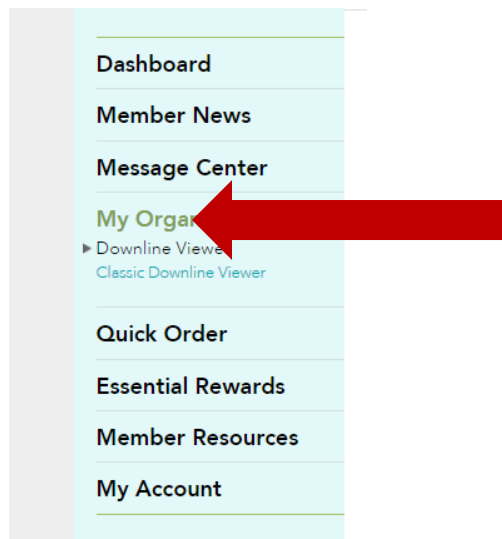
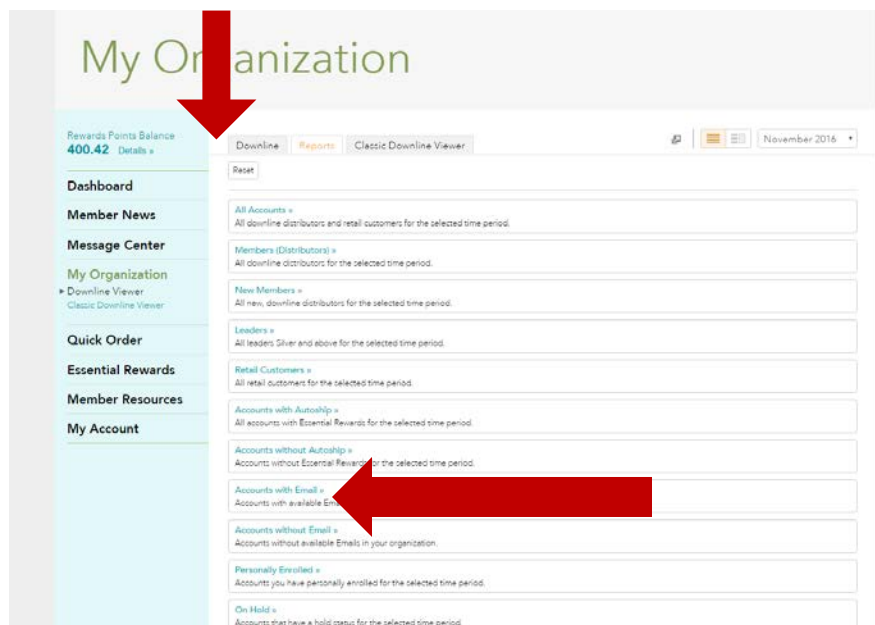


HOW TO CREATE AN EMAIL LIST OF MEMBERS IN YOUR DOWNLINE

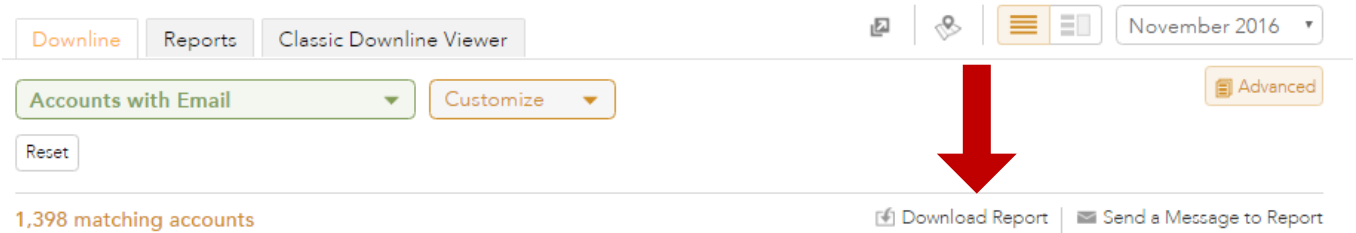
1. Login to the Young Living Virtual Office
2. Click on “Downline Viewer” in the “My Organization” section on the left of the screen.



