

# WebCUR

---

# ListServ

ListServ  
Help Manual

# WebCUR-ListServ Help Manual

## Table of Contents

---

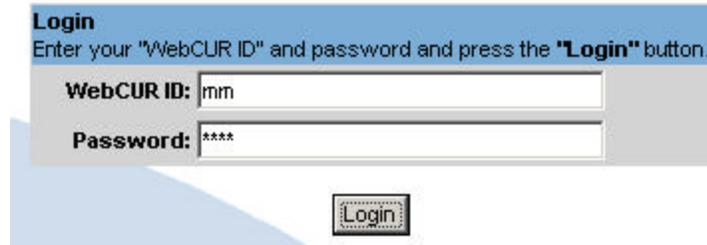
<b>System Overview .....</b>	<b>2</b>
<b>Getting Started.....</b>	<b>2</b>
<b>Send A List Message.....</b>	<b>4</b>
<b>Send A Web Page.....</b>	<b>5</b>
<b>Send A List Invitation.....</b>	<b>6</b>
<b>Manage List .....</b>	<b>7</b>
Change List Information .....	7
Change Your Password .....	8
Mailing List Options.....	8
Sending Options .....	10
Group Options .....	13
<b>Manage Subscribers .....</b>	<b>14</b>
View .....	14
Add.....	14
Remove .....	15
Statistics .....	16
Black List Rules.....	16
<b>Manage List Archive.....</b>	<b>17</b>
View Archive .....	17
Archive Options .....	18
<b>Manage Copy.....</b>	<b>19</b>
Email Messages .....	19
HTML Messages .....	20
Create a Back Link .....	21
<b>Manage Appearance.....</b>	<b>20</b>
Edit Template .....	21
Subscription Form HTML.....	22

**Overview**

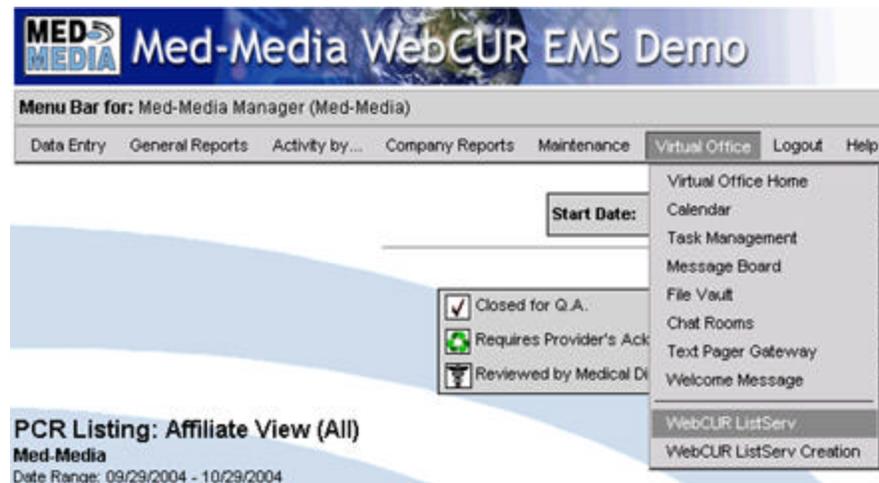
WebCUR's ListServ capabilities facilitate electronic based distribution lists. These mailing lists can focus on any type of discussion, for example one list may be dedicated to discuss a particular subject or a list can enable electronic discussion of a particular group or committee.

**Getting Started**

1. You will first need to login to the WebCUR System, using your Med-Media provided username and password.



2. Proceed to the toolbar at the top underneath the WebCUR banner. You should see a subtitle entitled "Virtual Office". Click on that and continue down to the dropdown portion of the menu and click on "WebCUR ListServ"



3. This page has all the available ListServ's available to your individual login account. There are those "Available Lists" that you are not subscribed to, and the "Lists Currently Subscribed", which you are subscribed to. If you want to subscribe or unsubscribe to a list, simply check the box for the particular list, and then click on either the "Subscribe" or "Unsubscribe" buttons.

**Available Lists (Not Subscribed):**

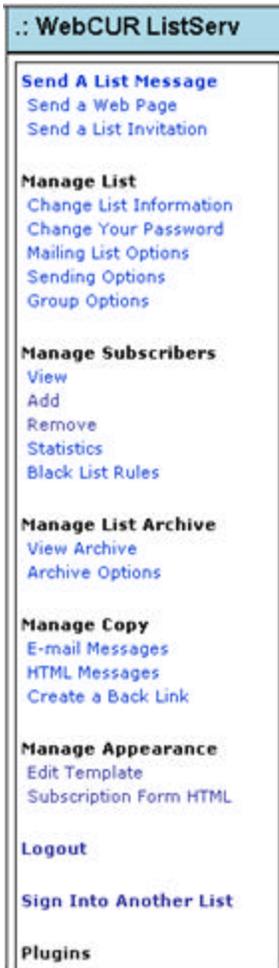
To subscribe from a list, check the lists below and press the "Subscribe" button.





If you simply want to manage the ListServ, click on that particular name. This is how and where you will manage all things related to your particular ListServ.

4. The toolbar on the left are the available options to configure and manage your ListServ. Below is an image and a brief description for all the options.



**Send A List Message** – This is where you send a list message out to all users and enter the contents of the message

**Send A Web Page**- Enter and web address and it will then be sent

**Send A List Invitation**- Send an invitation to an email address to join

**Manage List**

Change List Information – Manage List Information, such as list name, main email address, list description, privacy message, and address.

Change Your Password – Change current user password

Mailing List Options- Hide list, close list, validate emails option, Subscribe and Unsubscribe Options, Emails, and Notifications

Sending Options- Outgoing email and batch email options

Group Options-

**Manage Subscribers**

View – View subscribers

Add – Add subscribers

Remove – Remove subscribers

Statistics – View statistics on subscribers

Black List Rules – Manage rules to disallow subscribers

**Manage List Archive**

View Archive – View list of all ListServ emails sent

Archive Options – Options for archiving ListServ contents

**Manage Copy**

Email Message – Customize email messages sent by the ListServ.

