

Email List Service

Setting List Options and Viewing Web Archives



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=Shortcut =Advice =Caution

Overview

While most of your interaction with an e-mail list will be in viewing and sending e-mail, you can use the E-mail List Service to see web-based archives of all list messages and modify various options for your lists.

Summary

- Overview
- Viewing List Information
- Modifying Subscriber Options
- Viewing Web Archives

Viewing List Information

You can perform various functions for any of your lists from the web interface.

1. Log into the site (<http://lists.towson.edu>) using your e-mail address and password:
2. Select the list you wish to view options for from **Your Lists**.
3. Click the **Info** link in the lower left to show a basic description and any introductory text that the list owner has created.

Click **Contact owners** link to create a new e-mail message that will be sent to the list owners; you may wish to do this if you have a specific question or request for the owners.

Modifying subscriber options

You may control many aspects of your list subscription, including unsubscribing from a list.

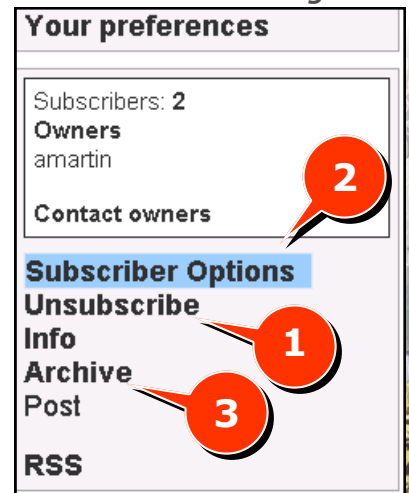
Unsubscribing from a List

1. To unsubscribe from a list, click the **Unsubscribe** link (Fig 1, 1). If list unsubscription requires approval, you may have to wait for the list owner to approve your unsubscription request.

Change how you receive messages for a particular list

1. Click the **Subscriber Options** link (Fig 1, 2).
2. Change your **Receiving mode** using the drop-down menu (Fig 2, 1).

Figure 1



The most useful modes are:

Figure 2

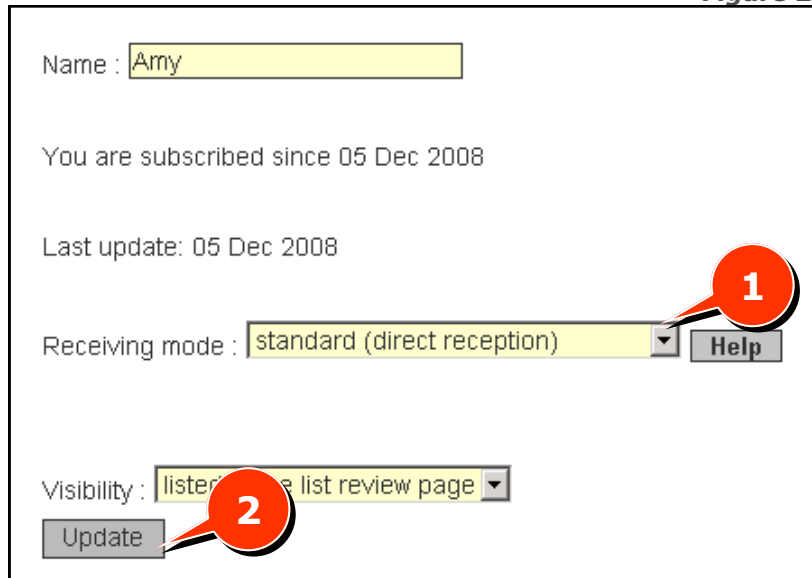
Standard (direct

reception): You will receive a separate e-mail message for every post to the list

You do not receive your own posts:

You will receive a separate e-mail message for every post to the list,

except for posts *you send*, which you will not receive in your Inbox



Digest MIME: You will receive a daily or weekly message which lists the posts since the previous digest. The frequency of the digest is set by the list owner.

No mail (useful for vacations): You can choose to never receive posts as e-mail messages, but rather just use the Web Archive to view posts (see "Viewing Web Archives").

3. Click **Update** (Fig 2, 2) to update how you receive your messages

Viewing Web Archives

You can view previous posts for a list.

1. Click the **Archive** link on a particular list (Fig 1, 3).
2. You can choose to show messages in a chronological list or in a threaded view (by replies); click the **Chronological** or **Thread** links (Fig 3, 1) to change the current view.


Figure 3



Searching web archives

The archive will also allow you to search for messages by date or by particular keywords.

1. Click the **search box** in the upper right corner of the page (Fig 3, 2)
2. Type the text you want to search for
3. Click **Search** (Fig 3, 3).
4. For more advanced searches, click the **Advanced Search** button (Fig 3, 4).

 While viewing a particular message, you can click the “send it back to *my address*” button to get a copy of the message re-sent to your mailbox.

