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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 [members@tucsongrs.org](mailto:members@tucsongrs.org). 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.

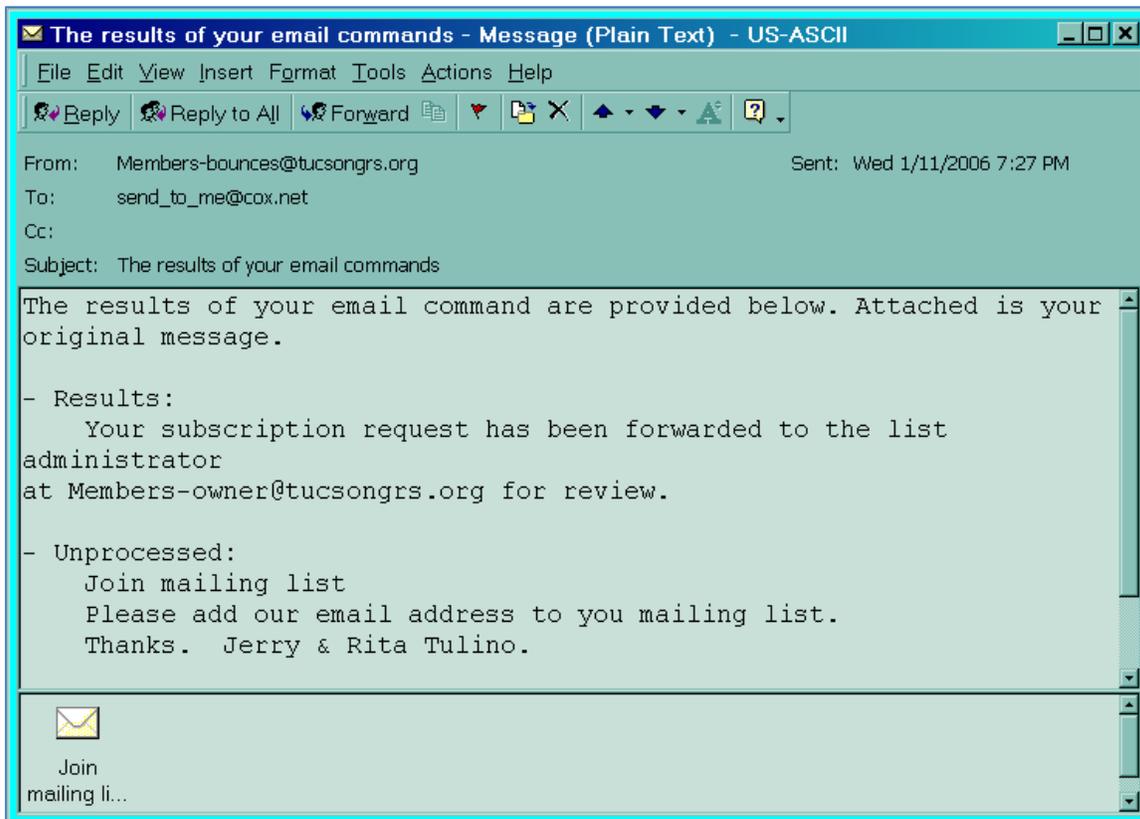
The mailing list program that we use is called “Mailman”. It is provided by our web site hosting service. Many options are employed to protect the privacy of members. For example, the list and its members are kept private and never displayed to anyone who is not a member. Also, only members of the list 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 [members-subscribe@tucsongrs.org](mailto:members-subscribe@tucsongrs.org). 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)...



You will then receive back an acknowledgement that your 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 ([members@tucsongrs.org](mailto:members@tucsongrs.org)) 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 [members@tucsongrs.org](mailto:members@tucsongrs.org).

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](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](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

with the word 'help' in the subject or body (don't include the quotes), and you will get back a message with instructions.