HTML Messages – Customize html messages sent by the ListServ.

Create a Back Link – Feature not available

**Manage Appearance**

Edit Template -

Subscription Form HTML -

**Logout** – Sign out of ListServ management

**Sign Into Another List** – Sign into another ListServ

**Plugins** – None Available

**Send A List Message**

Basic View

**Subject**- A user defined field which will be the message header of the ListServ.

**Format**- A drop-down pick list where the user can select between Plain Text, HTML, Plain Text – HTML tags stripped, HTML – plain text version will be created

**Send Test Message To Owner** – This will only send the owner of the ListServ the message as a test

**Send List Message**- This will send the ListServ message to all users in the list

**I'm sure** – Check this to bypass confirmation popup

**Open in a new window** – This will open the ListServ message being sent in a new window

**Send a message to people subscribed to: PFESI Public**

[Advanced...](#)

**Subject:**   
**Format:**

I'm sure.  
 Open in a new window.

**Advanced View**

**From**- List message From email name and address  
**Reply-To** – Default email to reply to  
**Precedence** – Select from List, Junk, or Bulk  
**Priority** – Highest to Lowest  
**Subject** – Subject of List Email  
**Attachment1**, etc – Add one to multiple email attachments to the ListServ email

**Options** –  
HTML Version uses attached images – Check this to attach images to HTML email  
Archive This message – Check to archive  
Apply the list template to the HTML message – Check to apply list template to HTML message

**Start this mailing at this address** or **Start this mailing at email number**- Use this option for dropped mailings by entering the position to re-start the send

[Basic...](#)

**From:** 
**Reply-To:** 
**Precedence:**  HTML  
**Priority:**   
**Subject:**   
**Attachment 1**    
[more attachment fields...](#)

**Options:**  HTML Version uses attached images  
 Archive This message  
 Apply the list template to the HTML message

---

*These two options are helpful if, for some reason, your list mailing was dropped mid sending - you'll be able to pick up the mailing near where it was left off*

start this mailing at this address:

-or-

start this mailing at email number:

**Send a Web Page**

**Message Subject:** Subject of the Web Page ListServ message

**Web Page Address (URL):** This is the web URL, or web page address, in which you will be sending. The ListServ then takes that page, and creates that page, where it then sends that out to your email list. As stated, its advised to send a test message to yourself (the owner) as sometimes the page will not appear as it does in the browser.

**Advanced Options**

(This option can be hidden or shown by clicking on the Show/Hide Advanced Options)

*Images at this location should:*

- a. Have their URLs changed to absolute – images retrieved from URL
- b. be embedded in the message itself using the 'Content-Location' header – images saved in message using Content-Location
- c. be embedded in the message itself, using the 'Content-ID' header – images saved in message using Content-ID

Restricted URL Information

The username, password, and proxy fields are used for restricted sites and must be entered for the web page to be properly sent.

**Plain Text Version** – Used for cases when a person on the list does not have html compatible email – this is what they would view.

Send a web page to your subscribers. Enter the complete URL (including the http://) of the webpage you want to send out. It's well advised that you send a test message before committing on a real list sending.

**Note:** Mailing List Message email templates are not applied to webpage messages. It's advised that you put the necessary list information, including unsubscribe links, into the webpage itself.

**Message Subject:**

List Serving Zero message

**Web Page Address (URL):**

http://

**Show/Hide Advanced Options**

**Images at this location should:**

- have their URLs changed to absolute
- be embedded in the message itself, using the 'Content-Location' header
- be embedded in the message itself, using the 'Content-ID' header

**Restricted URL Information (optional)**

username:

password:

proxy:

**Plain Text Version (optional, but recommended)**

**Send Test Message To Owner**

**Send List Message**

**Send a List Invitation**

**Your Invitation List** – This is where you enter the email addresses to send the invitation. You can either hit Enter after each name or separate them by a comma.

**Subject:** - What the Subject line will say in the Invitation list email

**Text Message** – Contains the form email that will be sent out for the invitation. Note the words such as [list\_name], which is simply the name of the list - are called “tags” and are used throughout in the ListServ. (See Tag Table below)

**HTML Message** – Contains the form HTML message that will be sent out for the invitation. Again note the tags that can be used.

**Save these messages and the subject for future invitation messages** – Check this option to save this template for future use.

Send an invitation email by pasting the addresses of people you want to invite to your list, and then writing an invitation message. Your invitation list will be cleaned of duplicate addresses, people who are already subscribed to your list, invalid e-mail addresses and any black listed addresses.

**Your Invitation List:**

You can send the invitation message in plain text, HTML, or both. Type in your message in the appropriate text box, leaving either of them blank if no mailing of that format is desired

**Subject:**

**Text Message**

```

Hello!
I wanted to tell you about my email list, [list_name]:
[list_info]
I thought you might be interested in subscribing to it. If you
want to, just click this link:
[plain_list_subscribe_link]
This is a one-time mailing, you won't hear from us again, unless you
subscribe.
- [list_owner_email]
    
```

**HTML Message**

```

<p><b>Hello!</b></p>
<p>I wanted to tell you about my email list, [list_name]:</p>
<blockquote>
<p>[list_info]</p>
</blockquote>
<p>I thought you might be interested in subscribing to it. If you
want to, just click <b><a href="[plain_list_subscribe_link]"
target=out>here</a></b></p>
    
```

**Save these messages and the subject for future invitation messages**

**Tag Table**

<b>This Tag</b>	<b>Is Replaced With</b>
[subscriber_email]	The e-mail address of the subscriber
[list_name]	The name of your list
[list_info]	The description of your list
[list_privacy_policy]	The privacy policy of your list
[list_owner_email]	The list-owner's e-mail address
[list_admin_email]	The list-administrator's e-mail address
[program_url]	The url of this script, http://demo.webcur.com/webcur2/apps/ems/skins/demo/listserv/mail.cgi

