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Introduction

TGRS maintains a mailing list of all members that have email so that we can communicate with most members in a fast and efficient manner. The name of our mailing list is simply "Members". To send mail to the list just address it to <u>members@tucsongrs.org</u>. You do not have to be logged in to the web site or anywhere else. You can use whatever email client you currently use, there is no restriction on that.

The mailing list program that we use is called "Mailman". It is provided by our web site hosting service. Many options are employed to protect the privacy of members. For example, the list and its members are kept private and never displayed to anyone who is not a member. Also, only members of the list are allowed to send messages to the members of the list. The program has many other features and this document describes some of the most important ones and provides access to the full user manual.

How to join the mailing list

Once you become a member of TGRS you are eligible to join our mailing list. To do so, send a message with anything in the subject and your name in the body to <u>members-subscribe@tucsongrs.org</u>. Your message should look something like this (note this example uses Microsoft Outlook as the mail client but, as stated above, any mail client will work fine)...

⊠ Join mailing list - Message (Plain Text)	3
_ <u>F</u> ile_ <u>E</u> dit_ <u>V</u> iew_Insert_F <u>o</u> rmat_ <u>T</u> ools_ <u>A</u> ctions_ <u>H</u> elp	
▼ ▼ ▲ B Z U ■ ■ ■ Ⅲ Ⅲ ∉ ∉	>> +
🖃 Send 🔻 🔚 🎒 🐰 🖻 🛍 🛃 🖉 🔯 🕸 🎗 🌵 🛤 🍫 🚦 🕂 🗮 Options 🔏 😰 🗸	
To members-subscribe@tucsongrs.org	
<u>C</u> c	
Subject: Join mailing list	
Please add our email address to you mailing list. Thanks. Jerry & Rita Tulino.	

You will then receive back an acknowledgement that you message has been received. It will look something like this...



Our normal subscription process requires that the list administrator verify your identity (this is why your name should be included in the message) and then approve your addition to the list.

The "Welcome to the list" message

Once you have been successfully subscribed to the mailing list, you will receive a "Welcome" message.

THIS "WELCOME " MESSAGE IS VERY IMPORTANT! DO NOT LOSE IT.

It contains:

- The name of the list (<u>members@tucsongrs.org</u>) to be used to send mail to everyone on the list
- A link for you to view general information about the list
- A link for you to change your own options. This link is indicated on the following picture. It is the line that contains your email address. Please save this link so you can make any changes to your subscription. This link allows you to change your password, your email address and any other options you may wish. It also includes the ability to unsubscribe from the list if you wish.
- A system-generated password for you to use to access your membership. This link is indicated by the text "your password" on the following picture.

We recommend that you change the password when you receive this message. Once you have received this message you are officially a member of the list. You can now post messages to everyone on the list by simply addressing them to <u>members@tucsongrs.org</u>.

The following picture shows a sample "Welcome" message with the links described above indicated...

Subject: Welcome to the "Members" mailing list
To post to this list, send your email to:
Members@tucsongrs.org
General information about the mailing list is at:
http://mail.tucsongrs.org/mailman/listinfo/members_tucsongrs.org
If you ever want to unsubscribe or change your options (eg, switch to or from digest mode, change your password, etc.), visit your subscription page at:
http://mail.tucsongrs.org/mailman/options/members_tucsongrs.org/yourname@yourhome.com
You can also make such adjustments via email by sending a message to:
Members-request@tucsongrs.org your email address
with the word `help' in the subject or body (don't include the quotes), and you will get back a message with instructions.
You must know your password to change your options (including changing the password, itself) or to unsubscribe. It is:
ehciox < your password
Normally, Mailman will remind you of your tucsongrs.org mailing list passwords once every month, although you can disable this if you prefer. This reminder will also include instructions on how to unsubscribe or change your account options. There is also a button on your options page that will email your current password to you.

Unsubscribing / Leaving the list

The simplest way to be removed from the list is to send an email to <u>members-unsubscribe@tucsongrs.org</u>. It does not matter what the subject or the body of the message say. As a simple verification of your desire to leave, you will receive back a message like this...

