

Email List Service

Setting List Options and viewing Web Archives

Introduction

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

Viewing List Information

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

1. Login to the site <http://lists.towson.edu> using your **Primary Email Address** and **Password**.
2. Select the list you wish to view options for from the **Manage Your Subscriptions** menu.
3. Click the **Info** link to show a basic description and any introductory text that the list owner has created.

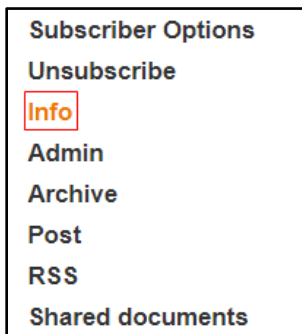


Figure 1

Modifying Subscriber Options

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

Unsubscribing from a List

To unsubscribe from a list, click the **Unsubscribe** link.

Please Note: If unsubscribing to a list requires approval, you may have to wait for the list owner to approve your request to unsubscribe.

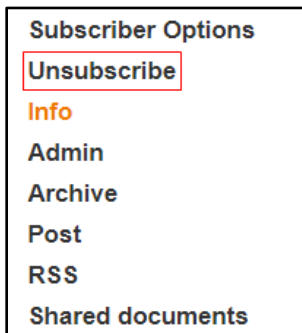


Figure 2

Change how you receive messages for a particular list

1. Click the **Subscriber Options** link.

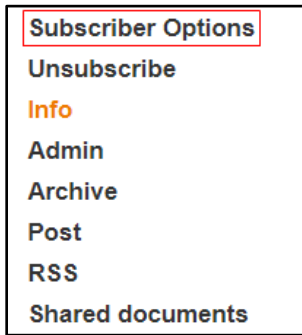


Figure 3

2. Change your **Receiving mode** using the drop-down menu. The following recommended **Receiving modes** are:

- **Standard (direct reception):** You will receive a separate email message for every post to the list
- **You do not receive your own posts:** You will receive a separate email 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 email messages, but rather just use the Web Archive to view posts (see “Viewing Web Archives”).

3. Select a mode from the **Receiving Mode** dropdown list and then click the **Update** button.

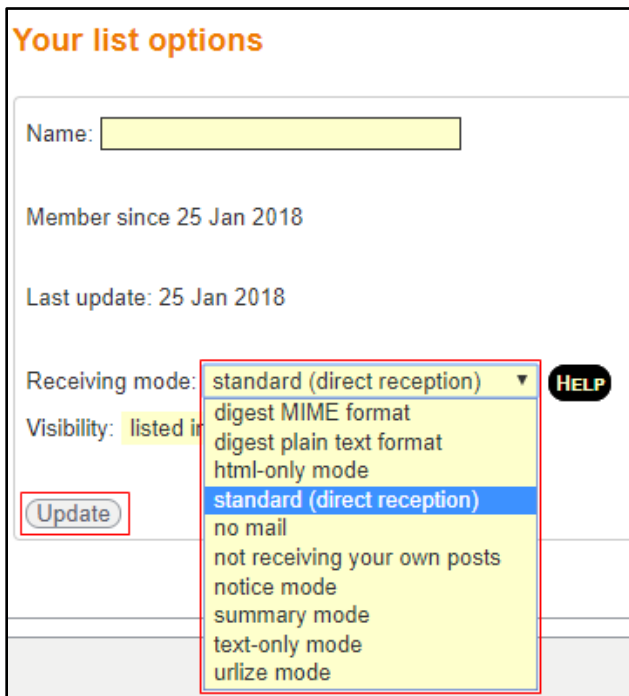


Figure 4

Viewing Web Archives

You can view previous posts for a list either by searching or changing your view.

1. Click the **Archive** link on a particular list. The **Text archives** screen will appear.

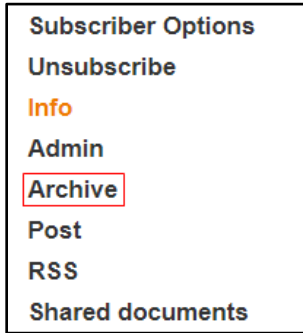


Figure 5

2. To change your view, click the **Chronological** or **Thread** button.
3. To search for an item, click the **Search** box in the upper right corner of the page. Type the text you want to search for and click the **Search** button.
4. For more advanced searches, click the **Advanced Search** button.

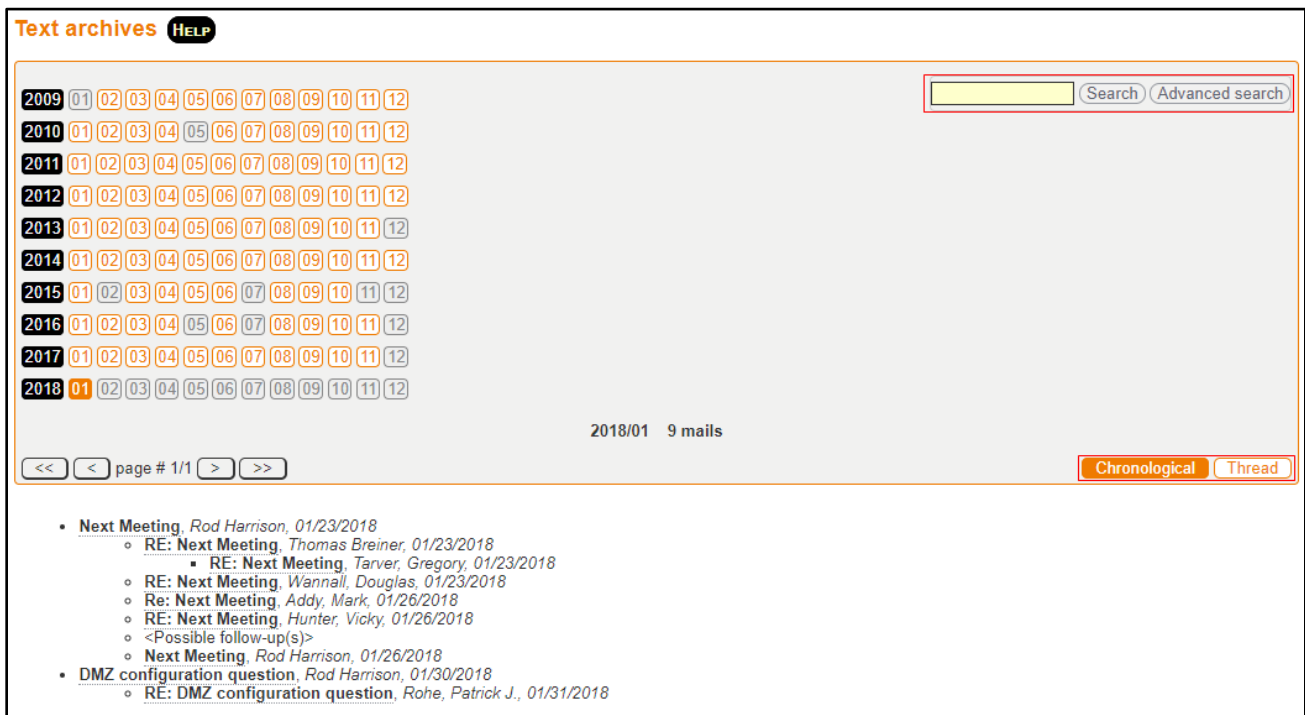


Figure 6