**Change List Information**

<p><b>Short name-</b> This is used for technical purposes</p> <p><b>Name of List</b> – Enter or edit default name of list</p> <p><b>Owner Email</b> – This is used as the owner email of the ListServ. This is used frequently in the operation of the ListServ, as well as the option of sending tests to this email address.</p> <p><b>List Administrator</b> – This email address is used for sending email errors to. By default it sends it to the owner.</p> <p><b>Description of Demo ListServ</b> – A description of the ListServ</p> <p><b>Privacy Policy</b> – Enter a privacy policy explaining how email addresses will be used.</p> <p><b>Physical Address</b> – This is the physical address associated with this mailing list. This can be changed to your current location.</p> <p><b>Clear/Save Changes</b> – To clear all changes and revert back, click on Clear Changes. To Save changes click on Save Changes.</p>	<p>Your list's <b>short name</b> is: <b>2-3-2-1088617389</b></p> <p>What is the name of your list?  <input type="text" value="Demo ListServ"/></p> <p>What e-mail address corresponds to the list owner? When e-mails are sent, they are sent using this address.  <input type="text" value="jdoe@xyz.com"/></p> <p><i>optional</i> What e-mail address corresponds to the list administrator?, All e-mail errors will be sent to this address, instead of the list owner. If left, blank, this job will be left to the list owner, which might be just fine for you.  <input type="text" value="jdoe@xyz.com"/></p> <p>Description of Demo ListServ  <input type="text" value="This is a demo listserv list"/></p> <p>Please write a small privacy policy for your list. Some people don't subscribe to lists because they fear their e-mail addresses will be used for spamming purposes.  <input type="text" value="We monitor our servers to the extent necessary to ensure that high standards of maintenance are met. We"/></p> <p>What is the physical address associated with this mailing list?  <input type="text" value="Med-Media, Inc. 6301 Grayson Road M.S. 113 Harrisburg, PA 17111"/></p> <p><input type="button" value="Clear Changes"/> <input type="button" value="Save Changes"/></p>
---	--

### Change Password

<p>This area allows you to change your ListServ password. Simply enter your old password, then enter and re-enter the new password.</p>	<p>After you have changed your password, you will need to log back into this list's control panel.</p> <p>Enter your old password:  <input type="text"/></p> <p>Enter your new password:  <input type="text"/></p> <p>Re-enter your new password:  <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Clear Changes"/> <input type="button" value="Change Password"/> </p>
---	--

### Mailing List Options

<p><b><u>General</u></b></p> <p><b>Hide Your List</b> - This list will not be shown on the WebCUR ListServ main screen, have a list page, or be shown anywhere else to subscribe to. People will still be able to subscribe/unsubscribe with the proper information</p> <p><b>Close Your List</b> - No one will be allowed to subscribe to this list, subscribers can only be added via from the administration control panel. People can still unsubscribe at any time</p> <p><b>Lookup Hostnames When Validating Email Addresses</b> - When an email address is submitted to be validated, the domain of the address will be checked for its existence.</p> <p><b><u>Subscription Confirmations</u></b></p> <p><b>Send Subscription Confirmation Emails</b> - Subscribers will have to reply to a confirmation e-mail sent to their address. <b>STRONGLY</b> recommended.</p> <p><b>If submission for subscription confirmation is successful, redirect to this URL</b> – Web site where user will be redirected to after subscription is successful.</p> <p><b>If submission for subscription confirmation failed, redirect to this URL:-</b> Web site where user will be redirected to after subscription is successful.</p> <p>(Mailing List Options Continued)</p>	<p><b>General</b></p> <p><input type="checkbox"/> <b>Hide Your List</b>          This list will not be shown on the WebCUR ListServ <a href="#">main screen</a>, have a <a href="#">list page</a>, or be shown anywhere else to subscribe to. People will still be able to subscribe/unsubscribe with the proper information</p> <p><input type="checkbox"/> <b>Close Your List</b>          No one will be allowed to subscribe to this list, subscribers can only be added via from the administration control panel. People can still unsubscribe at any time</p> <p><input type="checkbox"/> <b>Lookup Hostnames When Validating Email Addresses. (mx lookup)</b>          When an email address is submitted to be validated, the domain of the address will be checked for its existence.</p> <p><b>Subscription Confirmations</b></p> <p><input checked="" type="checkbox"/> <b>Send Subscription Confirmation Emails (Double Opt-In)</b>          Subscribers will have to reply to a confirmation e-mail sent to their address. <b>STRONGLY</b> recommended.</p> <p><input type="checkbox"/> <b>If submission for subscription confirmation is successful, redirect to this URL:</b>  <input type="text"/></p> <p><input type="checkbox"/> <b>If submission for subscription confirmation failed, redirect to this URL:</b>  <input type="text"/></p>
--	--

