and content in the main editor body. In order to add URL links, you need to click on **Chain Icon**, paste the link under URL and click **OK**

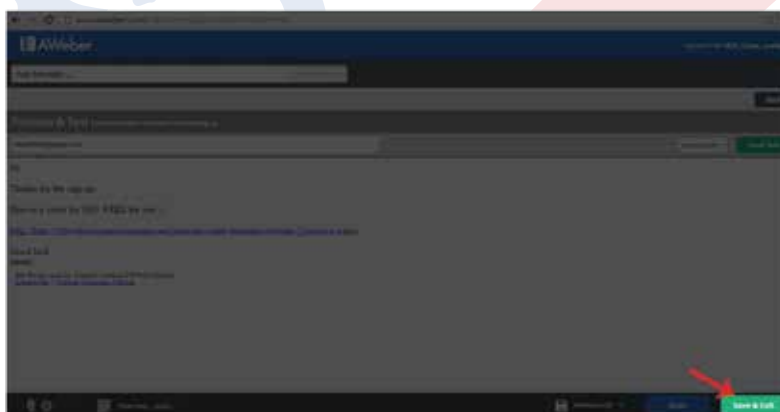


- 16)** Click on **'Preview & Test'** button to preview the message

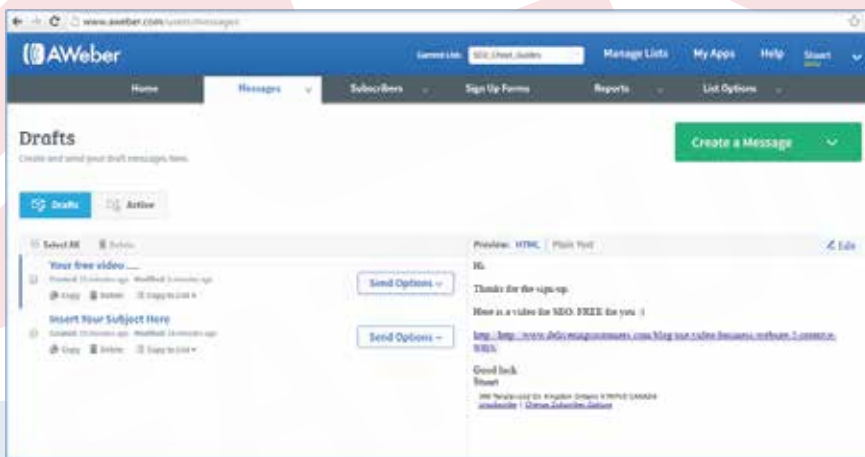


STEP 17,18

17) If the preview is as desired click on **'Save & Exit'**. Otherwise click **Back** to edit the message. When you are done, click on **'Save & Exit'**



18) Your auto-responder is saved



Setting up a List and Auto-responder in W is now complete!