MMLIST Listserv User's Guide
for ICORS.ORG

12/12/06 Version 1.1

To Send Mail to the Listserv:
mmlist@listserv.icors.org

Only Subscribed Users can send mail to the Listserv.
Anyone can have a Subscription.

The MM "Main List" MMLIST is "Open Subscription" - Anyone with an Email address can subscribe and gains full Member access. We do not require anything else of our subscribers. (With the one exception that we must ask that posts to the list and to fellow subscribers respect our User Policy.)
A copy of the User Policy can be found at: http://www.moderation.org/onlinegroups.shtml

To subscribe to this list, you must first have a login with ICORS.ORG.

Migrated Subscriptions:
Some users are subscribed to the Listserv without having an ICORS.ORG login. This is because these accounts were migrated from our previous listserv. These users may want to create an ICORS.ORG login as well, as this will allow them to make changes to their account settings and to access the Listserv archives.

Below describes how you can create your ICORS login, subscribe to the MMLIST Listserv service, and manage your account.

Assistance with your subscription is also available
from the MM Main List Administrator Group,
at this Email Address: admin@moderation.org

Connect to ICORS.ORG from any web browser, to:
http://listserv.icors.org

Below describes how you can:
Create a login to ICORS.ORG.
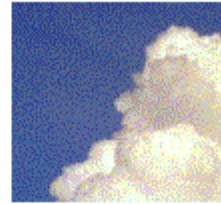Subscribe to MMLIST, to either join the list or to manage User Options.
Review and change User Options using your new ICORS Login.

Create a login.
Click on "Online list archives" on the ICORS listserv home page:

L-Soft international

Welcome to listserv.icors.org!

AMD Athlon 3700+, 2GB RAM, 74GB RAID

From this page you can access the following services:
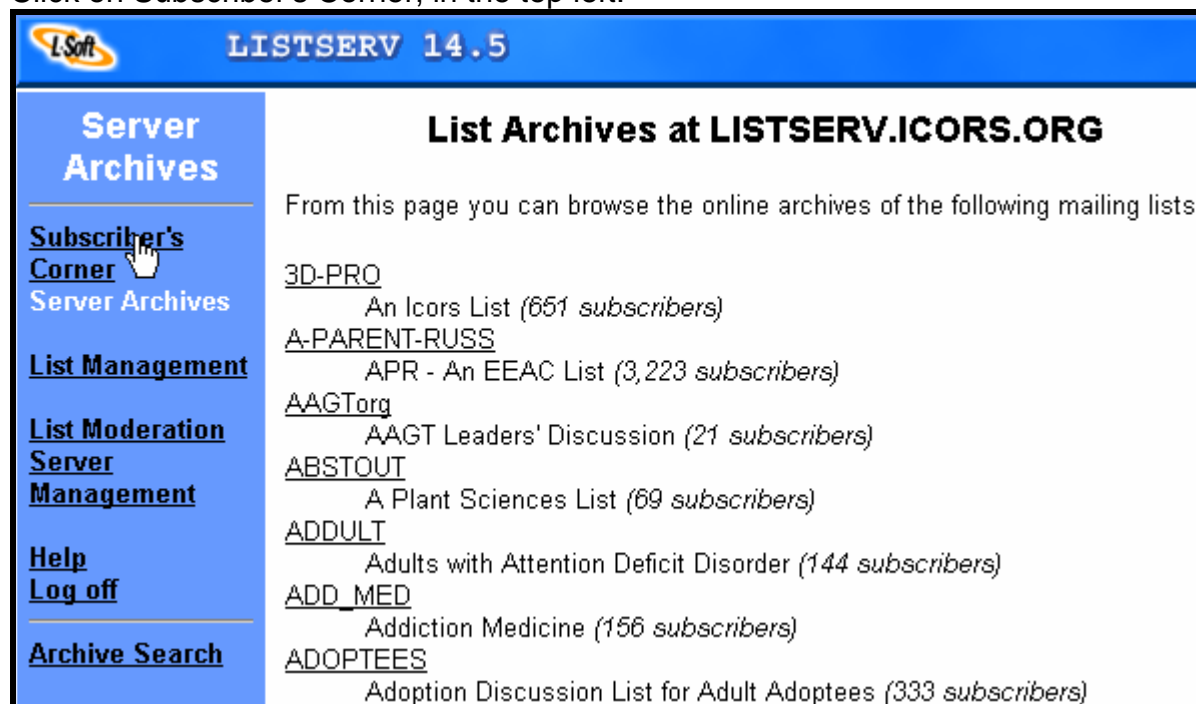
- Online list archives.