<p><b><u>Subscriptions</u></b></p> <p><b>Receive Subscription Notices</b> Check to be notified every time someone subscribes to your list with a short email.</p> <p><b>Send Subscription Successful Emails</b> Check to enable to receive an email after a person subscribes.</p> <p><b>If a subscription is successful, redirect to this URL:</b> Check to enable and enter the successful URL</p> <p><b>If a subscription failed, redirect to this URL:</b> Check to enable and enter failed URL</p> <p><b><u>Unsubscription Confirmations</u></b></p> <p><b>Send Unsubscription Confirmation Emails (Double Opt-Out)</b> – Check to enable</p> <p><b>If submission for unsubscription confirmation is successful, redirect to this URL</b> – Check to enable and enter successful URL</p> <p><b>If submission for unsubscription confirmation failed, redirect to this URL</b> – Check to enable and enter unsuccessful URL</p> <p><b><u>Unsubscriptions</u></b></p> <p><b>Receive Unsubscription Notices</b> Check to be notified every time someone unsubscribes to your list with a short e-mail</p> <p><b>Send Unsubscription Successful Emails</b> Check to receive an email after a person unsubscribes.</p> <p><b>If an unsubscription is successful, redirect to this URL:</b> Check to enable and enter successful email</p> <p><b>If an unsubscription failed, redirect to this URL:</b> Check to enable and enter failed URL</p>	<p><b>Subscriptions</b></p> <p><input checked="" type="checkbox"/> <b>Receive Subscription Notices</b> Be notified every time someone subscribes to your list with a short email.</p> <p><input checked="" type="checkbox"/> <b>Send Subscription Successful Emails</b> After a person subscribes, an email will be sent to announce the subscription.</p> <p><input type="checkbox"/> <b>If a subscription is <i>successful</i>, redirect to this URL:</b> <input type="text"/></p> <p><input type="checkbox"/> <b>If a subscription <i>failed</i>, redirect to this URL:</b> <input type="text"/></p> <p><b>Unsubscription Confirmations</b></p> <p><input type="checkbox"/> <b>Send Unsubscription Confirmation Emails (Double Opt-Out)</b></p> <p><input type="checkbox"/> <b>If submission for unsubscription confirmation is <i>successful</i>, redirect to this URL:</b> <input type="text"/></p> <p><input type="checkbox"/> <b>If submission for unsubscription confirmation <i>failed</i>, redirect to this URL:</b> <input type="text"/></p> <p><b>Unsubscription Confirmations</b></p> <p><input type="checkbox"/> <b>Send Unsubscription Confirmation Emails (Double Opt-Out)</b></p> <p><input type="checkbox"/> <b>If submission for unsubscription confirmation is <i>successful</i>, redirect to this URL:</b> <input type="text"/></p> <p><input type="checkbox"/> <b>If submission for unsubscription confirmation <i>failed</i>, redirect to this URL:</b> <input type="text"/></p> <p><b>Unsubscriptions</b></p> <p><input checked="" type="checkbox"/> <b>Receive Unsubscription Notices</b> Be notified every time someone unsubscribes to your list with a short e-mail</p> <p><input checked="" type="checkbox"/> <b>Send Unsubscription Successful Emails</b> After a person unsubscribes, an email will be sent to announce the unsubscription.</p> <p><input type="checkbox"/> <b>If an unsubscription is <i>successful</i>, redirect to this URL:</b> <input type="text"/></p> <p><input type="checkbox"/> <b>If an unsubscription <i>failed</i>, redirect to this URL:</b> <input type="text"/></p> <hr/> <p style="text-align: center;"> <input type="button" value="Clear Changes"/> <input type="button" value="Save List Options"/> </p>
---	--

## Sending Options

***It is strongly recommended that you contact your system administrator and Med-Media before changing any of the Sending Options SMTP settings.***

**Send E-mail Using SMTP** – Check this to send all e-mail from WebCUR ListServ using a straight SMTP connection instead of through a mail program such as sendmail. *See the next section for SMTP settings.*

**Enable Batch Sending** *You must enable batch sending for batch sending to start working (check to enable).* Lists under 100 people may not need it at all. Below choose the number of messages to be sent out every x amount of seconds.

**Receive Batch Confirmations** Check to receive notices by e-mail every time a batch is complete. You'll be told what batch WebCUR ListServ is on and how many people have received your message so far.

**Receive Finishing Message** Receive notice by e-mail when WebCUR ListServ has sent all your list messages.

*Click on Advanced to see further batch options (see following section after SMTP settings for further options).*

WebCUR ListServ is able to send its bulk mailings in "batches", allowing you, to send to a fairly large list without browser timeouts, or your mail program, complaining about too many messages being sent at once.

WebCUR ListServ will send as many individual messages as you specify. After that mailing is over it will wait the amount of time you set before it sends out its next batch. This pattern will repeat until all subscribers receive a copy of your message.

**Send E-mail Using SMTP** send all e-mail from WebCUR ListServ using a straight SMTP connection instead of through a mail program such as sendmail.

[SMTP settings...](#)

**Enable Batch Sending** You must enable batch sending for batch sending to start working. Lists under 100 people may not need it at all.

---

Send  Messages  
 Every

---

**Receive Batch Confirmations** Receive notices by e-mail every time a batch is complete. You'll be told what batch WebCUR ListServ is on and how many people have received your message so far.

**Receive Finishing Message** Receive notice by e-mail when WebCUR ListServ has sent all your list messages.

[Advanced ...](#)

**SMTP Settings**

*It is strongly recommended that you contact your system administrator and Med-Media before changing any of the Sending Options SMTP settings.*

**SMTP Server**- The server name or IP address of the SMTP server

**Port** - The port of the SMTP server

**Connection Tries** - Number of times it tries connecting to the SMTP server before quitting.

**Use SMTP Authentication (SASL)** – Check to enable and then enter username and password to authenticate to SMTP server.

**Use POP before SMTP Authentication** – Check to enable this option. Then enter POP3 server name or IP address, then enter the username and password.

*Click on the Test POP-before-SMTP settings button once to test the entered settings.*

**Set the Sender of SMTP mailings to the list administration email address**

Check to enable this which will ultimately set the 'Return-Path' email header to the list administration email address (webmaster@med-media.com), and bounced messages will return to that address. Otherwise, they will go to the list owner.

SMTP Server:

Port:

Connection Tries:

---

Use SMTP Authentication (SASL)  
 username:   
 password:

---

Use POP-before-SMTP Authentication  
 A connection to your POP Server will be created before any mail will be sent. This can authenticate your outgoing mail requests, if your SMTP server uses POP-before-SMTP or your SMTP server does not use SASL.

