

Managing your mailing lists

### **Where can I manage my mailing lists?**

To manage your mailing lists you need to log into the Manager.  
And go to "Emails" section, then choose "Mailing list" icon in Email management.

### **How to create a mailing list?**

Click the "Mailing list" icon in Email management section. Then choose "Create" a mailing list.

A following site will appear:

Description:

**Mailing list** – address to which authorised persons may send messages which are later distributed among all subscribers of a mailing list;

**Moderator's email** – here insert the email address of the person responsible for adding new subscribers;

### **Types of mailing lists:**

Every type of mailing list has assigned certain options. You choose one that suits you best. You may also set your preferences concerning moderating messages and subscriptions.

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**Moderating messages** – If you choose this option the message first reach the moderator who decides whether the message is sent to subscribers.

**Moderating subscriptions** – After activating this option , the moderator will receive emails from people who would like to subscribe to the mailing list. And he/she decides if a person may join the list.

- Appointing a moderator

You need to appoint a moderator for your mailing list – it's necessary if you activated moderating messages. If you haven't activated this option you might want to use it later. Remember to add a moderator to the list of subscribers so that he/she was able to control correct functioning of your mailing list.

To do it, click "Manage your moderators" and then "Create" , enter the email address of moderator and "Accept".

- Appointing a subscriber

- you may add subscribers manually as you did with moderator in section;
- people may subscribe themselves to the list by sending an email to :

yourlist–subscribe@yourdomain.tld

### **Individualise your mailing list**

You may change most of the texts according to your preferences, just send an empty email to:  
yourlist–edit@yourdomain.tld

In reply you'll receive guidelines how to apply changes. These are texts which may be changed:

- bottom of the message
- FAQ page
- Help page
- additional information about mailing list
- special help for moderators (mod\_help)
- message sent to rejected subscribers (mod\_reject)
- moderators help with message to moderate (mod\_request)
- message sent to subscriber after adding to the list (mod\_sub)
- message sent to moderators to confirm (mod\_sub\_confirm)
- message sent about invalid email address (mod\_timeout)
- message to unsubscribe sent to moderators (mod\_unsub\_confirm)