

E-lists

Last Modified on 12/19/2022 10:27 am PST

What is an E-list?

An e-list (electronic mailing list) is a file of addresses and provides an efficient means of communicating with a large, fairly stable group via e-mail. The list is given a name (e.g., staff) and addresses those whose address appears in the list file will receive messages sent to the list name/address is placed in the To field, CC field, or BCC field (e.g., staff@clunet.edu). This tool is useful for group discussions and/or group announcements.

How do I subscribe to an E-list?

1. Browse to <https://www.callutheran.edu/elists> to access the MajorCool EMail List Manager.
2. In the appropriate box enter your e-mail address.
3. In the Browse Which Lists? option, check All and click the Go button.(At this point you will be able to view all CLU e-lists. The list is arranged in alphabetical order.)
4. Find the list to which you wish to subscribe and click the check box, then click the Apply button. (A padlock icon next to the list name indicates the list is closed to certain subscribe/unsubscribe requests.)

Confirm your subscription by:

1. Message #1 will ask if you want to subscribe to the list; you should click the Reply button. Delete all of the contents of the message and type the following text: subscribe listname (where listname is name of the list); next click the Send button.
2. Message #2 will indicate your attempt to subscribe has been successful.
3. Message #3 will include text welcoming you to the list.

How do I unsubscribe from an E-list?

1. Browse to <https://www.callutheran.edu/elists> to access the MajorCool EMail List Manager.
2. In the appropriate box enter your e-mail address.
3. In the Browse Which Lists? option, check All and click the Go button. (At this point you will be able to view all available e-lists.)
4. Find the list to which you wish to unsubscribe and unclick the check box, then click the Apply button.

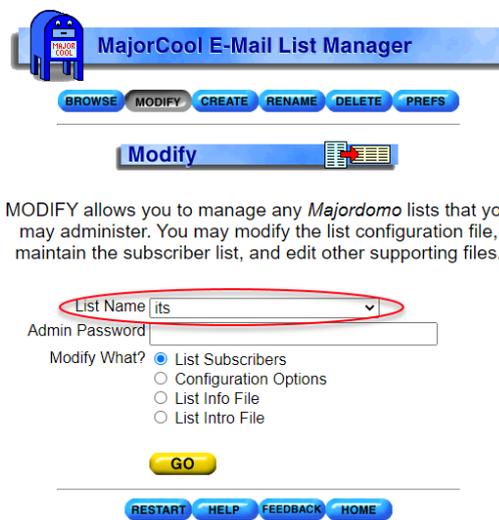
Confirm your subscription by:

1. Message #1 will ask if you want to un-subscribe to the list; you should click the reply button, delete all the contents of the message and type the following text: unsubscribe listname (where listname is name of the list); next hit the Send button.

2. Message #2 will indicate your attempt to unsubscribe has been successful.

How do I modify an E-list I manage?

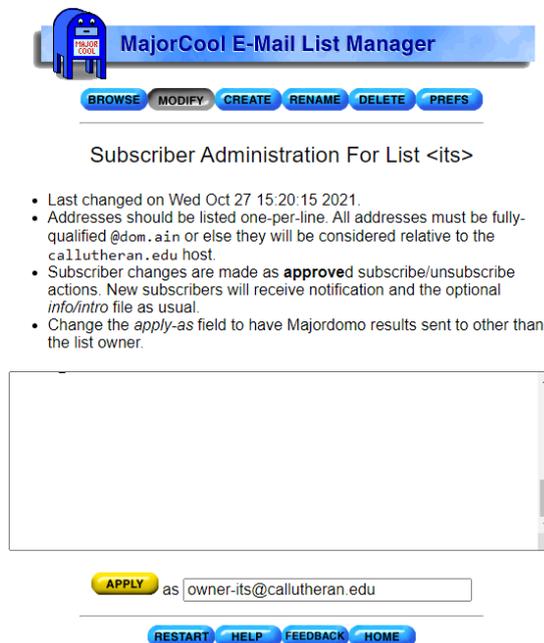
1. Browse to <https://www.callutheran.edu/elists> to access the MajorCool EMail List Manager.
2. Click/Tap on the **Modify** button.
3. In the List Name, use the drop down to select the list needing to be modified.
4. Enter the Admin Password (***List Owners, if you don't know the password, email helpdesk@callutheran.edu***)
5. Click/Tap on the Go button



The screenshot shows the MajorCool E-Mail List Manager interface. At the top, there is a navigation bar with buttons for BROWSE, MODIFY, CREATE, RENAME, DELETE, and PREFS. Below this is a 'Modify' button. The main content area contains a text box for 'List Name' with a dropdown menu showing 'its'. Below that is an 'Admin Password' text box. Underneath is a 'Modify What?' section with radio buttons for 'List Subscribers' (selected), 'Configuration Options', 'List Info File', and 'List Intro File'. A yellow 'GO' button is positioned below the radio buttons. At the bottom of the interface are buttons for RESTART, HELP, FEEDBACK, and HOME.

MODIFY allows you to manage any *Majordomo* lists that you may administer. You may modify the list configuration file, maintain the subscriber list, and edit other supporting files.

Add or remove email addresses using the simple text editor, when finished click/tap Apply:



The screenshot shows the MajorCool E-Mail List Manager interface for 'Subscriber Administration For List <its>'. It features a list of instructions:

- Last changed on Wed Oct 27 15:20:15 2021.
- Addresses should be listed one-per-line. All addresses must be fully-qualified @dom.a.in or else they will be considered relative to the callutheran.edu host.
- Subscriber changes are made as **approved** subscribe/unsubscribe actions. New subscribers will receive notification and the optional *info/intro* file as usual.
- Change the *apply-as* field to have Majordomo results sent to other than the list owner.

Below the instructions is a large text area for editing. At the bottom, there is an 'APPLY' button followed by a text box containing 'owner-its@callutheran.edu'. At the very bottom are buttons for RESTART, HELP, FEEDBACK, and HOME.