POP-before-SMTP Authentication will require your username and password for your POP3 Account:

POP3 server:   
 POP3 username:   
 POP3 password:

**Test POP-before-SMTP settings**

---

Set the Sender of SMTP mailings to the list administration email address  
 This will ultimately set the 'Return-Path' email header to the list administration email address (webmaster@med-media.com), and bounced messages will return to that address. Otherwise, they will go to the list owner.

---

**Clear Changes**    **Save Changes**

Default Precedence of Bulk Mailings:

Default Priority of Bulk Mailings:

Default Character Set of Mailings:

Default PlainText Message Encoding:

Default HTML Message Encoding:

Default Content Type of Mailings:

Send all e-mails with only the address in the 'To' and 'From' message headers  
 Some SMTP servers get confused when 'To:' and 'From:' mail headers contain both the address and name (example: "John Smith" <johm@smith.com>)  
 All messages sent will only contain the actual address (example: johm@smith.com)

Print list-specific headers in all list emails  
 List-specific headers store information on how to subscribe and unsubscribe from a list, as well as other list specific information, in the header of the email. **It is highly advised to take advantage of these headers.**

Add the Sendmail '-f' flag when sending messages,

<p><b><u>Advanced Sending Options</u></b> –  <u>It is not recommended changing any of these settings, unless you are sure of what you are doing, or else contact Med-Media before proceeding.</u></p> <p><b>Default Precedence of Bulk Mailings</b> - Select precedence for Bulk Mailings from the drop-down list</p> <p><b>Default Priority of Bulk Mailings</b> - Select priority for Bulk Mailings from the drop-down list</p> <p><b>Default Character Set of Mailings</b> – Select character set of mailings from the drop-down list.</p> <p><b>Default PlainText Message Encoding</b> - Select plain text encoding of mailings from the drop-down list.</p> <p><b>Default HTML Message Encoding</b> - Select HTML message encoding of mailings from the drop-down list.</p> <p><b>Default Content Type of Mailings</b> - Select content type of mailings from the drop-down list.</p> <p><b>Send all e-mails with only the address in the 'To' and 'From' message headers</b> – Check to enable this feature</p> <p><b>Print list-specific headers in all list emails</b> – Check to enable this feature</p> <p><b>Add the Sendmail '-f' flag when sending messages, using /usr/sbin/sendmail</b> - Check to enable this feature</p> <p><b>Print the 'Errors-To' header in all list emails</b> - Check to enable this feature</p> <p><b>Print the 'Return-Path' header in all list emails</b> – Check to enable this feature</p> <p><b>Use the Habeas Warrant Mark</b> - Check to enable this feature</p>	<p><b>Default Precedence of Bulk Mailings</b> <input type="text" value="list"/></p> <p><b>Default Priority of Bulk Mailings</b> <input type="text" value="normal"/></p> <p><b>Default Character Set of Mailings</b> <input type="text" value="English (en) iso-8859-1"/></p> <p><b>Default PlainText Message Encoding</b> <input type="text" value="@bit"/></p> <p><b>Default HTML Message Encoding</b> <input type="text" value="@bit"/></p> <p><b>Default Content Type of Mailings</b> <input type="text" value="text/plain"/></p> <p><input checked="" type="checkbox"/> <b>Send all e-mails with only the address in the 'To' and 'From' message headers</b>          Some SMTP servers get confused when 'To:' and 'From:' mail headers contain both the address and name (example: "John Smith" &lt;johm@smith.com&gt;) All messages sent will only contain the actual address (example: john@smith.com)</p> <p><input checked="" type="checkbox"/> <b>Print list-specific headers in all list emails</b>          List-specific headers store information on how to subscribe and unsubscribe from a list, as well as other list specific information, in the header of the email. <b>It is highly advised to take advantage of these headers.</b></p> <p><input type="checkbox"/> <b>Add the Sendmail '-f' flag when sending messages, using /usr/sbin/sendmail</b>          Sometimes the Return-Path header, useful when dealing with bounced emails, will not get set correctly. To fix this, messages will be sent with the '-f' flag and the admin email:   <pre>]/usr/sbin/sendmail -t -f mkatz@med-media.com</pre></p> <p><input type="checkbox"/> <b>Print the 'Errors-To' header in all list emails</b>          The 'Errors-To' header is used to tell mail servers where to direct a message when an error in delivery occurs. This header has been <b>deprecated</b></p> <p><input type="checkbox"/> <b>Print the 'Return-Path' header in all list emails</b>          The 'Return-Path' header works much like setting the '-f' flag. Alternatives to Sendmail (like Qmail) allow you to use the Return-Path header.</p> <p><input type="checkbox"/> <b>Use the Habeas Warrant Mark</b>  <b>Warning!</b> Use of the Habeas Water Mark must be in accordance with a license from Habeas (see <a href="http://www.habeas.com">http://www.habeas.com</a> for details).           "Habeas SWE" is or is part of a trademark of Habeas, Inc., 3045 Park Blvd., Palo Alto, CA 94306</p> <p style="text-align: center;"> <input type="button" value="Clear Changes"/> <input type="button" value="Save Changes"/> </p>
--	--

**Group Options**

**Make Your List a Group List**

Check to allow everyone subscribed to your list can send to e-mails to everyone else on your list.

**Allow Variable Interpolation In Group Mailings**

Check to enable this feature. Variable Interpolation means that pseudo tags like this: [program\_url] will be changed to what they really are

**Only Allow Plain Text Messages To Be Sent From Group Members**

Check to enable the ability so that only e-mails seen as being plain text (no HTML) will be allowed to post to the group

**Add the list name to the subject of group mailings**

Check to enable so that the list messages will be sent out with the list name at the beginning of the message, surrounded by brackets. This helps subscribers with identifying an e-mail message that originates from your list.

**Automatically have replies to messages directed to the group**

Check to enable. A 'Reply-To' header will be added to group list mailings that will direct replies to list messages back to the list.

**Send Posters Their Own Message**

Check to enable. People who post messages to the list will receive their own email messages.