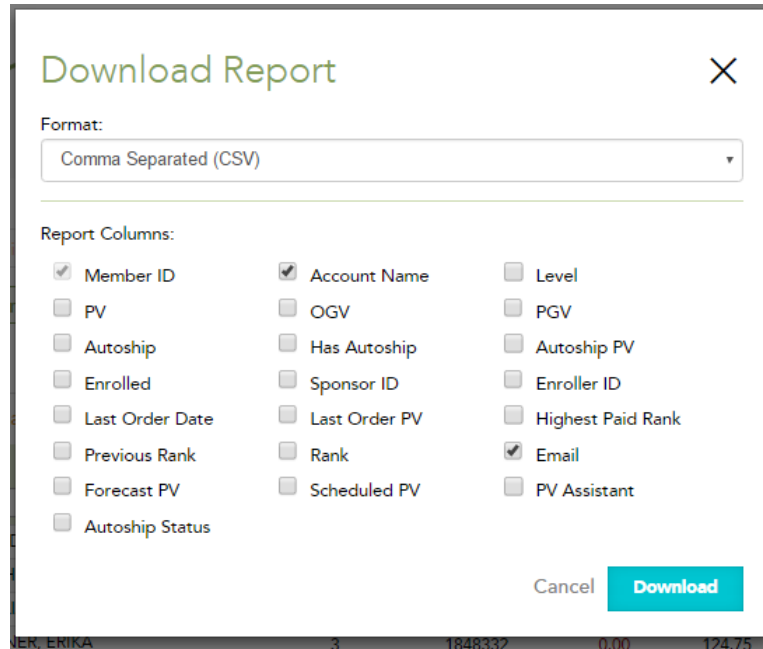
3. Click on the Reports tab at the top, then “Accounts with Email”



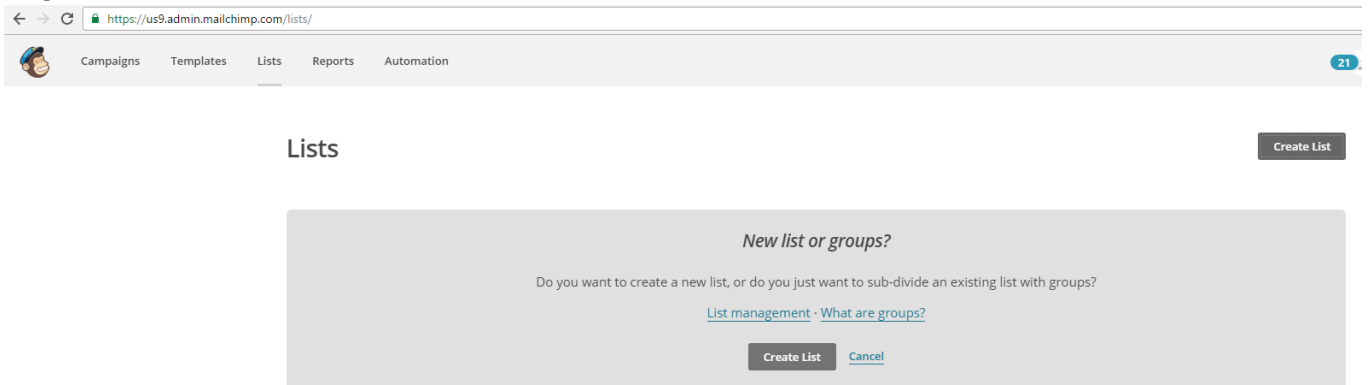
4. Click “Download Report”



5. Select the fields you want included in the report. I suggest Account name and Email for this purpose. Then click Download.



