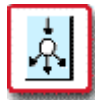


Mailing List Overview

The **Mailing List** option, once installed, allows you to create and manage your own mailing lists, which is an efficient way of communicating with many people at one time.

Installing Mailing List

You create and manage your mailing lists using the **Mail Manager** option. But you first need to install Mailing List on your site. You do this by using the **Mailing List** option.



How To Install Mailing List:

1. From the Control Panel, select the **Mailing List** option. The **Mailing List Manager** displays.

Mailing List Manager

The Mailing list manager has detected that no Mailing List program is currently installed on your domain. To install the Mailing List program, click the install button below. Once the Mailing List program is installed, you can use it through the Mail Manager Control Panel option. It will allow you to create and manage your mailing list.

To install a Mailing List, click:

2. Select the **Install Mailing List** button. A message appears indicating your mailing list will be set up in approximately ten minutes.

Operation submitted to the server for processing
The operation will be completed within the next 10 minutes

Creating a Mailing List

Once the Mailing List program is installed, use the **Mail Manager** option to create your mailing lists.

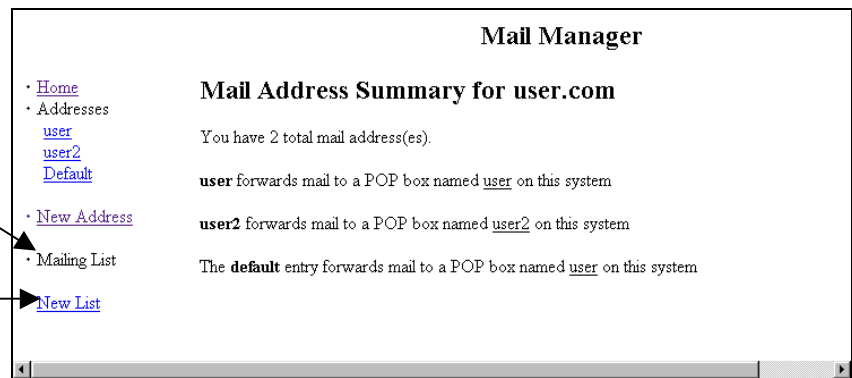


How To Create a Mailing List:

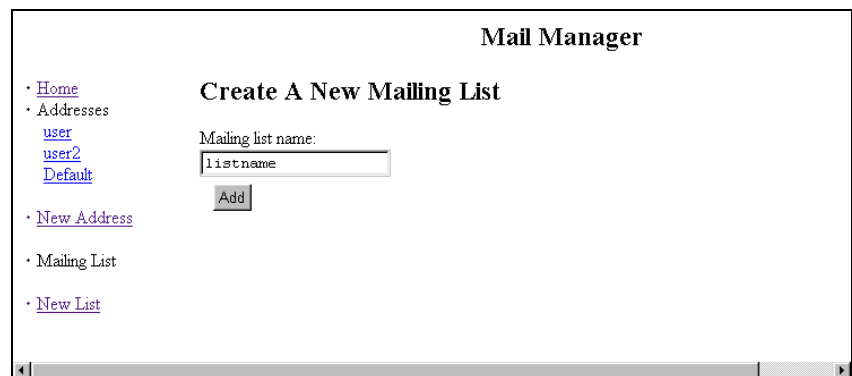
1. From the Control Panel, select the **Mail Manager** Option. The **Mail Manager** opens, this time with the Mailing List links displayed.

Indicates Mailing List is installed

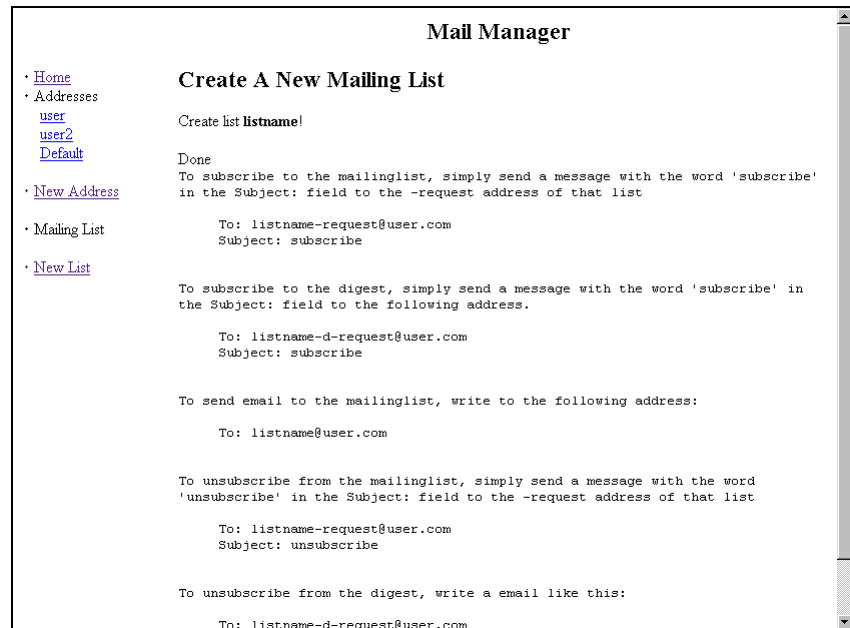
Use the New List link to create a new mailing list