⊠ confirm c58f5db43abcf0cf7e75c63595b20ce67eff92d9 - Message (Plain Text) - US-ASCI _ D × File Edit View Insert Format Tools Actions Help 🕺 Reply 🕵 Reply to All 🐝 Forward 🗈 🔻 📴 🗙 🔺 🔹 🖈 🔏 😰 🖕 From: Members-bounces@tucsongrs.org on behalf of Sent: Wed 1/11/2006 7:37 PM Members-request@tucsongrs.org To: _send_to_me@cox.net Cc: Subject: confirm c58f5db43abcf0cf7e75c63595b20ce67eff92d9 Mailing list removal confirmation notice for mailing list Members We have received a request for the removal of your email address, "yourname@yourhome.com" from the Members@tucsongrs.org mailing list. To confirm that you want to be removed from this mailing list, simply reply to this message, keeping the Subject: header intact. Or visit this web page: http://mail.tucsongrs.org/mailman/confirm/members tucsongrs.org/c58f5db43 abcf0cf7e75c63595b20ce67eff92d9 Or include the following line -- and only the following line -- in a message to Members-request@tucsongrs.org: confirm c58f5db43abcf0cf7e75c63595b20ce67eff92d9 Note that simply sending a `reply' to this message should work from most mail readers, since that usually leaves the Subject: line in the right form (additional "Re:" text in the Subject: is okay). If you do not wish to be removed from this list, please simply disregard this message. If you think you are being maliciously removed from the list, or have any other questions, send them to Members-owner@tucsongrs.org.

As the message says, just "reply" to it. You will receive back an acknowledgement message with a subject that says, "You have been unsubscribed from the Members mailing list".

Changing your options

Your password and your email address are the options you will most likely change. All of the other options are set the same for all new members and, most likely, won't have to be changed.

To change your mailing list options, click on the link in the "Welcome" email. You will be requested to login. The following screen is a sample of the "login" screen (NOTE – You must use the password that was sent to you in the "Welcome" email).

Members list: member options for user yourname@yourhome.com
In order to change your membership option, you must first log in by giving your membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the Unsubscribe button and a confirmation message will be sent to you. Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.
Password: Log in
Unsubscribe
By clicking on the <i>Unsubscribe</i> button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).
Password reminder
By clicking on the <i>Remind</i> button, your password will be emailed to you.
🗿 Done 🥥 Internet

After you have logged in, you can change many of the options available. The following 4 screens display all of the options that can be changed, including your email address.

🚰 lackawanna79 at yahoo.com membership configuration fo	or Members - Microsoft Internet Explorer
∫ <u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	Links 🚭 Allison 🚭 Ashley 🔮 Brewers 🛛 🔭 🌆
↓ → ③ ☑ ☑ Back Forward Stop Refresh Home	🔇 🗟 🧭 🖨 🧟 Search Favorites History Print Print Pre
Google	💽 😚 Search W 🎽 Norton AntiVirus 😓 💌
Address 🕘 http://mail.tucsongrs.org/mailman/options/members_tu	csongrs.org 💽 🖻 🔗 Go
Members mailing list membership configu	ration for <i>yourname@yourhome.com</i> 📫
yourname at yourhome.com 's subscription status, j mailing list.	password, and options for the Members Log out
Changing your Members membership information	
You can change the address that you are subscribed t the fields below. Note that a confirmation email will confirmed before it is processed.	o the mailing list with by entering the new address in be sent to the new address, and the change must be
Confirmations time out after about 3 days.	
You can also optionally set or change your real name	e (i.e. John Smith).
If you want to make the membership changes for all the lists that you are subscribed to at tucsongrs.org, turn on the <i>Change globally</i> check box.	
New address: Again to confirm:	Your name (optional):
Change My Ad	dress and Name
□ Change globally	
Unsubscribing from Members	Your other tucsongrs.org subscriptions
Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. Warning: This action will be taken immediately!	You can view a list of all the other mailing lists at tucsongrs.org for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.
□ Yes, I really want to unsubscribe	List my other subscriptions
🕘 Done	Internet

