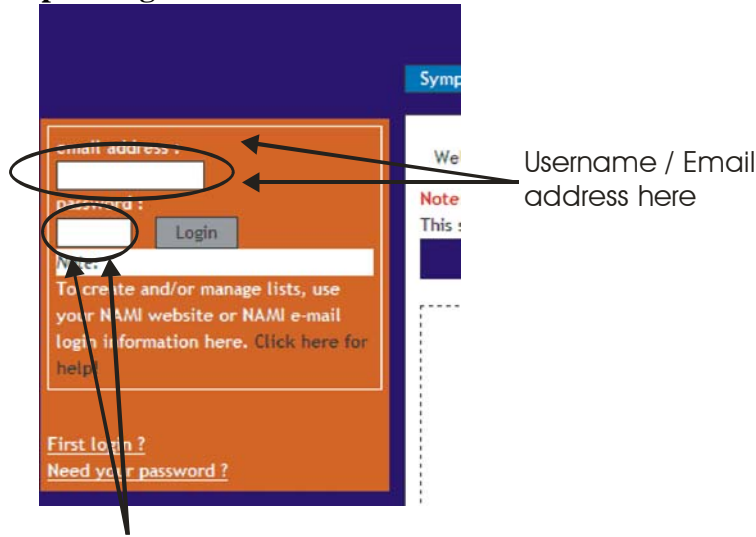


Mail Group Quick Start Guide

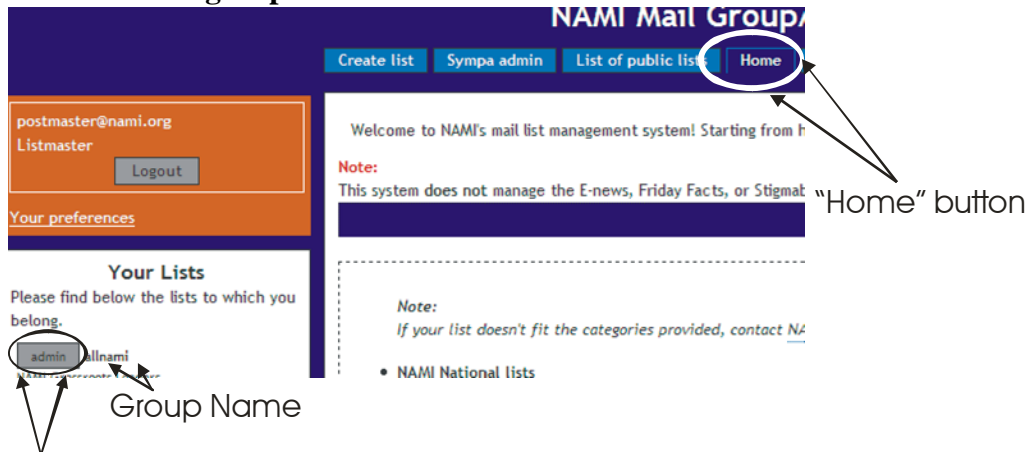
Step 1: Log in



NAMI.net / Web site / Email password here

- If you have a nami e-mail address (@nami.org), enter that in the EMAIL ADDRESS blank. If you do not have a nami e-mail address but do have a website membership account, enter your website username in that blank instead.
- If you have a nami e-mail address (@nami.org), enter your e-mail password in the password blank. If you do not have a nami e-mail address but do have a website membership account, enter your website password instead.
- Click LOGIN

Step 2: Choose the group

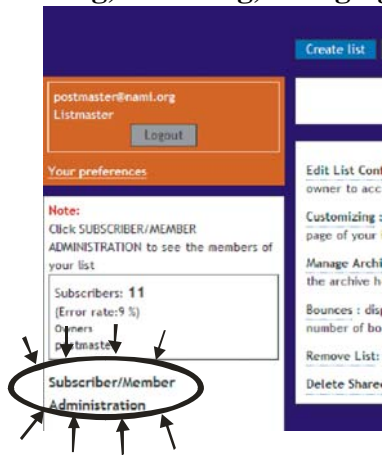


"ADMIN" button

- If you don't see any lists appear on the left, click the HOME button at the top of the page.

- Find the name of the group you wish to administer, and then click ADMIN beside its name.

Adding, removing, changing group members



- On the left side, click SUBSCRIBER/MEMBER ADMINISTRATION.

Shows subscription requests that have been e-mailed to your list

Copy and paste large numbers of members into your list at once

Sends a message to all the members of your list asking them if they wish to remain members, and provides a quick link to enable them to easily unsubscribe.

Provides a printer-friendly list of members, also useful for copy-and-paste operations

quiet (prevents notice from being sent)
 Add a single member here by placing the address in the blank and clicking "add"

Search for a specific member on your list by entering the address here and clicking "Search"

Page size
 members per page

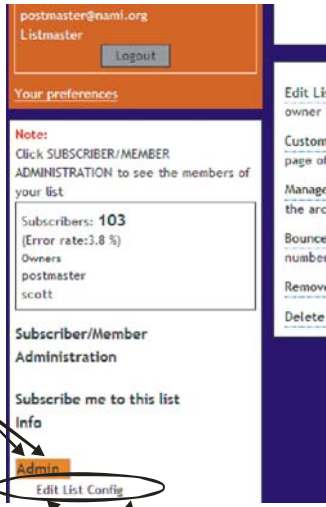
page 1 / 1
 quiet (prevents notice from being sent)

To change information about a specific member, click the e-mail address once.