2. Select the **New List** link. The **Create a New Mailing List** screen displays.



3. In the **Mailing List Name**, type the name of your mailing list then click on the **Add** button. A new screen displays, indicating the list is created with instructions for subscribing to and unsubscribing from the mailing list.



4. Select the **Home** link. This opens the main Mail Manager page and refreshes the display so that the mailing list you just created appears on the left.

Managing a Mailing List

Once a Mailing List is created, you need to set that list up within Mail Manager. The setup of a mailing list determines what kind of function it will serve, who will manage the list and specific information about the appearance of the list.

Mail Manager

- [Home](#)
- [Addresses](#)
 - [user](#)
 - [user2](#)
 - [Default](#)
- [New Address](#)
- [Mailing List](#)
 - [listname](#)
- [New List](#)

Mail Address Summary for user.com

You have 2 total mail address(es).

user forwards mail to a POP box named user on this system

user2 forwards mail to a POP box named user2 on this system

The **default** entry forwards mail to a POP box named user on this system

You also have listname total mailinglist(s): listname



How To Manage a Mailing List:

1. From Mail Manager, under the Mailing List section, the name of your newly created list appears. Select the list by single-clicking on it. The **Edit Mailing List** page for the selected list displays.

Mail Manager

- [Home](#)
- [Addresses](#)
 - [user](#)
 - [user2](#)
 - [Default](#)
- [New Address](#)
- [Mailing List](#)
 - [listname](#)
- [New List](#)

Edit Mailing List - listname

[Mailing List Manager](#)

[Administer listname](#) (Go here to make your list a newsletter, a subscriber-only list, or a moderated list)

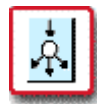
[Delete listname](#)

Maintainer email address:

Maintainer's password:

The maximum number of emails that can be stored in archive:

2. There are several different options for editing the mailing list. Each will be covered separately in the following procedures. The remainder of this procedure will discuss the screen displayed above.
3. Enter the e-mail address of the person be in charge of maintaining the list in the **Maintainer's email address** field.
4. Enter a password for that person in the **Maintainer's password** field.
5. In the remaining field, enter the maximum number of messages allowed to be stored in the archive of the mailing list.



How To Manage a Mailing List—Mailing List Manager:

1. From the Edit Mailing List page, select the **Mailing List Manager** link. A page titled **X Command** displays, and the name of the mailing list you are editing appears near the top of the screen.

XCommand

Enter the list name, maintainer email, and password below and then execute an X-command.

Mailinglist: listname-request@user.com

Maintainer email:

Password:

Show List of Subscribers
 Show List Log
 Wipe List Log

Search list of subscribers for a near match. Email:

You can directly subscribe/unsubscribe a user by filling out the info below:

Subscribe Email:
 Unsubscribe

Many of the fields on this screen are actually commands that you can perform on your mailing list. You simply select the command you would like to use, fill in the appropriate information and then select the **Execute Xcommand** button to make the change occur.

