

EuresTools® Mail-List Manual

This manual explains, how to use the EuresTools® Mail-List interface at <http://lists.eurescom.eu>

Note: If you are already a member on a EuresTools mailing list, but have never logged into the system, please start reading the section "Obtaining your password".

Creating an account

Open <http://lists.eurescom.eu> in your web browser. Since you are not registered on the system yet, you will get the "anonymous user" view.

Now click the "Create Account" button in the upper left corner. On the following page, enter your email address and select a password to use with the mailing list system.

Optionally, you can enter your first and last name, as well as your Organization (Company) name.

When finished, click the "Create Account" button. The system will now send a confirmation message to the email address you entered. It contains a confirmation code that you must enter on the next page to complete the registration process. This is required to prevent typos in the email address, as well as fake registrations.

If the confirmation message does not arrive right away, you can also complete the registration later by clicking a hyperlink in the confirmation message.

After completing the registration, you will see the "Login" page.

Obtaining your password

If you are already a member on a list, an account has been created for you by the list maintainer. In this case, you can retrieve your password by going to the "Login" page (button in the upper left corner), entering your email address only, and clicking the "Reset password" button below. An email will be send to your address, containing the password. You can then log into the system.

Logging in

You can log into the system on the "Login" page (button in the upper left corner). Enter your email address and your password. It is recommended to leave the "Remember my login" option checked since it is required for viewing list archives.

Subscribing/unsubscribing and finding lists

When you are logged in, the list listing contains an additional column ("Subscription") for managing your subscriptions. If your current status is "unsubscribed" printed on orange, you can subscribe to the list by clicking into the "Subscription" column. If the subscription requires

approval by the list administrator, your status will show as "pending". Otherwise, you will be subscribed right away. If the subscription status is "unsubscribed" and printed in black, only the list administrator can add you to the list. If you only want to see lists where you are currently subscribed, check the "Subscribed only" checkbox in the table header. To find a specific list, enter a part of its name or domain in the "Filter" textbox and click "Set".

Managing lists as an owner

When you are the owner of one or multiple lists, you can manage the list, meaning you can subscribe and unsubscribe members, set list properties, appoint co-moderators and manage existing members information. You will also receive email notifications about new pending subscriptions and new list members. When you have logged into the list interface, check the "Owned only" box in the upper right corner of the table. You will then only see the lists on which you are the owner. To the left of each list entry, you will see four columns with a single character in them:

A - Add members or edit the list members in text mode.

P - Edit the list properties.

M - Manage existing list members.

C - Add co-moderators or edit the co-moderator list in text mode.

Each of these options will lead you to a new page. All of these pages have a help text, either visible right away, or as pop-ups that appear when you hover with the mouse-over a question-mark (?). When you receive "pending" subscription notifications, go to the "M" (manage members) page, and check the "Pending only" box in the upper right corner. You will then only see members in "pending" status. To add them to the list, check their boxes on the left side and select the "accept pending subscriptions" option in the drop-down menu at the bottom of the table. The rightmost column shows the usage statistics of the lists. The number behind "P:" indicates the number of postings sent to the list. The number behind "S:" shows how many individual recipients received an email. The number behind "B:" shows how many "Bounces" occurred. A bounce occurs if a mail cannot be delivered to a recipient, usually because of an incorrect email address. The next line shows the total number of kilobytes transferred by the list and the last line indicates since when the statistics are measured for that list.

Further information

Visit <http://www.eurescom.eu/EuresTools/CommunicationManagement/maillist.asp> to learn more about the features of our mailing-list tool.

Contact

If you have questions, please send an e-mail to services@eurescom.eu.