How to Manage, Update and Delete Contacts from the Blacklist in Mailvio

This is a quick step-by-step process on how to manage, update, and delete blacklisted users on your Mailvio account.

There are two ways to do this:

The first one is to go to the Blacklist Tab:

Step 1: Log in to your account at https://app.mailvio.com/.
Step 2: Go to Contacts and then All Contacts
Step 3: Go to Blacklist to see all the blacklisted emails.
Step 4: Click on the check box to select all blacklisted emails. After that, you'll see a confirmation message on the upper right.
Step 5: Select your action. You can click on remove them from the Group, or delete them as you see fit.

The second one is to go to All Contacts - this gives you more actions to choose from:

Step 1: Log in to your account at https://app.mailvio.com/.
Step 2: Go to Contacts then, All Contacts
Step 3: Click on the dropdown, you'll see fields or segments for blacklisted contacts.
Step 4: Click on the check box for blacklisted groups. After that, you'll have another dashboard.
Step 5: Select your action. You can delete or change their status to active, bounced, or blacklisted.

Congratulations! You have managed your blacklisted contacts!

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