Shared Audio

• Share comments, questions, jokes…
• Please state your name when asking a question
• Mute out background noise and music
What You’ll Learn

• How to use ListManager’s discussion forum interface
• Create, run and administer discussion groups
Agenda

- Introduction to Discussion Lists
- The Discussion Forums Interface
- Discussions Via Email
- Creating Discussion Forums
- Administration of Discussion Forums
- Moderating Messages
- Discussions Tools
- Q & A
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What is a Discussion List

• Share information between list members
• List may be *moderated* or *unmoderated*
• Members may participate via email, or through the *Discussion Forum Interface*
Management

• Who can join and how?
• Who can post?
• How should postings appear
• Can archived messages be seen and by who?
Use the “Welcome Message” to have clear list rules

- What is the list’s purpose?
- What is relevant and on-topic?
- What is expected?

Moderate the list if membership is open

- Use number moderation to “prove” new members if you don’t want to moderate everything
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How to Access a Forum

Access the Forum’s Interface by:
• Main Discussions Forum Interface URL
• Particular Discussion Forum Interface URL
• ListManager’s Home Page
Access Via URL

• Access the Discussion Forum Interface by going to
  http://yourlistmanagerurl/read/

• Access a particular forum by adding to the end of the URL the forum name
  ?forum=forumname
Access Via ListManager

Easily access the Discussion Forum from the ListManager interface in the “Shortcuts” area.
Log in to see your forums, messages, or to edit your account
• Create a message
• Read messages
• Reply to a message
• View messages from a particular author
Send a Message

Create a new message, and…
A new message will be a new message thread
Administrators can “Edit” and “Delete” a message.
Search for a particular word or set of words used in a message. Advanced allows you to exclude a word.
Conference allows you to chat with others, if enabled.
Edit your account settings. Change membership type when enabled.
Membership Types

- **Mail**: Receives messages via as sent
- **Nomail**: Receives no mail from the list
- **Digest**: Receives messages in once-a-day digest
- **MIME-Digest**: Receives messages in a format that preserves encoding (makes HTML readable)
- **Index**: Receives message subjects once a day
See what forums you have subscribed to. You may unsubscribe from lists on this page.
See and “Subscribe” to available forums
Learn more about a forum. You many need to be a member to view this information.
Discussions Via Email

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Contribute via email by writing to list@servername.com
Write to admin at list-owner@servername.com
Manage Your Subscription

- **Subscribe** by writing to list@servername.com
- **Unsubscribe** by writing to leave-list@servername.com
- **Set list options** by writing to lyris@servername.com

Use *login* and *set* commands. E.g:

- `login yourpassword`
- `set listname digest`
Approval by Email

Moderate via email by sending `moderate approve` command to lyris@yourservr address

The attached message destined for listmanager-discuss has been received. This message requires your approval before it will be sent to the list.

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To approve this message, send the following two line message to lyris@clio.lyris.net

login (enter your password here)
moderate approve 101176
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Log In

- Use your email address (not your name) and password
- Each admin should have a separate account
New List (Step 1)

Site and server administrators may create a new list.
New List (Step 2)

Select the “Purpose of the List”

**Moderated or unmoderated**

Each list will have its own default settings

Moderated requires admin approval of postings; unmoderated does not
List will require:

- Name (no caps & no spaces)
- Admin Email
- Password
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Use list settings to:
- Specify New Subscriber Policy
- Set email & Web submitted content preferences
- Set interface features
Set the rules for how people join your list.
Email Submitted Content

Features for email submitted messages
Message Wrapping (1)

Modify how messages look (e.g., unsub footers)
Sample of footer from email

You are currently subscribed to ana-disc as: ana@lyris.com.
To unsubscribe click here: http://demoent.lyris.com/u?id=387368N&n=T&l=ana-disc&o=9626
or send a blank email to leave-9626-387368N@demoent.lyris.com
Specify whether only administrators can send and if messages can be submitted via email.
Specify if list is moderated and if approval is required
Rewrite date of when mailing is sent out
Header Rewrites

- From: The email address and name of the author of the message
- Reply To: “Author" or "nochange"
- To: The email address of the list will be entered.
Determine how members interact with the forum interface, and what kind of information they can the about your list.
• Define whether or not this list is accessible in the ListManager discussion forum interface

• Allow archiving and searching to members and non-members
New Subscriber Requirements

Allow members to set various membership options (e.g. digest) and control how members join the list
Determine how members may access the conference feature
Discussion Group Features

- Make postings anonymous
- Allow anyone to post
- Accept duplicates, blanks
- Limit length, number of messages, quoting
• Prepend the list name in the subject
• Make posting anonymous
Define who has rights to post and view member list. By default it’s considered confidential and only viewed by admins.
ListManager, by default, will not allow a blank subjects and a blank body
• Members may opt to receive digests
• Admin may specify moderation for particular members that overrides list settings
Determine whether this member is a list administrator and what functions they have right to
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Mailing Approvals

Approve messages quickly and easily through the administrator’s GUI
Approval Wizard

Easily “send” or “reject” a message
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Create your own custom automated messages
The Document Content will specify your message
Automated Messages (Step 2)

Edit a previously created template for easy content creation
Automated Messages (Step 3)

Select the internal name and description

Add in the header information
Edit the preexisting text and place your message in the HTML and text area.
Automated Messages (Step 5)

Save the content
The Association informs the system when specific content should be deployed based on a specific trigger event.
Document Association (Step 2)

Create New Association
1. Choose the “Message Type”
2. Specify the “Document” to be sent
3. Set Default to “yes”
Save the Association
Match Phrases (Step 1)

Trigger various actions based on text in a message and place security restrictions
• Receive an alert that the phrase is being used
• Reject the message automatically
• Send an automated message to sender (e.g., “Your posting has been rejected because you said x”)
Autoresponders can send list rules to members when they write to the autoresponder address.
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