X	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	amyc2@nami.org			mail	subscribed	17 Oct 2005	17 Oct 2005
<input type="checkbox"/>	anrw@nami.org			mail	subscribed	17 Oct 2005	17 Oct 2005

- On the right side, follow the on-screen directions and tips to add, change, or remove members from your mail group.

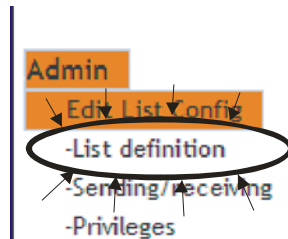
Adding, changing, or removing group owners



The screenshot shows the Listmaster interface. At the top, the user is logged in as 'postmaster@nami.org' with a 'Logout' button. Below this is the 'Your preferences' section, which includes a 'Notes' area with instructions to click 'SUBSCRIBER/MEMBER ADMINISTRATION' to see members. It also displays statistics: 'Subscribers: 103', '[Error rate: 3.8 %]', and 'Owners: postmaster, scott'. A sidebar on the right contains links for 'Edit List owner', 'Custom page of the arc', 'Manage the arc', 'Bounce number', 'Remove', and 'Delete'. The main content area has a section titled 'Subscriber/Member Administration' with a 'Subscribe me to this list' button and a menu with 'Admin' and 'Edit List Config' options. An arrow labeled 'Admin' points to the 'Admin' menu item, and another arrow points to the 'Edit List Config' link, which is circled.


Click edit list config

- Log in and select the appropriate group as describe above.
- Click EDIT LIST CONFIG under ADMIN



This screenshot shows the 'Admin' menu. The 'Admin' menu item is highlighted in orange. Below it, the 'Edit List Config' option is also highlighted in orange and circled. Underneath 'Edit List Config', there are four sub-options: '-List definition', '-Sending/receiving', and '-Privileges'. An arrow points from the 'Admin' menu to the 'Edit List Config' option, and another arrow points from the 'Edit List Config' option to the '-List definition' sub-option, which is circled.

- Click LIST DEFINITION under EDIT LIST CONFIG



The screenshot shows the 'List definition' form. At the top, there are navigation links: 'Create list', 'Sympa admin', 'List of public lists', 'Home', and 'Help'. Below these is a 'Groupowner' section with a 'List' dropdown. The main form has several fields: 'Subject of the list (subject)' with the value 'list of mail group owners', 'Visibility of the list (visibility)' with a dropdown set to 'no cancel (noconced)', and an 'Owner (owner)' section. The 'Owner (owner)' section has fields for 'mail address' (postmaster@nami.org), 'name', 'private informations', 'profile' (privileges), and 'reception mode' (mail). Below this is another section for adding more owners, with fields for 'email address', 'name', 'private informations', 'profile' (normal), and 'reception mode' (mail). An arrow labeled 'Owner (owner) Section' points to the first owner section. A large circle is drawn around the second owner section, with an arrow pointing to it from the text 'Enter info here'.

Enter info here

- On the right, under the OWNER section, enter the e-mail address and (optionally) the name of the owner you wish to add.
- If you wish to remove an owner, simply remove all the information referring to them in the OWNER section.
- If you wish to give control of the group to someone other than yourself, erase your information and enter that of the new owner.
- A PRIVILEGED owner can do anything to the group, including close it. A NORMAL owner has a more limited choice of options.
- Once the changes have been made, click UPDATE at the bottom of the page.

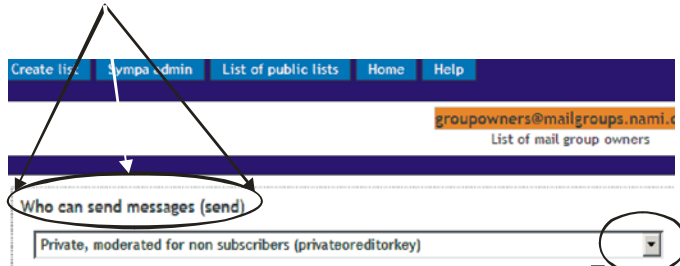
Changing who can send messages to the group

- Log in to the mail group system and click ADMIN beside the group as described above.
- Click EDIT LIST CONFIG as described above.



- Click SENDING/RECEIVING

Who can send section



Drop-down button

- Under WHO CAN SEND, click the drop-down button and select which behavior you wish (see below for some explanations)
- Click UPDATE at the bottom of the page
- **MOST COMMON CHOICES:**
 - *Private, moderated for non-subscriber:* Members can send messages freely, non-member messages must be approved by the owner/moderator
 - *Restricted to subscribers:* Members **only**, all others are rejected.
 - *Moderators & Owners ONLY:* Moderators and owners are the only ones who can send. All others are rejected.
 - *Public:* Anyone can send a message to this group.