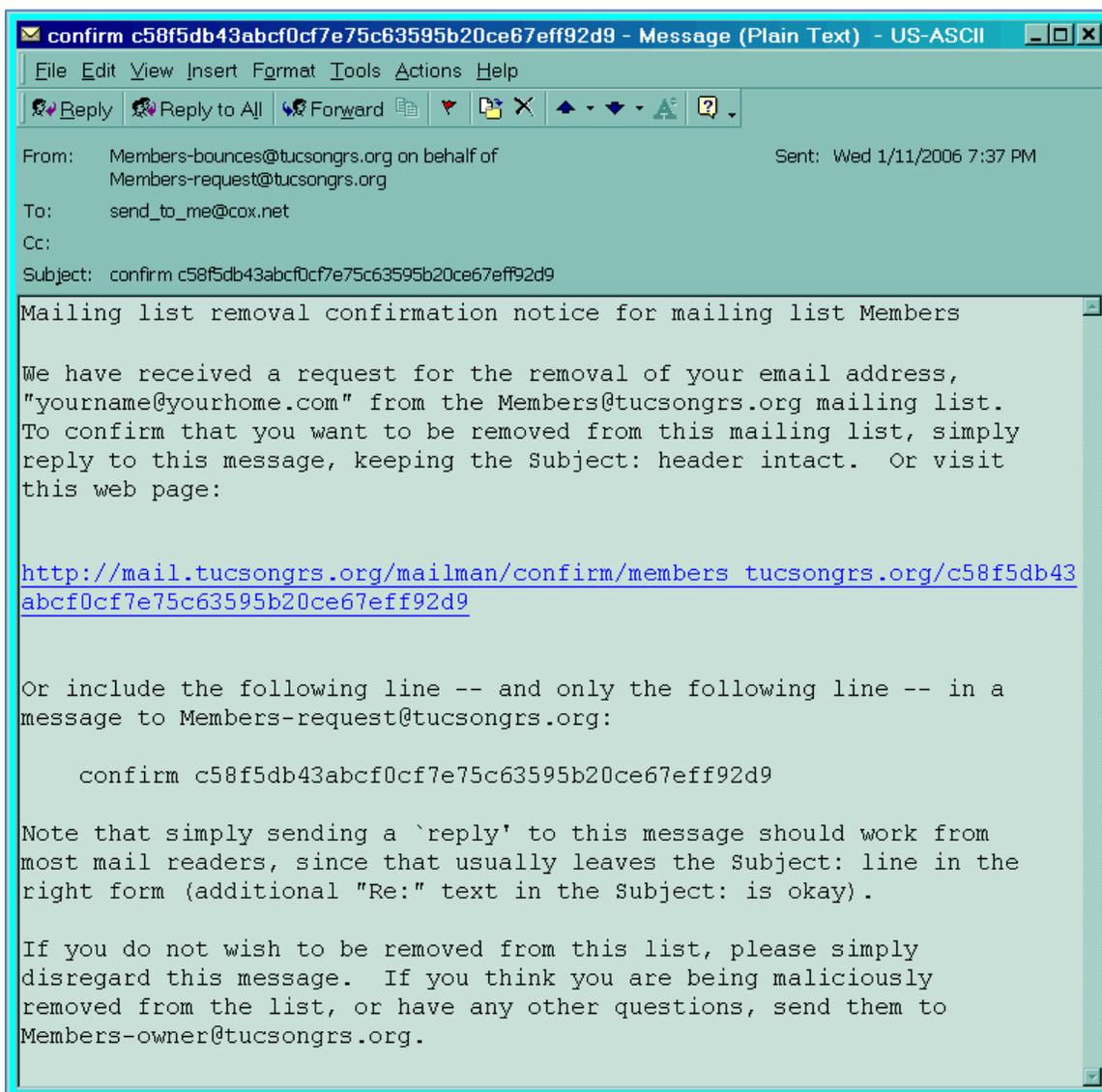
You must know your password to change your options (including changing the password, itself) or to unsubscribe. It is:

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 [members-unsubscribe@tucsongrs.org](mailto:members-unsubscribe@tucsongrs.org). 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...

