

Alajoyn Hosting Solutions Guide To: **THE "HOW-TO" OF MAILING LISTS**

Depending on the type of list created, you can find the different security protocols listed here:

Topic

Overview of using Mailing Lists

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Creating a Moderated List

How do I send an email to my mailing list?

Creating a distribution list

Each type of list has different capabilities, thus you'll need to determine the exact type of list that was used.

OVERVIEW OF USING MAILING LISTS

To set up a new mailing list:

1. Go to your mail manager <http://yourdomain.com/menu>
2. Create a list in Mail Manager by clicking on "New List".
3. Add the name of the list. You'll get a message giving you instructions, repeated below.
4. Click "edit list" and you're asked to add the maintainer, password, and max # e-mails archived.
 - The maintainer is the e-mail of the person in charge of the list
 - The password is the list password
 - Max # e-mails archived is the number of the most recent "back-issues" to be saved, and sent when someone requests the most recent e-mails sent to your mailing list.

How do I subscribe to a list?

To subscribe to the mailinglist, simply send a message with the word "subscribe" in the Subject: field to the -request address of that list.

To: testlist-request@domainname.com
Subject: subscribe

To subscribe to the digest:

A digest sends all messages at once, in one big message, rather than sending each one individually. To subscribe the digest, simply send a message with the word "subscribe" in the Subject: field to the following address.

To: testlist-d-request@domainname.com
Subject: subscribe

How do I send an email to the list?

To send email to the mailinglist, write to the following address:

To: testlist@domainname.com

How do I unsubscribe to a list?

To unsubscribe from the mailinglist, simply send a message with the word "unsubscribe" in the Subject: field to the -request address of that list.

To: testlist-request@domainname.com
Subject: unsubscribe

To unsubscribe from the digest:

To unsubscribe from the digest, write an e-mail like this.

To: testlist-d-request@domainname.com
Subject: unsubscribe

You can get to the Mailing List Manager by selecting the list from under 'Edit List' in the Mail Manager, then selecting 'Mailing List Manager'. You will need to know the Maintainer email and password to administer the list. The results of the commands will be sent to the list maintainer's email address.

WHAT MAILING LIST SOFTWARE IS INSTALLED?

Our systems are currently running Smartlist.

SMARTLIST RESOURCES

[Smartlist FAQ](http://www.hartzler.net/smartlist/SmartList-FAQ.html) (http://www.hartzler.net/smartlist/SmartList-FAQ.html)

[Smarlist Archives](http://www.cnr.berkeley.edu/~casterln/smartlist-arc/maillist.html) (http://www.cnr.berkeley.edu/~casterln/smartlist-arc/maillist.html)

SETTING UP A NEWSLETTER

When your list is setup as a Newsletter only the list owner may send to the list by e-mailing to listname@domainname.com. If anyone else attempts to mail to the list, it

will be sent to the owner rather than the list. Since the owner is now the only address in the accept file for the list, no other submissions will be accepted.

To make your list a Newsletter:

1. Log into your account control panel and access your mail manager
2. Select the name of the list you want to modify
3. Enter the maintainer's email address, password, and maximum emails for archive
4. Click on the edit button
5. Select the back button on your web browser and select the option to "Administer Listname"
6. Make sure that the correct Maintainer/Moderator email address is listed
7. Select the Newsletter option and click on the change list button
8. The changes will be completed within 10-15 minutes
9. To send to the list you would send the message from the maintainer's email address to listname@domainname.com

CREATING A SUBSCRIBERS-ONLY LIST

A subscribers-only list means that only submissions by subscribers will be accepted to the list.

To make your list a Subscribers-Only List:

1. Log into your account control panel and access your mail manager
2. Select the name of the list you want to modify
3. Enter the maintainer's email address, password, and maximum emails for archive
4. Click on the edit button
5. Select the back button on your web browser and select the option to "Administer Listname"
6. Make sure that the correct Maintainer/Moderator email address is listed
7. Select the Subscribers-Only List option and click on the change list button
8. The changes will be completed within 10-15 minutes
9. To send to the list the message will need to be sent from one of the subscribers to the list to listname@domainname.com

Please note, the "Administer Listname" option screen will always have the Newsletter option selected by default even if you have already changed your list to a Subscribers-Only List. This does not indicate that your list is not setup as a Subscribers-Only List.

CREATING A MODERATED LIST

A moderated list means that every submission to the list goes through your list maintainer before it actually gets posted to the list.

To make your list a Moderated List:

1. Log into your account control panel and access your mail manager
2. Select the name of the list you want to modify
3. Enter the maintainer's email address, password, and maximum emails for archive
4. Click on the edit button
5. Select the back button on your web browser and select the option to "Administer Listname"
6. Make sure that the correct Maintainer/Moderator email address is listed
7. Select the Moderated List option and click on the change list button
8. The changes will be completed within 10-15 minutes
9. All mail sent to listname@domainname.com that does not contain an "Approved: the_address_of_the_moderator" field is forwarded to the moderator.

The moderator should then resend the mail to the list after adding an "Approved: the_address_of_the_moderator" field to the header (and possibly editing the contents of the mail). This approval can be added as the first line of the email message:

Approved: the_address_of_the_moderator

with 2 spaces after this line before the text of the message.

Please note, the "Administer Listname" option screen will always have the Newsletter option selected by default even if you have already changed your list to a Moderated List. This does not indicate that your list is not setup as a Moderated List.

HOW DO I SEND AN EMAIL TO MY MAILING LIST?

To send email to the mailinglist, write to the following address:

To: listname@domainname.com

CREATING A DISTRIBUTION LIST

The 'dist' file is the distribution list -- the list of recipients. To add a pre-existing list of recipients, copy it into the dist file:

```
/home/username/domainname-mail/listname/dist
```

You can add a short list by hand or by cut-and-paste. For a really long list, you may want to download the dist file, edit it using a word processing program, save it as text or ASCII, and then upload the edited file.

The following conditions apply:

- One subscriber per line
- Empty lines are allowed
- The mail address of the subscriber must be the first word on the line
- Comments may follow the address (but separated from the address by at least one whitespace character)
- Everything preceding the line containing: *"Only addresses below this line can be automatically removed"* is write-protected from changes (i.e. these addresses can never be automatically/accidentally unsubscribed)
- If the line: *"Only addresses below this line can be automatically removed"* is not present at all, automatic unsubscriptions to this list are impossible
- New subscribers will always appear on the line immediately following the last filled entry in the dist file.

Some sample entries (the preferred format):

```
joe@some.where joe@some.where (some comment) joe@some.where (some comment) (some more comments) Depreciated, but allowed:
```

```
<joe@some.where>  
<joe@some.where> some comment  
<joe@some.where> (some comment)
```

Not allowed:

```
(some comment) joe@some.where  
some comment <joe@some.where>
```

Note: adding to the dist file for a list automatically adds to the accept file as well, unless you have turned off foreign submissions.