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Here → → O D D C C C C C C C C C C C C C C C C C		<u>à</u> Print Pre
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Address Attp://mail.tucsongrs.org/mailman/options/members_tucsongrs.org		• 🖉 Go
Your Members Password		<u> </u>
Forgotten Your Password? Chang	ge Your Passwo	rd
Click this button to have your password emailed to password emaile	Jew ord:	-
Email My Password To Me	n to	
Confi	ange My Password	
	Change globally.	
Your Members Subscription Options		
Current values are checked.		
Note that some of the options have a <i>Set globally</i> checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on tucsongrs.org. Click on <i>List my other subscriptions</i> above to see which other mailing lists you are subscribed to.		
Mail delivery		© Enabled
Set this option to <i>Enabled</i> to receive messages posted to this mailing list	. Set it to	⊂ Disabled
<i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to (e.g. you're going on vacation). If you disable mail delivery, don't forget when you come back; it will not be automatically re-enabled.	you for a while to re-enable it	□ Set globally
Set Digest Mode		
If you turn digest mode on, you'll get posts bundled together (usually one possibly more on busy lists), instead of singly when they're sent. If diges from on to off, you may receive one last digest.	per day but t mode is changed	©Off ○On
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Address 🕘 http://mail.tucsongrs.org/mailman/options/members_tucsongrs.org	• 🔗 Go
Get MIME or Plain Text Digests?	○ MIME © Plain Text
Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests.	□ Set globally
Receive your own posts to the list? Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to No.	⊂No ©Yes
Receive acknowledgement mail when you send mail to the list?	⊙No ⊖Yes
Get password reminder email for this list? Once a month, you will get an email containing a password reminder for every list at this	⊂No ⊙Yes
host to which you are subscribed. You can turn this off on a per-list basis by selecting No for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you.	⊑ Set globally
Conceal yourself from subscriber list? When someone views the list membership, your email address is normally shown (in an obscured fashion to thwart spam harvesters). If you do not want your email address to	© No O Yes
show up on this membership roster at all, select <i>Yes</i> for this option. What language do you prefer?	English (USA)
🕘 Done	ernet //

🗿 lackawanna79 at yahoo.com membership configuration for Members - Microsoft Internet Explorer	
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	wers 🎽 🏨
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Google	lorton AntiVirus 🛃 🔻
Address 🔄 http://mail.tucsongrs.org/mailman/options/members_tucsongrs.org	• 🗟 Go
Which topic categories would you like to subscribe to?	*
By selecting one or more topics, you can filter the traffic on the mailing list, so as to receive only a subset of the messages. If a message matches one of your selected topics, then you will get the message, otherwise you will not.	No topics defined
If a message does not match any topic, the delivery rule depends on the setting of the option below. If you do not select any topics of interest, you will get all the messages sent to the mailing list.	
 Do you want to receive messages that do not match any topic filter? This option only takes effect if you've subscribed to at least one topic above. It describes what the default delivery rule is for messages that don't match any topic filter. Selecting No says that if the message does not match any topic filters, then you won't get the message, while selecting Yes says to delivery such non-matching messages to you. If no topics of interest are selected above, then you will receive every message sent to the mailing list. 	⊙No ⊂Yes
Avoid duplicate copies of messages?When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select Yes to avoid receiving copies from the mailing list; select No to receive copies.If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it.	⊂ No
Submit My Changes	
🕘 Done	ernet //

Additional information

A sample received message

The following screen is an example of a message received from the mailing list...

```
From: Members-bounces@tucsongrs.org on behalf of Tucson Garden Railway Society [tgrsemail@yahoo.com]
To: members@tucsongrs.org
Cc:
Subject: Sample message to the mailing list
This is just a sample to show some of the
features of the mailing list.
```

The "From" indicates that it came from the mailing list "Members" but also says "on behalf of" and shows the name of the person who sent it and their email address.

Replying to a message

Most email clients provide the ability to reply to the sender of the message only or to the entire mailing list. This screen shows the selection when using Yahoo mail. You must click on the small arrow on the right side of the "Reply" button to display the drop-down menu of choices...

-	• • • • • • • • • • • • • • • • • • •
Delete	Reply - Forward - Spam Move
This mes	Sa Reply To Sender 🔪 Flag Message - Mark as Unread]
Subject:	Reply To Everyoner cribed from the Members mailing list
From:	Members-bounces@tucsongrs.org Add to Address Book
To:	tgrsemail@yahoo.com
Date:	Fri, 01 Jul 2005 23:17:42 -0400

This screen shows the "Reply" and "Reply to All" buttons available in Microsoft Outlook...



The "User Manual"

If you would like additional information about this program and the options available, the latest "User Manual" is available on the Internet.

You can click on this link <u>http://www.gnu.org/software/mailman/mailman-member.pdf</u> or copy it to your browser to read the manual online.