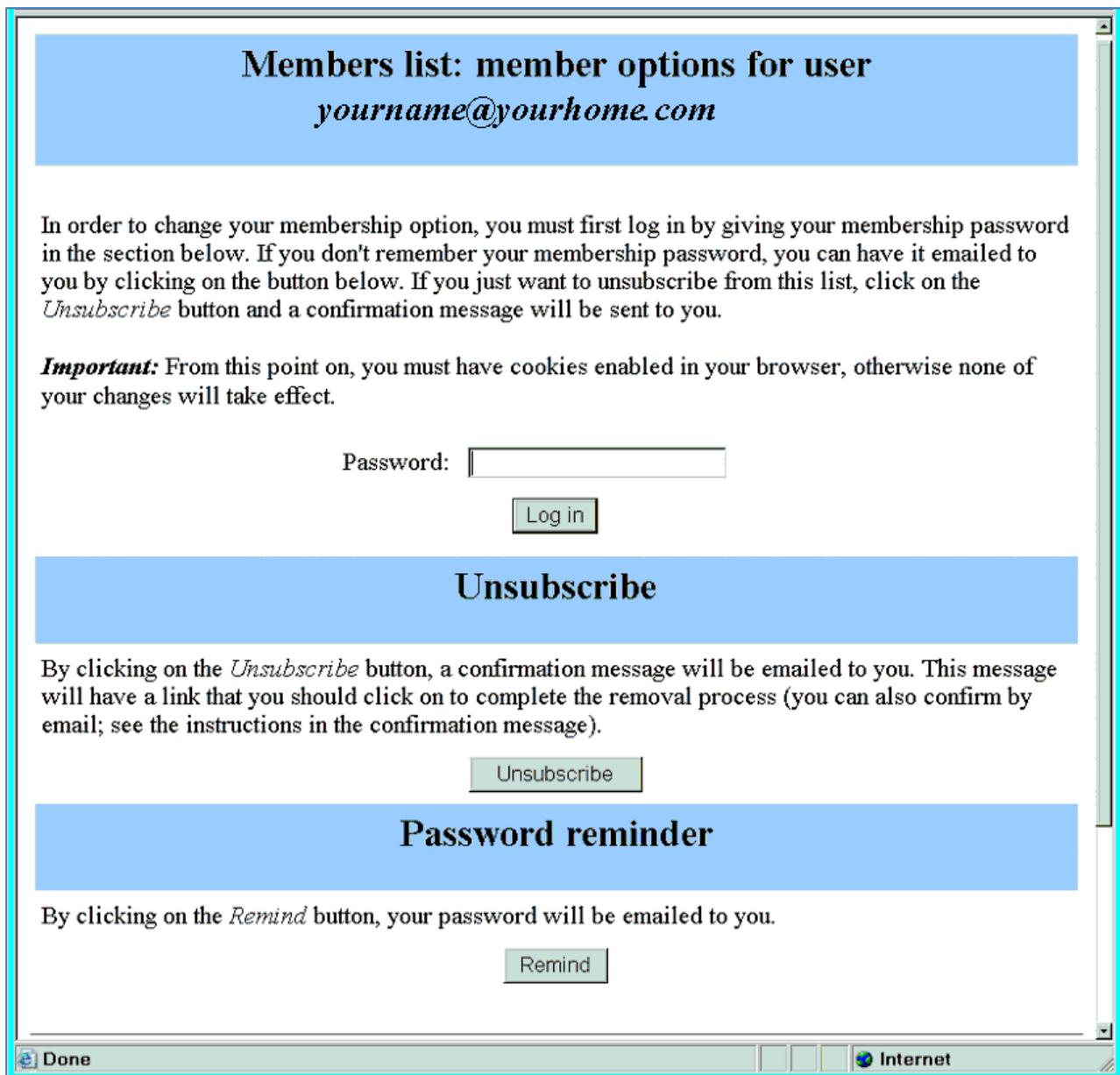


As the message says, just “reply” to it. You will receive back an acknowledgement message with a subject that says, “You have been unsubscribed from the Members mailing list”.

## 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).



The screenshot shows a web browser window with a light blue header and footer. The main content area is white with a light blue background for the header and footer sections. The header section contains the text "Members list: member options for user" and "yourname@yourhome.com". Below the header, there is a paragraph of text explaining the login process. An "Important" note follows, stating that cookies must be enabled. There is a "Password:" label followed by a text input field and a "Log in" button. Below this is a blue header section with the text "Unsubscribe". Underneath, there is a paragraph of text explaining the unsubscribe process and an "Unsubscribe" button. The next section is a blue header with the text "Password reminder". Below it, there is a paragraph of text explaining the reminder process and a "Remind" button. At the bottom of the browser window, there is a status bar with "Done" on the left and "Internet" on the right.

**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 *Unsubscribe* 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).