2. If you have not already set up the Maintainer e-mail and password on the **Edit Mailing List** page, enter that information in the appropriate fields on this page.
3. If you would like to have either the **list of subscribers** or the **list log** e-mailed to you (as the maintainer), enter the e-mail address in the **Maintainer e-mail** field and the maintainer password in the **password** field, then select either **Show List of Subscribers** or **Show List Log**. If you would like to clear out the list log, complete the **Maintainer e-mail** and **password** fields and select the **Wipe List Log**. Once your selections have been made, select the **Execute Xcommand** button to perform the action. An e-mail message will be sent to the e-mail address entered in the **Maintainer e-mail** field including the results of the action you selected.
4. To look up a specific e-mail address in the list of your mailing list subscribers, click on the **Select list of subscribers for a near match** option, enter the address for which you are searching, and select the **Execute Xcommand** button to perform the search. Results will be e-mailed to the address in the **Maintainer e-mail** field.
5. If you would like to directly subscribe or unsubscribe a user from the mailing list (rather than having the user do it), select either the **Subscribe** or **Unsubscribe** option, enter the desired user's e-mail address in the e-mail field and select the **Execute Xcommand** button. A confirmation message will be sent to the address listed in the **Maintainer e-mail** field.



How To Manage a Mailing List—Administer the Mailing List:

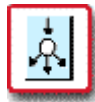
1. From the Edit Mailing List page, select the **Administer mailinglist** link. A page titled **Administer Mailing list – mailinglistname** displays.

A screenshot of a web browser window showing the 'Mail Manager' interface. The page title is 'Administer Mailing list - listname'. On the left side, there is a navigation menu with links: Home, Addresses (with sub-links user, user2, Default), New Address, Mailing List (with sub-link listname), and New List. The main content area contains a form with a text input field for 'Maintainer/Moderator Email Address:'. Below this is a section 'Make listname a:' with three radio button options: 'Newsletter' (selected), 'Subscriber-Only List', and 'Moderated List'. A 'Change List' button is located below the radio buttons.

2. Enter the maintainer's e-mail address in the **Maintainer/Moderator Email Address** field.
3. Select the option that accurately describes the purpose of your list. The choices are:
 - **Newsletter:** A Mailing List created as a Newsletter will only be usable by you as the moderator. Others will not be able to send mail to be distributed by the list. It is a good way to distribute one message to many of your mailing list subscribers.
 - **Subscriber-Only List:** Only people who deliberately subscribe to the mailing list can send mail to or receive mail from the list.
 - **Moderated List:** The mail from the list is screened and if appropriate edited or deleted before being allowed to be sent to all subscribers to the list.

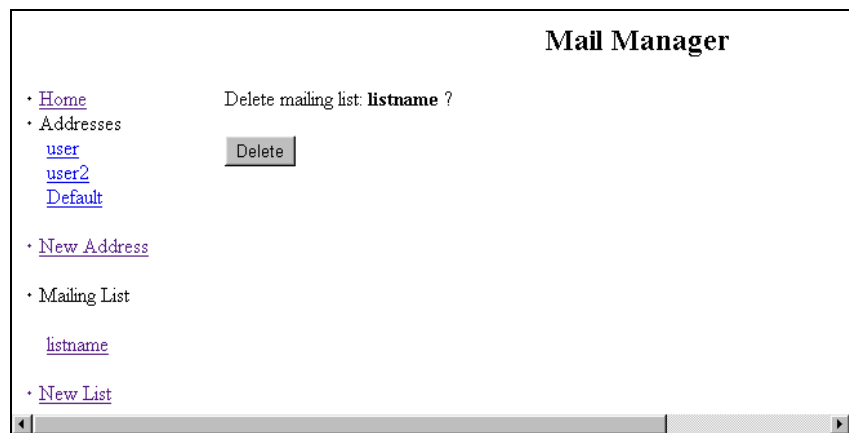
4. Select the **Change List** button. The following message displays.

Operation submitted to the server for processing
The operation will be completed within the next 10 minutes



How To Manage a Mailing List—Deletion:

1. From the Edit Mailing List page, select the **Delete Mailinglist** link.



2. Select the **Delete** button.
3. A message will display indicating that the mailing list was deleted.

Uninstalling Mailing List

The **Mailing List** option can be removed from your site if you so wish.



How To Remove the Mailing List Program:

1. From the Control Panel, select the **Mailing List** option. The **Mailing List Manager** displays indicating the Mailing List program is installed on your account.

Mailing List Manager

The Mailing list manager has detected that a Mailing List program has been installed on your domain. To create and run the mailing list. Go to the Mail Manager Control Panel Option in your Control Panel. If you would like to remove the Mailing List program, click the 'Remove Mailing List' button below.

If you would like to remove the mailing list program, click:

2. To uninstall the mailing list program, select the **Remove Mailing List** button. A message displays indicating the program will be removed within approximately ten minutes.