You can use the `dada_send.pl` to send e-mails using your mail reader, such as Outlook or Eudora. `dada_send.pl` can also be used to set up group lists, where everyone on your list will be able to send to everyone else on your list, using a special address

Please be sure that `dada_send.pl` is properly installed before you use it!

- Make Your List a Group List**  
Everyone subscribed to your list can send to e-mails to everyone else on your list.
- Allow Variable Interpolation In Group Mailings**  
Variable Interpolation means that pseudo tags like this: [program\_url] will be changed to what they really are  
(<http://demo.webcur.com/webcur2/apps/ems/skins/demo/listserv/mail.cgi>)
- Only Allow Plain Text Messages To Be Sent From Group Members**  
Only e-mails seen as being plain text (no HTML) will be allowed to post to the group
- Add the list name to the subject of group mailings**  
List messages will be sent out with the list name at the beginning of the message, surrounded by brackets. This helps subscribers with identifying an e-mail message that originates from your list.
- Automatically have replies to messages directed to the group**  
A 'Reply-To' header will be added to group list mailings that will direct replies to list messages back to the list.
- Send Posters Their Own Message**  
People who post messages to the list will receive their own email messages.

Clear Changes

Save Changes

## Manage Subscribers

### View

This area displays all of the current subscribers to the ListServ. You can check all of the names in the list, or uncheck all by clicking on the links.

**Unsubscribe Checked Emails**- After checking selected email addresses, you can then click on Unsubscribe Checked E-mails to remove the selected email addresses.

**Search Addresses** – Enter a specific email address and then enter click on Search Addresses to find a specific email address

**Open List in New Window** – This will open a new window in which the list will show up in text format

**Send list to List Owner** – This will send a text file of all list subscribers to the List owner

**View Options** – This will open up a new screen which allows the number of subscribers at one time

Subscribers 1 to 2      Total number of subscribers: 2 add...

Email
<input type="checkbox"/> @med-media.com
<input type="checkbox"/> demo@med-media.com

[check all :: uncheck all](#)

**Unsubscribe Checked E-mails**

---

Search List For a Particular Address:  
 **Search Addresses**

---

**Open List in New Window**      **Send list to List Owner**

[View Options...](#)

Show  subscribers at one time

**Clear Changes**      **Save Changes**

[<- View Subscription List](#)

### Add

To add email addresses to the ListServ, enter each name and then either separate it by a comma, or hit the Enter key (carriage return). Then click on “Submit E-mail List”.

**Skip Confirmation Screen** – After clicking on “Submit E-mail List”, by default it will then proceed to take you to a confirmation screen. If you would like to bypass this screen, check “Skip Confirmation Screen”.

Alternatively, there is the ability to import from a file containing the email addresses that you would like to be added to the list. The file should be in a comma separated values format (.csv) or be separated by a carriage return. Click on Browse... to select the file. For more information please contact Med-Media.

To Add e-mails, enter the addresses below, seperated by spaces, commas or carriage returns. Extemely large lists added (over 1000 addresses) may take a minute or two to process, so please exercise patience.

Skip Confirmation Screen

Alternatively, import from a file containing the email addresses would like to be added to the list

**Browse...**

**Submit E-mail List**

**Remove**

To delete an e-mail address, enter it into Your Delete List. You can also pick the e-mail from Your Subscription List (if available). Scroll through the e-mail addresses, select it and press **Copy to Delete List>>** . After you are finished, press **Submit E-mail List**. By pressing **Re-Enter E-mail List**, this will clear everything currently under the Your "Delete List" box.

Alternatively, you can remove email addresses by using a file containing the email addresses you would like to be removed to the list. The file should be in a comma separated values format (.csv) or be separated by a carriage return. Click on Browse... to select the file. For more information please contact Med-Media.

**Search Addresses** - Enter a specific email address and then enter click on Search Addresses to find a specific email address. If it finds the email address, you can then delete the address by checking the name and clicking on "Delete Checked"

To delete an e-mail, enter it into **Your Delete List** You can also pick the e-mail from **Your Subscription List** (if available). Scroll through the e-mail addresses, select it and press **Copy to Delete List>>**. After you are finished, press **Submit E-mail List**



Alternatively, use a file containing the email addresses you would like to be removed to the list.

You can also search for the address yourself, and delete the results of your search

Search List For a Particular Address:

**Subscriber Statistics**

Subscriber Statistics can be used to break down the different email addresses and the ISP's or popular email services and their use in the current ListServ.

If you wanted to see all the addresses with a .com you could click on .com and it will show you all those addresses. The same for the ISP's or services of emails. You can view all the AOL, Yahoo, Hotmail, etc services.

E-mail addresses sorted by **Top Level Domains**, click on the particular domain to view the list of e-mails from that top level domain

Domain	Number	Percent
biz	0	0.00%
com	2	100.00%
edu	0	0.00%
gov	0	0.00%
info	0	0.00%
mil	0	0.00%
net	0	0.00%
nu	0	0.00%
org	0	0.00%
us	0	0.00%
Other	0	0.00%

E-mail address sorted by popular E-mail or ISP **Services**, click on a service to see the list of e-mails from that particular service

Service	Number	Percent
AOL	0	0.00%
Compuserve	0	0.00%
Excite Mail	0	0.00%
Hotmail	0	0.00%
.Mac	0	0.00%
MSN	0	0.00%
PO Box	0	0.00%
Prodigy	0	0.00%
Yahoo!	0	0.00%
Other	2	100.00%

**Black List Rules**

A black list is like a set of rules that say who cannot subscribe to your list. You can disallow a single e-mail address by adding that e-mail address (you@yours.com) to the black list. In order to activate the black list, **click on turn on black list**. After doing this, it should say "Black List Rules are inactive". Then to add an email address to the black list, simply type in the email address, and then click on Add. If you want to remove an email address, check the name(s) and then click on **Delete Checked**.