Unsubscribe

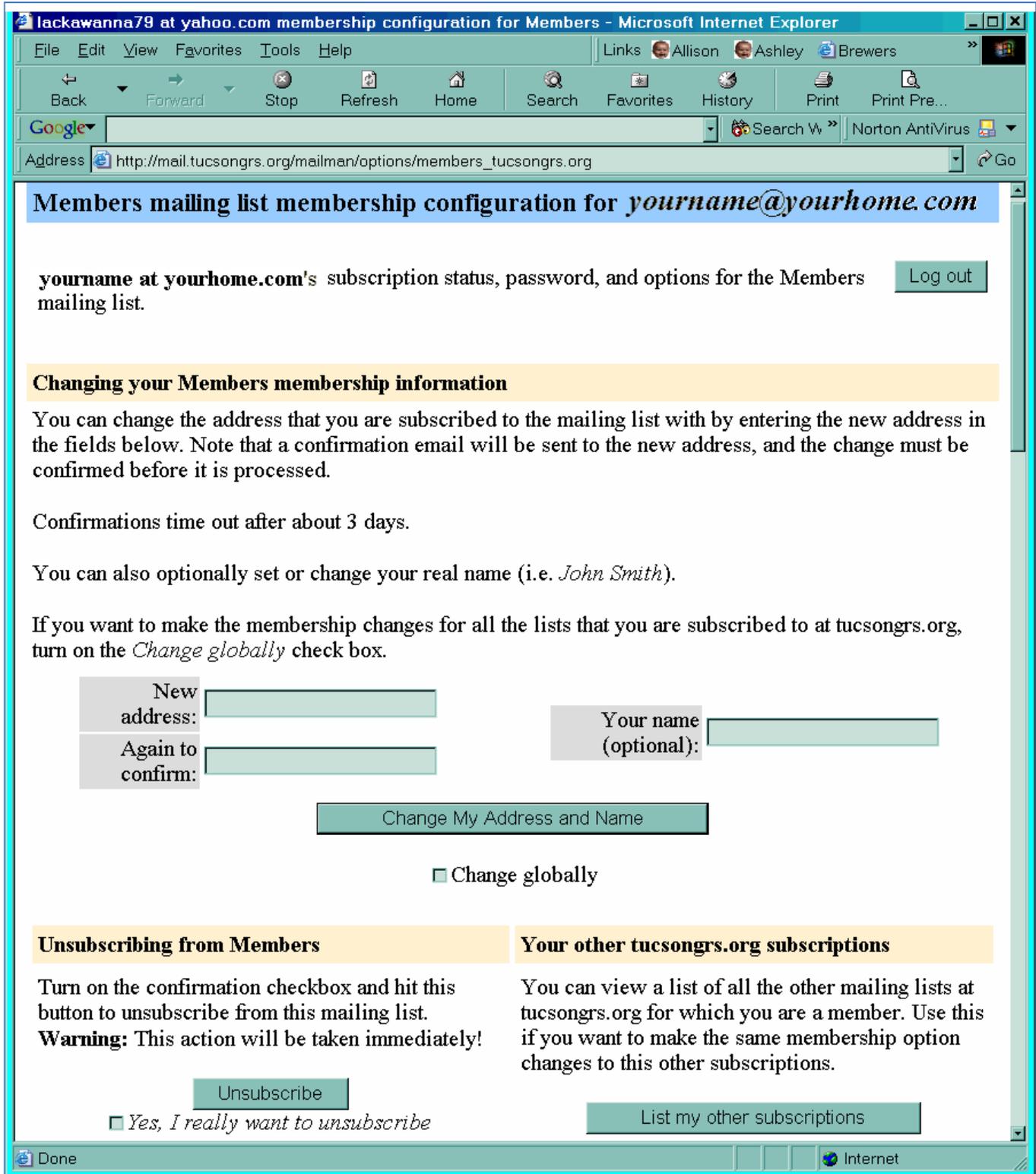
**Password reminder**

By clicking on the *Remind* button, your password will be emailed to you.

