How to add your subscribers in Mailvio

How to Add Your Subscribers in Mailvio

Step 1: Go to the subscriber tab. Click “Add a new group”.

Step 2: Fill in all the fields required. Create your group & friendly name (both should be specific). Then after that, click the “add new group” button below.

Step 3: After clicking it, you’ll be routed to the page where you see all your groups and just click on that “group” that you just created.

Step 4: From there, click the “add subscriber” tab and you have different ways to add subscribers.

Step 5: For the option “from a spreadsheet. Click “start importing” and click “browse” to find your file to import.

Step 6: Once you’re done setting it up. Click “upload and continue”.

Step 7: If you’re already satisfied with your mapping, click on “import” at the bottom left corner and you’re done.

Unique solution ID: #1071
Author: Mailvio Support
Last update: 2026-10-13 01:47

© 2026 Mailvio <support@mailvio.com> | 2026-11-28 04:05
URL: https://support.mailvio.com/content/9/72/en/how-to-add-your-subscribers-in-mailvio.html