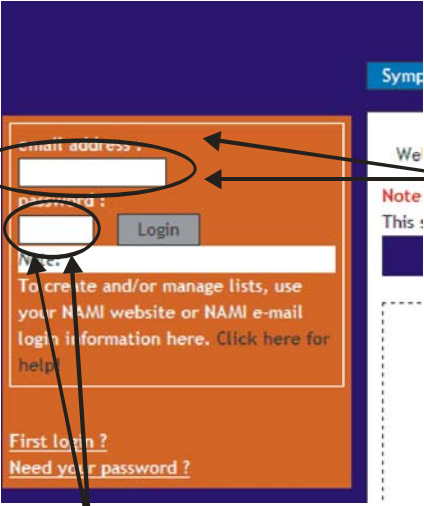


## Mail Group Quick Start Guide 2

*Creating groups and how the "shared files" section works*

### Log in

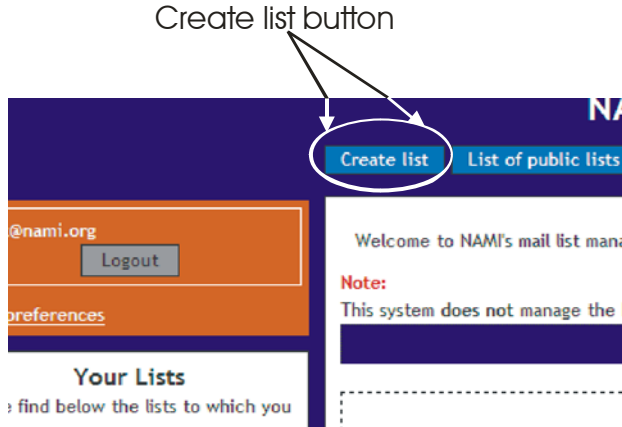


The screenshot shows a login form with two input fields. The top field is labeled "Email address" and the bottom field is labeled "Password". A "Login" button is positioned to the right of the password field. Below the password field, there is a link for "First login?" and another for "Need your password?". To the right of the form, there is a "Note" section with the text "This:". Two arrows point from the text "Username / Email address here" to the "Email address" and "Password" fields. Another arrow points from the text "NAMI.net / Web site / Email password here" to the "Password" field.

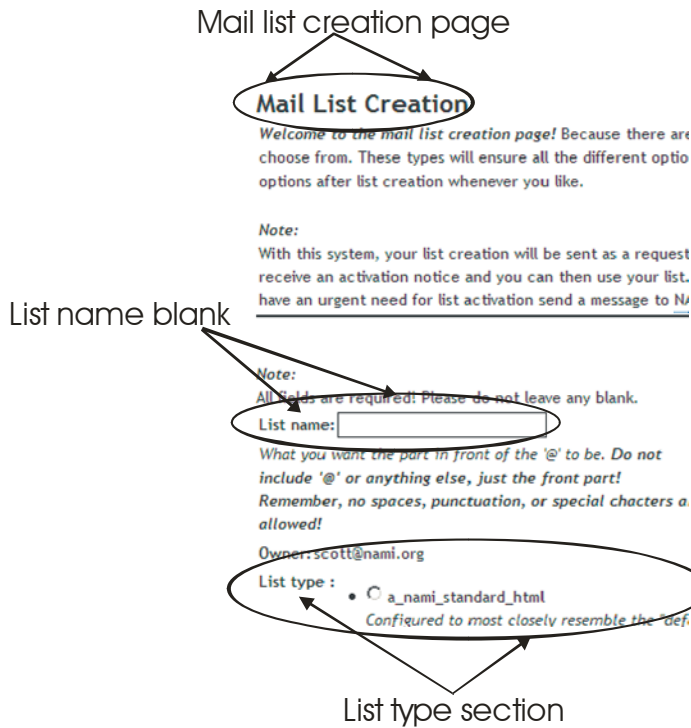
NAMI.net / Web site / Email  
password here