Remind

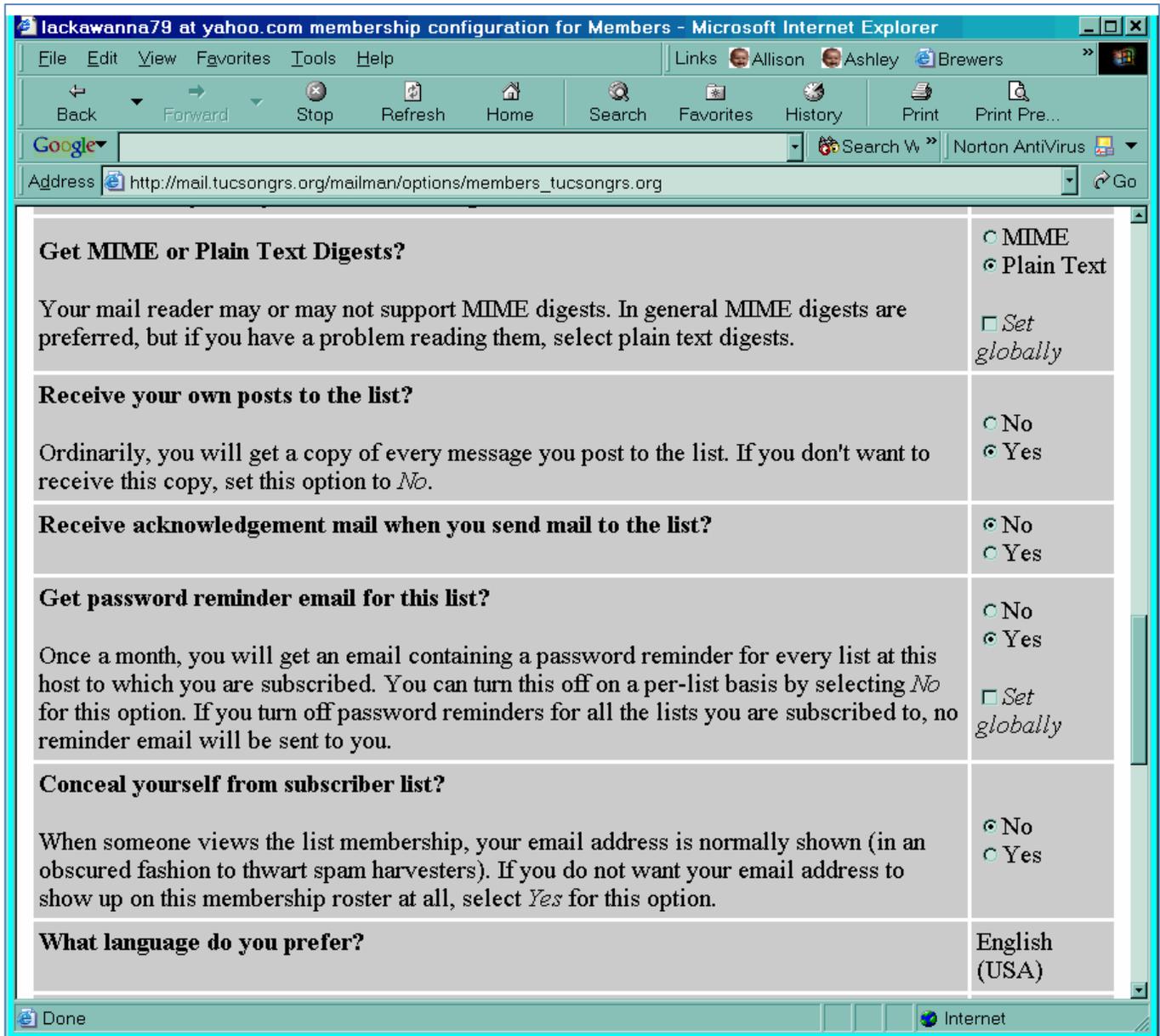
Done Internet

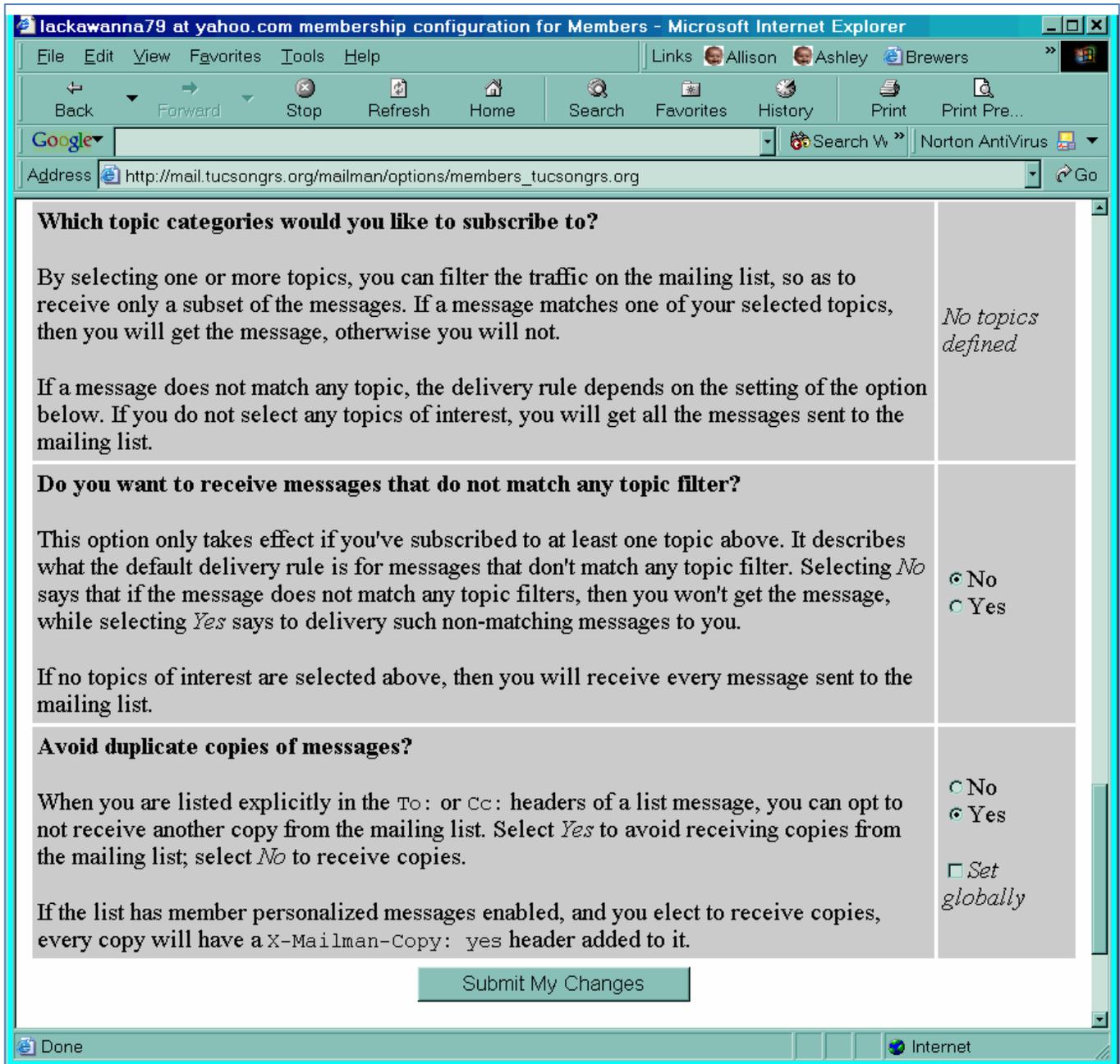
After you have logged in, you can change many of the options available. The following 4 screens display all of the options that can be changed, including your email address.



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://mail.tucsongrs.org/mailman/options/members_tucsongrs.org`. The page content is divided into two main sections:

- Your Members Password**: This section contains two sub-sections:
  - Forgotten Your Password?**: Includes the text "Click this button to have your password emailed to your membership address." and a button labeled "Email My Password To Me".
  - Change Your Password**: Includes two input fields for "New password:" and "Again to confirm:", a "Change My Password" button, and a checkbox labeled "Change globally."
- Your Members Subscription Options**: Includes the text "Current values are checked." and a note: "Note that some of the options have a *Set globally* 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 *List my other subscriptions* above to see which other mailing lists you are subscribed to." Below this note are two settings:
  - Mail delivery**: Radio buttons for "Enabled" (selected) and "Disabled", and a checkbox for "Set globally".
  - Set Digest Mode**: Radio buttons for "Off" (selected) and "On".

