

Mailing List

About Mailing List

The **Mailing List** option allows you to create and manage your mailing lists. The creation and management of your Mailing List is done with the Mail Manager option. However, first you must install Mailing List on your domain.

To install Mailing List:

- 1 Go to your Control Panel and click the **Mailing List** icon.
- 2 Click **Install Mailing List**. A message will appear, informing you that Mailing List will be installed within ten (10) minutes.

Once Mailing List is installed, you may create your mailing list through the Mail Manager.

To access the Mailing List after installation:

Click the **Mail Manager** icon in your Control Panel.

In the right-hand menu, there will be a *Mailing List section*. If no mailing lists are installed, the only option will be **New**.

Managing Lists

Creating Lists

You may create as many lists as your package allows.

To create a mailing list:

- 1 Click the **New List** link under Mailing List options on the home page. This will take you to the Create Mailing list page.
- 2 Enter a list name; it should be between four (4) and fourteen (14) characters. It *must* be alphanumeric with no special characters.
- 3 Enter the list maintainer's email address. All subscribe and unsubscribe requests will be sent to maintainer of the list.
- 4 Enter the maintainer's password. This password must be between 6 and 14 characters. *No* special characters are allowed.
- 5 Select one of the following list types:
Open list As the name suggests, anyone may send postings to this list. All the subscribers of the list will receive emails sent to this list.

Closed List (Subscriber-Only) Only subscribed users can send postings to this list. All list subscribers will receive the mails sent to the list.

Newsletter Subscribers can only receive mails from the list. Only the maintainer may post to the list. Emails sent to the list that are not from the maintainer will be received by only the maintainer.

Moderated list All emails sent to the list will be sent to moderators for approval, before posting to subscribers.

6 Click **Add List** to save changes.

7 You will see a page with the options available for the list, concerning subscribing, unsubscribing, and sending emails.

Editing lists

An Edit List link will be displayed on the home page when at least one mailing list exists on your domain. This is used to edit the setting of existing lists.

To Edit a List:

1 Click **Edit List**. The Edit Mailing List page will be displayed.

2 Select the list to be edited from the drop-down menu.

3 Click **View Details**. You may edit the following:

- Maintainer Email Address
- Maintainer Password
- Archive History
- List type (Open, Closed, Newsletter, Moderated List)
- Subscribers (subscribe and unsubscribe)

4 Edit the desired information and click **Save Changes**.

Deleting Lists

A Delete List link will be displayed on the home page when at least one mailing list exists on your domain.

To delete an existing list:

1 Click **Delete List**. This will take you to Delete Mailing List page.

2 Select the list from the drop-down menu.

3 Click **Delete**. A message will appear asking for confirmation.

4 Click **OK** to delete the selected list, or **Cancel** to return to the Delete Mailing List page.

Editing Moderators

An **Edit Moderators** link will be displayed on the home page when the domain contains at least one moderated list. This is used to edit the settings of a list's moderators.

To edit Moderators:

- 1 Click **Edit Moderators** on the homepage.
- 2 Select the list from the drop-down menu.
- 3 Click **Select**. A page will load that allows you to add and remove moderators.

To make a new user Moderator:

- 1 Enter a new email address in the Moderator's email field.
- 2 Click **Add**.
- 3 Click **Save**.

To remove an existing Moderator:

- 1 Select the email address from the list labeled **Moderators**.
- 2 Click **Remove**.
- 3 Click **Save Changes**.

Administering Lists

An Administer List link will be displayed on the home page when the domain contains at least one list.

To administer a list:

Click the **Administer List** link on the home page. This will take you to the Administer Mailing List page.

- 1 Select the list from the drop down list box.
- 2 Click **Administer**.

Email List of Subscribers

An email, containing list of all the subscribers of the selected list, will be sent to the maintainer of the list.

To email a subscriber list to the maintainer:

- 1 Select the radio button beside **Email List of Subscribers**.
- 2 Click **Submit Request**.

Email List log

To email the list log to the maintainer:

- 1 Select the radio button beside **Email List Log**.
- 2 Click **Submit Request**.

To delete the log of the selected list:

- 1 Select the radio button beside **Wipe List Log**.
- 2 Click **Submit Request**.

Search list for a near match

A list of all subscribed users satisfying the matching criterion can be mailed to the Maintainer of the selected list. Note that *test*, *testuser*, and *new_test* would all be included in a search for *test*.

To have search results emailed to the maintainer:

- 1 Select the radio button beside **Search list of subscribers for a near match**.
- 2 Enter the search term in the text-box.
- 3 Click **Submit Request**.

Emailing and subscribing to the list

To subscribe to the list:

Send a message with *subscribe* as the subject to the list's -request address (<listname>-request@<domain>).

To subscribe to the list's digest:

Send a message with *subscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).

To email the list:

Send an email to <listname>@<domain>

To unsubscribe from the list:

Send an email with *unsubscribe* as the subject to the list's -request address (<listname>-request@<domain>).

To unsubscribe from the list's digest:

Send an email with *unsubscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).