- 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

## Creating A Group



- Click CREATE LIST at the top of the page



- Please note that **all** information on the next page, “Mail List Creation”, is required.
- In the blank labeled LIST NAME, enter the **first part** of the e-mail address you want to give the mail group. For example, if you wanted your list to have an e-mail address of [mygroup@nami.org](mailto:mygroup@nami.org), you’d enter *mygroup* in the list name blank. *Do not enter the “@nami.org” part of the address!* An error will be generated if you try.
- In the next section, you will see a long series of “type” choices. Because the mail group system has so many options, these “types” are provided to ensure all the options are set correctly for the kind of list you want to create. Nearly everyone

will want to use *a\_nami\_standard*. An *a\_nami\_standard* list is configured like this:

- Formatted messages are transmitted to all users
  - Any member can send a message to the group, all others must get moderator approval
  - All messages are archived, and archives are available to members only
  - The group's e-mail address is displayed on the public list, but e-mail addresses of members are hidden.
- If *a\_nami\_standard* is not what you're looking for, read the features of the others carefully and choose from them. If what you're wanting isn't listed at all, choose the one closest to it. You'll be able to alter the other settings after the group is created.

The diagram illustrates a form for creating a group. It consists of the following elements:

- Subject Box:** A text input field with a label "Subject:" and a placeholder "A more detailed name for your list (spaces and most chara".
- Topics:** A dropdown menu with a label "Topics:" and a placeholder "--Select a topic--". A label "Topic drop-down arrow" points to the arrow on the right side of the dropdown.
- Description area:** A text input field with a label "Description:" and a placeholder "To help classify your list".
- Submit button:** A button labeled "Submit your creation request" located at the bottom of the form.

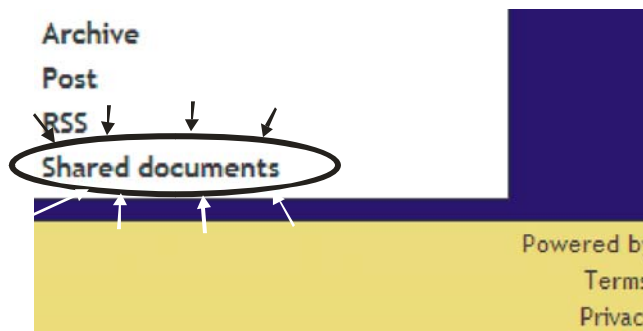
Arrows indicate the flow of information and the location of each element. The "Subject Box" label points to the subject input field. The "Topics" label points to the dropdown menu. The "Description area" label points to the description input field. The "Submit button" label points to the "Submit your creation request" button.

- Once you choose a type, scroll down until you see the bottom of the page.
- Give your group a **SUBJECT**. This should be a brief, one-sentence description of your group. This will be what is displayed underneath its name on the public list.
- Choose a **TOPIC** for your group by clicking the **TOPIC DROP-DOWN ARROW**. The topics help organize your list on the main page.
- Give your group a detailed **DESCRIPTION** by entering text in the blank provided. The description is displayed when someone clicks the name of your group, and makes up the "home page" of your group. Use this area to provide more detail about your group, as well as subscribe and unsubscribe instructions (where applicable).
- Submit your creation request by clicking the button at the bottom of the page. If the name of your group has already been taken, you'll get an error message. Go back and give your group a different name and try again. Once successfully submitted, you can add members to the group (as described in the previous quick-start guide).

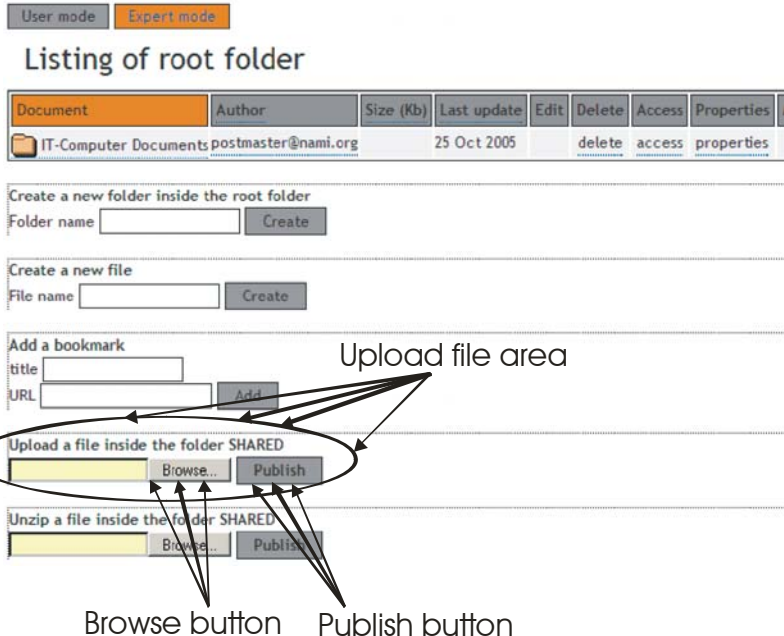
- Please note your group will not be able to transmit or receive messages until it has been activated by the list master. You will be notified by e-mail once your list is activated.