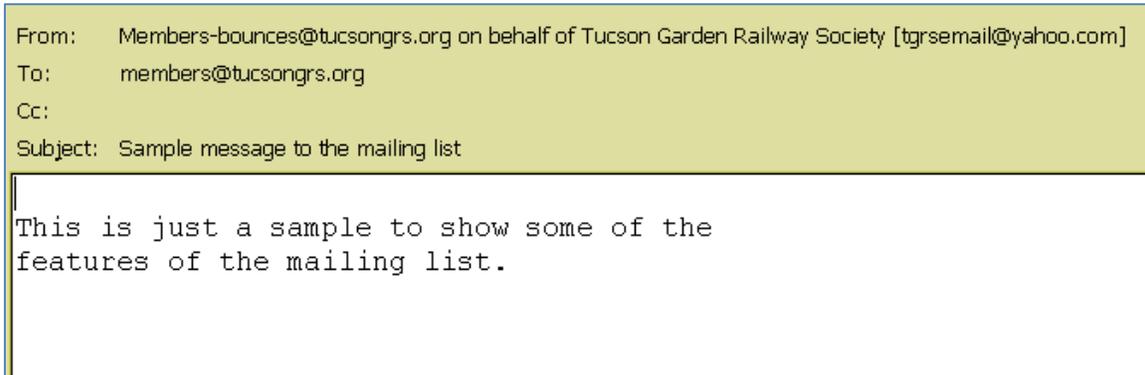




## Additional information

### *A sample received message*

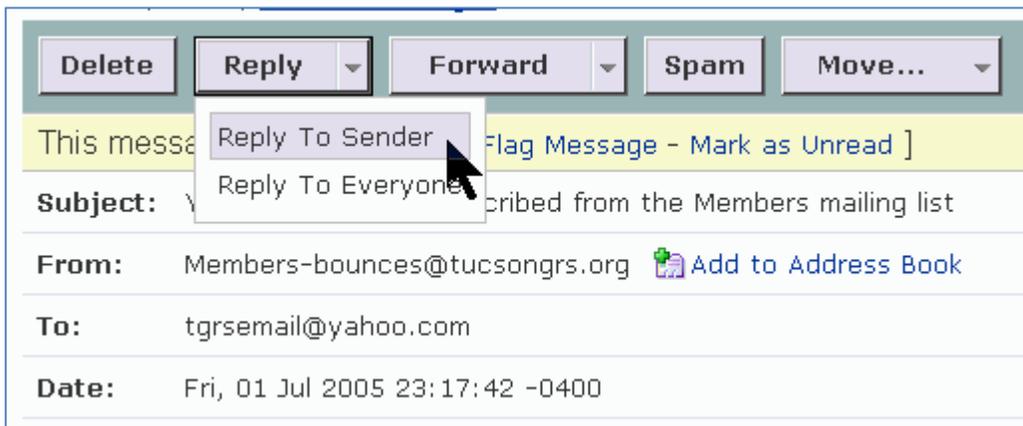
The following screen is an example of a message received from the mailing list...



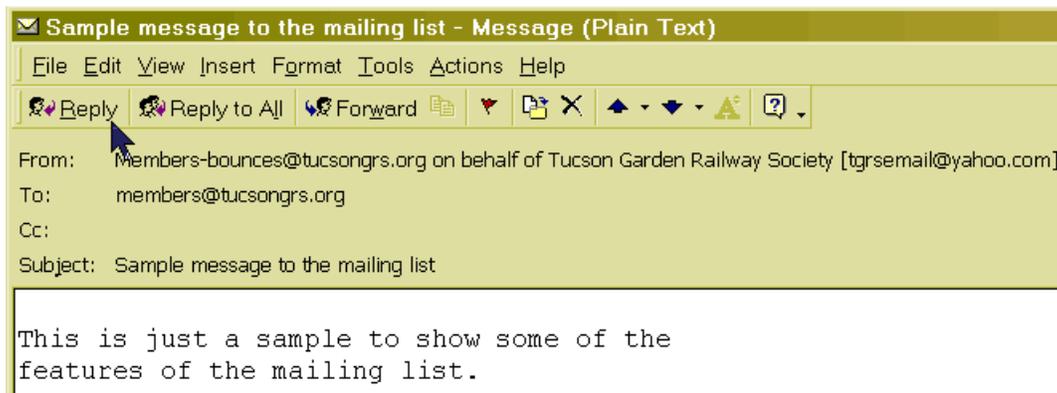
The “From” indicates that it came from the mailing list “Members” but also says “on behalf of” and shows the name of the person who sent it and their email address.

### *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...



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 <http://www.gnu.org/software/mailman/mailman-member.pdf> or copy it to your browser to read the manual online.