- 6. Depending on your browser settings and/or operating system. You may be asked where you would like to save the file, or it will automatically be put into your “downloads” or files. You will need to locate the file later, so take note of where it is saved if possible.
- 7. For this example, I am using Mail Chimp to send the newsletter to my downline. www.mailchimp.com . There are other vendors available for this and most work in the same or similar ways for importing email lists.
- 8. I login, and create a NEW List



9. I enter the list details

The screenshot shows the 'Create List' form in MailChimp. The form is titled 'Create List' and has a sub-section 'List details'. It contains several input fields: 'List name' with the value 'Lori's Downline in November', 'Default From email address' with 'help@oilrevolutiondesigns.com', and 'Default From name' with 'Lori Gordon'. There is a dropdown menu for 'Remind people how they signed up to your list' with the selected option 'Reuse a reminder from another list'. Below this is a text area containing the message 'You are a Young Living user in Lori Gordon's Downline'. At the bottom, there is a small example text: 'Example: "You are receiving this email because you opted in at our website ..." or "We send special offers to customers who opted in at ..."'. The top navigation bar includes 'Campaigns', 'Templates', 'Lists', 'Reports', and 'Automation'.

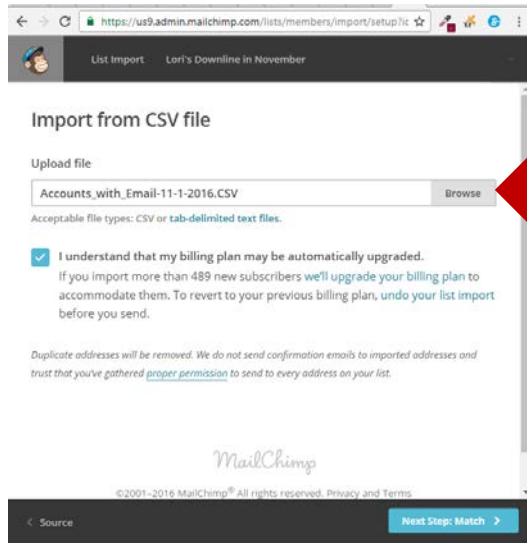
10. I then click "Import Subscribers"

The screenshot shows the MailChimp interface for a list named 'Lori's Downline In November'. At the top, a green banner says 'Excellent! You have a brand new list.' Below the list name, there are navigation options: 'Stats', 'Manage subscribers', 'Add subscribers', 'Signup forms', and 'Settings'. A red arrow points to the 'Add subscribers' button. Below this, the text 'View subscribers' is displayed. A large red arrow points to the text 'You have no subscribers' and the links 'Import subscribers' and 'Create a signup form' to get started.

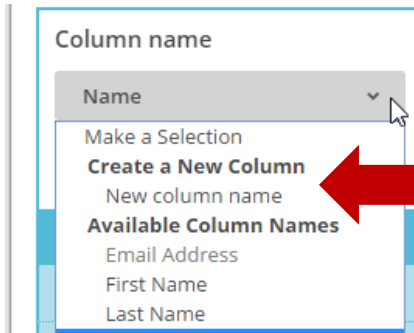
11. I make sure CSV or Tab-delimited text file is selected, then click next

The screenshot shows the 'List import' page in MailChimp. The page title is 'Where do you want to import subscribers from?'. There are three radio button options: 'CSV or tab-delimited text file' (selected), 'Copy/paste from file', and 'Integrated service'. The 'CSV or tab-delimited text file' option has a sub-description: 'Import contacts from .csv or .txt files'. The 'Copy/paste from file' option has a sub-description: 'Copy and paste contacts from .xls or .xlsx files'. The 'Integrated service' option has a sub-description: 'Import contacts from services like Google Contacts, Salesforce, Highrise, Zendesk, and more. Learn more'. At the bottom, there is a 'Next Step: Setup' button with a right-pointing arrow. A red arrow points to this button. The footer includes the MailChimp logo and copyright information: '©2001-2016 MailChimp® All rights reserved. Privacy and Terms'.