## Shared Files Area

- All mail groups are provided with a “shared file” area. This will allow you to place frequently-accessed files in a permanent area (by default) accessible only to members of your group.
- There are a number of different ways to access the shared file area of a group:
  - Log in to the system as described above
  - Click the ADMIN button beside the group (if you own it)
  - Click the name of the group (if you’re a member of it)
  - Visit [http://mailgroups.nami.org/sympa/d\\_read/\[groupname\]/](http://mailgroups.nami.org/sympa/d_read/[groupname]/), where [groupname] is replaced by the name of the group you want to access. Please note for most lists you’ll still need to log in to the system to see an archive.

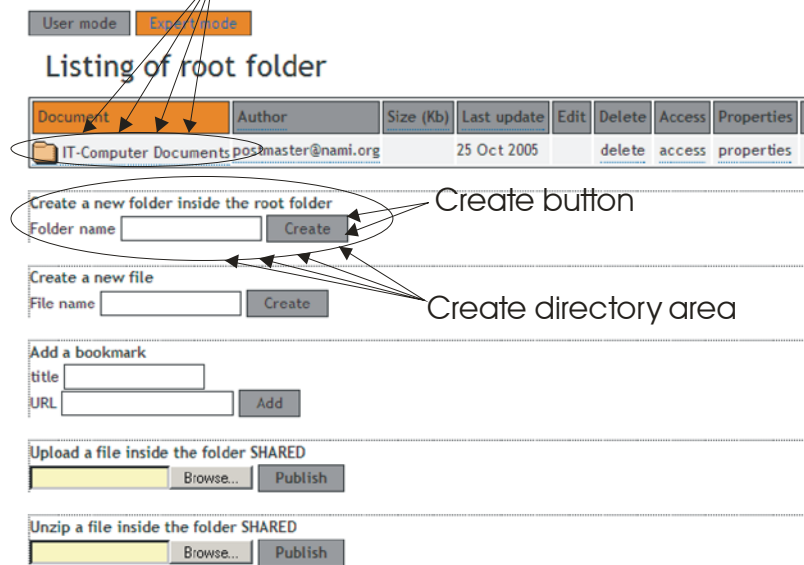


- You then click SHARED DOCUMENTS at the bottom-left of the page.
- If you’re a member of a group but not an owner, you’ll then see a list of files and folders available. Click the name of a file to download it, or the name of a folder to access the files inside it.
- Group owners will also be given the option of uploading, adding, or deleting files or folders for their shared area.



- To upload a file, first click the **BROWSE** button inside the section marked **UPLOAD A FILE INSIDE THE FOLDER**. Navigate to the location of your file, then click OK.
- Press the **PUBLISH** button to upload the file to the shared area.
- If you have a **lot** of files that need to be placed in a shared area, create a “zip” file containing them, and then use the **UNZIP A FILE** section just below the **UPLOAD A FILE** section to publish this zip file to your shared area. The system will then open the zip file and place the contents (uncompressed) in the shared area.
- If you do not know how to create a zip file, contact [scott@nami.org](mailto:scott@nami.org) for assistance.

Previously created folder



- To organize your files, you can place them in folders. To create a folder, enter its name in the FOLDER NAME blank in the CREATE DIRECTORY area, then press the CREATE button.
- To upload files into this new folder, click the folder's name once, then start uploading files as described above.