You can also use the black list to match a part of an e-mail address, adding '.com' to the black list will disallow anyone that has '.com' in their e-mail address.

**Black List Options**

Move e-mail addresses that have just been unsubscribed to the black list – Check to enable

Allow past subscribers to subscribe again, even though they are black listed – Check to enable

Allow administration to subscribe black listed e-mail addresses – Check to enable

A black list is like a set of rules that say who cannot subscribe your list. You can disallow a single e-mail address by adding the e-mail address (you@yours.com) to the black list.

You can also use the black list to match a part of an e-mail address, adding '.com' to the black list will disallow anyone that has '.com' in their e-mail address.

Black List Rules are **inactive** turn on black list

**Your Black List**

check all :: uncheck all

Delete Checked

Add

**Black List Options**

- Move e-mail addresses that have just been unsubscribed to the black list
- Allow past subscribers to subscribe again, even though they are black listed
- Allow administration to subscribe black listed e-mail addresses

Clear Changes Save Changes

## Manage List Archive

### View Archive

View Archive allows the user to view all messages sent out to the ListServ users. To view the message sent out, click on the link.

**Delete Checked** – Check all messages you want to delete then click on the Delete Checked button.

**New Archived Message...** - Click on this to archive a message, which it will then take you to a new page. On the new page it will display a date picker. Select the date and time, type in a Subject, and then type in the Message. Then choose an option in the “Treat this message as:” drop down list and then click on **“Create New Archived Message”**

Here is the list of the archived messages for List Serving Zero. To delete an entry, check it and press “Delete Checked”

1.  [List Serving Zero message](#)  
*Sent October 26th, 2004*
2.  [List Serving Zero message](#)  
*Sent October 26th, 2004*
3.  [List Serving Zero Message](#)  
*Sent October 29th, 2004*
4.  [List Serving Zero message](#)  
*Sent October 29th, 2004*
5.  [List Serving Zero Message](#)  
*Sent November 1st, 2004*

check all :: uncheck all

**Delete Checked**

**New Archived Message...**

Date:

1 / 1 / 1980 - 0 : 0 : 0

Subject:

Message:

Treat this message as: text/plain

**Clear Changes**

**Create New Archived Message**

**Archive Options**

**Archive Your Messages**

Check to enable any messages already archived will still be available to your visitors

**Display Your Archives**

Check to enable so that messages will still be archived unless you choose not to above. Archived messages will still be viewable in your control panel

**Add a Subscription Form to the Archive Pages**

Check to enable so that a subscription form will be added with the name of the list and the description of list at the bottom of every archive page.

**Add a Search Form to the Archive Pages**

Check to enable to allow your visitors to easily search through your list's archives.

**Add a "send this archive to a friend" form**

Check to enable the ability so users of the ListServ will be able to send archived messages they find interesting to friends.

**Advanced Options**

**Show archive messages until the message signature** – Check to enable Archived messages will be displayed until double dashes ('--'), are reached in the message. This is a popular convention to clue systems that work with e-mail as to where the message stops and the signature begins.

**Sort Your Archives In:** Choose either Chronological Order or Reverse Chronological Order for display purposes

**Show Archive Dates with The:** Choose Day, Month, Year, Hour/Minute, and Seconds

**Publish your archives index in RSS** – Check to enable this feature

**Archive Your Messages**  
Any messages already archived will still be available to your visitors

**Display Your Archives**  
Messages will still be archived unless you choose not to above. Archived messages will still be viewable in your control panel

**Add a Subscription Form to the Archive Pages**  
A subscription form will be added with the name of the list and the description of list at the bottom of every archive page.

**Add a Search Form to the Archive Pages**  
Allow your visitors to easily search through your list's archives

**Add a "send this archive to a friend" form**  
Visitors will be able to send archived messages they find interesting to friends

[Advanced.](#)

**Show archive messages until the message signature**  
Archived messages will be displayed until double dashes ('--'), are reached in the message. This is a popular convention to clue systems that work with e-mail as to where the message stops and the signature begins.

**Sort Your Archives In:**

Chronological Order

Reverse Chronological Order

**Show Archive Dates With The:**

Day (Wednesday)

Month (September)

Year (2000)

Hour and Minute (9:30)

Second (:59)

Show the archived message **index**  
with  links at a time

**Publish your archives index in RSS**  
The archive RSS is located [here](#).

[Basic.](#)

**Manage Copy  
Email Messages**

You can customize many of the e-mail messages WebCUR ListServ sends. WebCUR ListServ uses 'Pseudo Tags' to represent data that may change regularly. Use the Pseudo tags to represent Information like subscription or unsubscription links or your list name. The entire list of available tags is in the table after the conclusion of this section. Make changes as needed and then click on the **Save All Changes** button. Clear All Changes will clear all changes made since entering this screen.

**Subscription Confirmation E-Mail:**

This e-mail is sent when someone requests to be subscribed to your list.

**Unsubscription Confirmation E-Mail:**

This e-mail is sent when someone requests to be unsubscribed to your list

**Subscription Successful E-Mail Message:**

This e-mail is sent after the confirmation e-mail and the person replies to the confirmation.

**Unsubscription Successful E-Mail Message:**

This e-mail is sent after someone unsubscribes from your list.

**Mailing List Message (Text Version):**

This is the mailing list message (Text Version). The bottom of the e-mail should at least provide how to unsubscribe from the Mailing List.

**Mailing List Message (HTML Version):**

This is the mailing list message (HTML version). The bottom of the e-mail should at least provide how to unsubscribe from the Mailing List.

**Not Allowed to Post Message:**

People who are not allowed to post to the list will receive this message.

**Send Archived Message to a Friend (Text Version):** Message sent to a Friend text version

**Send Archived Message to a Friend (HTML Version):** Message sent to a Friend in HTML version

You can customize many of the e-mail messages WebCUR ListServ sends. WebCUR ListServ uses 'Pseudo Tags' to represent data that may change regularly. Use the Pseudo tags to represent Information like subscription/unsubscription links or your list name. The entire list of available tags is at the end of this page.