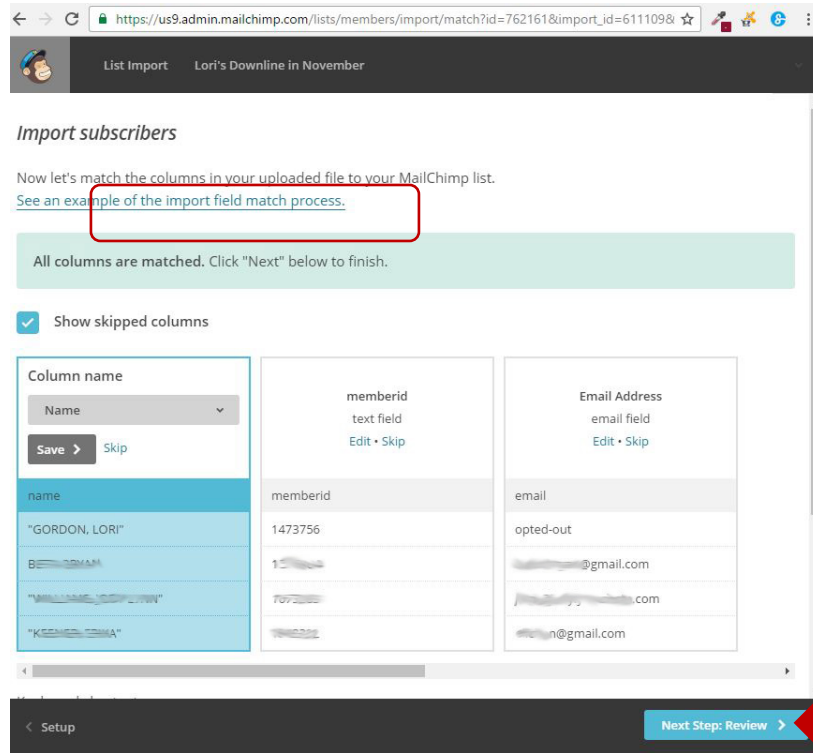
12. I click Browse and find the .CSV file that I downloaded, then click “Next Step: Match”.



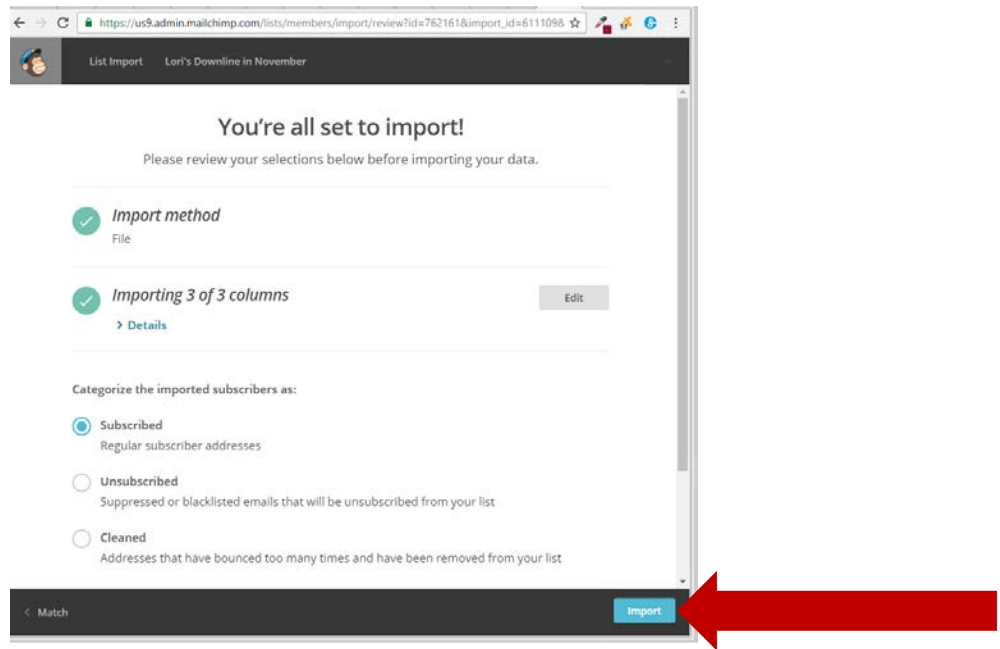
13. It will not automatically map the first 2 columns in your file, so click the drop down box and select “Create a New Column” and enter the following for each: “Name” and “Memberid”. Click save after each addition.



14. It will then say “All Columns are Matched”. Click Next to Review.



15. Click “Import” on the next screen



16. Now you're all set and ready to build your newsletter content!