**Subscription Confirmation E-Mail:**

This e-mail is sent when someone requests to be subscribed to list

This message has to be sent to you as the final step to confirm your email list subscription for the following list:  
[list\_name]  
To confirm this subscription, please follow the below URL:  
<[list\_subscribe\_link]>

Clear All Changes

Save All Changes

**Unsubscription Confirmation E-Mail:**

This e-mail is sent when someone requests to be unsubscribed your list

This message has to be sent to you as the final step to confirm your email \*removal\* for the following list:  
[list\_name]  
To confirm this subscription, please follow the below URL:  
<[list\_unsubscribe\_link]>

Clear All Changes

Save All Changes

This Tag	Is Replaced With
[subscriber_email]	The e-mail address of the subscriber
[list_name]	The name of your list
[list_info]	The description of your list
[list_privacy_policy]	The privacy policy of your list
[list_owner_email]	The list-owner's e-mail address
[list_admin_email]	The list-administrator's e-mail address
[program_url]	The url of this script, http://demo.webcur.com/webcur2/apps/ems/skins/demo/listserv/mail.cgi

### HTML Messages

You can customize many of the HTML screens WebCUR ListServ produces. WebCUR ListServ uses 'Pseudo Tags' to represent data that may change regularly (see table above).

#### Subscription Confirmation Screen:

This text is shown after someone enters their e-mail address to subscribe to your list

#### Subscription Successful Screen:

This text is shown after the subscriber clicks on the confirmation e-mail's subscription link

#### Unsubscription Confirmation Screen:

This text is shown after someone enters their e-mail address to unsubscribe to your list

#### Unsubscription Successful Screen:

This text is shown after someone unsubscribes

You can customize many of the HTML screens WebCUR ListServ produces. WebCUR ListServ uses 'Pseudo Tags' to represent data that may change regularly.

#### Subscription Confirmation Screen:

This text is shown after someone enters their e-mail address to subscribe to your list

```
<h3>Please confirm your mailing list
subscription</h3>

<p>An email message has been sent to the
following address:</p>

<blockquote>
<p>
<strong>
```

**Clear All Changes**      **Save All Changes**

#### Unsubscription Confirmation Screen:

This text is shown after someone enters their e-mail address to unsubscribe to your list

```
<h3>Please confirm your mailing list
unsubscription</h3>

<p>An email message has been sent to the
following address:</p>

<blockquote>
<p>
<strong>
```

### Create Back Link

Enter Your Website's Name and its Web Address to create a back link in pages presented to your visitors, then click on **Change Back Link**. Both the Site Name and Site URL are needed to make the link. Just leave both text fields blank to remove the link.

Enter Your Website's Name and its Web Address to create a back link in pages presented to your visitors. Both the Site Name and Site URL are needed to make the link. Just leave both text fields blank to remove the link.

Site Name:

Site Address: (http://)

### Manage Appearance Edit Template

WebCUR ListServ uses 'pseudo tags' to format its information on a webpage. These tags are replaced with the information they represent when shown to your visitors. The pseudo tags available are at the bottom of this screen.

There is also the alternative of using another URL as the template. Simply select **Use this URL as the template** and then enter the URL of that page underneath. Then you can **Preview the Template** in another window, **Change Template** and save changes, **Clear Changes** to any changes made, or **Revert to Default**, which goes to the default settings.

*It is recommended knowing HTML and CSS (Cascade Styling Sheets) before changing any of this information.*

WebCUR ListServ uses 'psuedo tags' to format its information on a webpage. These tags are replaced with the information they represent when shown to your visitors. The psuedo tags available are at the bottom of this screen.

**Use This Information For The Template:**

```
<!-- start header -->
<!-- Dada Mail is Copyright 1999 - 2004 Justin Simoni -->
<!-- http://dadamail.org -->

<html>
<head>
<title>[message]</title>

<style>

<!--
body{font-family:verdana,arial;font-size:11px}
p{font-family:verdana,arial;font-size:11px;line-height:125%}
td{font-family:verdana,arial;font-size:11px}

p.title{font-family:arial;font-weight:bold;font-size:16px;font-
```

**Use this URL as the template:**

This Tag	Is Replaced With
[dada]	Instructions, warnings and general information. this tag is <b>needed</b> think of this tag as the content of your webpage.
[message]	A brief header describing what the message on the screen is about
[version]	Shows the version of the script

### Subscription Form HTML

The Subscription Form is the HTML form placed on your website so that users may signup. You may change what the signup form will look like by typing what you want in the text boxes below. Click **set** to change the code in the main text box, click preview to see what it will look like.

**Form Field Size** – Select small, medium or large.

**Form Field Label** – Enter the name of the Form Field Label

**Put Subscription Unsubscription Radio Buttons?** – Select either no or yes to display radio buttons

**Button Label** – Enter the name of the button to be displayed on the subscription form

**Preview HTML** – This will open a new window in which the new Subscription Form HTML will show up.

You may change what the signup form will look like by typing what you want in the text boxes below. Click "set" to change the code in the main text box, click preview to see what it will look like.

**Form Field Size**    
**Form Field Label**    
**Put Subscription Unsubscription Radio Buttons?**    
**Button Label**

Copy the code in the text box and add it to any page on your site.

```

<form
action="http://demo.webcur.com/webcur2/a
pps/ems/skins/demo/listserv/mail.cgi">
  <input type="hidden" name="flavor"
value="subscribe">
  <input type="hidden" name="list"
value="2-3-2-1088617389">
  <input type="text" name="email"
value="email address"
onfocus="this.value="";return false;">
  <input type="submit" value="Submit">
</form>
    
```

(will open a new window)

## Revisions

---

Content and Screen Shots	12-01-04	BEE
--------------------------	----------	-----