- *CataList,* the official online catalog of all the public LISTSERV® lists worldwide.

- LISTSERV web list management interface (account management functions for list owners – add, delete, search, query, set, *etc.*)

- L-Soft's home page.

LISTSERV is a registered trademark licensed to L-Soft international, Inc.
LSMTP and L-SOFT are trademarks of L-Soft international.
CataList and EASE are service marks of L-Soft international.
Pentium is a registered trademark of Intel Corporation.
All other trademarks, both marked and not marked, are the property of their respective owners.

Powered by LISTSERV

You will see a list that includes many of the Listserv's supported at ICORS.
Our listserv system, MMLIST is on this list. (Note that you must be a Subscriber to our listserv to access these archives.)
Click on Subscriber's Corner, in the top left.

Now you are on the page where you can "Get a password" to ICORS.ORG.
This is the essential first step to access our MMLIST listserv user interface, and is required if you are adding a New Subscription.
Click on "get a password" in the text on the right.

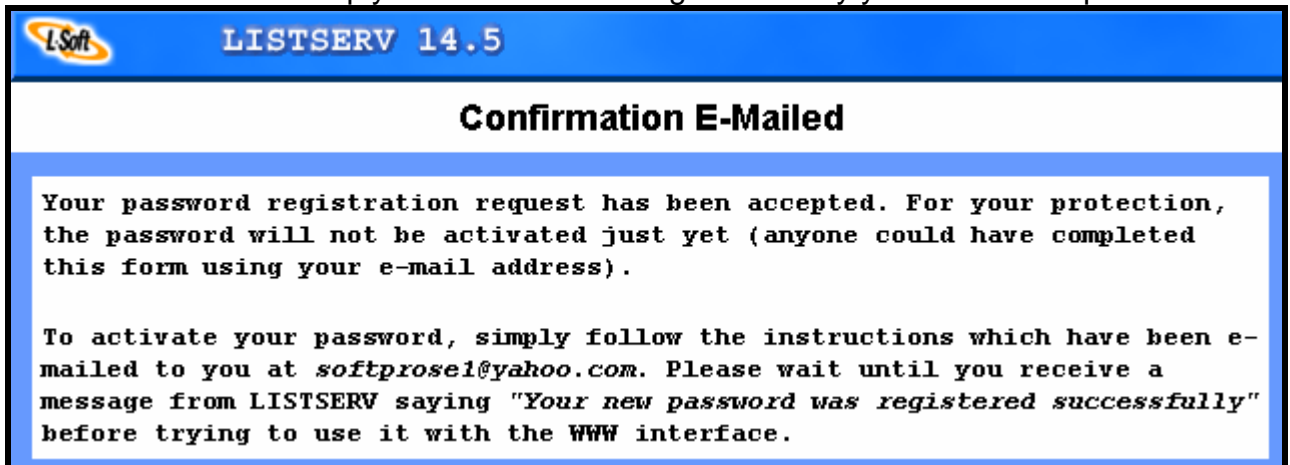This screen will create a new login at ICORS.ORG.

Enter the Email address you want to use for your User Settings at ICORS.ORG, and a password that you will used to manage your Listserv account. Note that you can create this login with a different Email address than the one you wish to receive the Listserv messages to. This is the only Password that is needed to set or change your user preferences for mmlist@listserv.icors.org. (We suggest, to avoid confusion, that you use the same Email address for your ICORS.ORG login and for MMLIST.)

IF you already have a login with ICORS.ORG, but forgot your password, just enter your ICORS.ORG Email address and a new password here. After your Email account is verified, this will change this password.

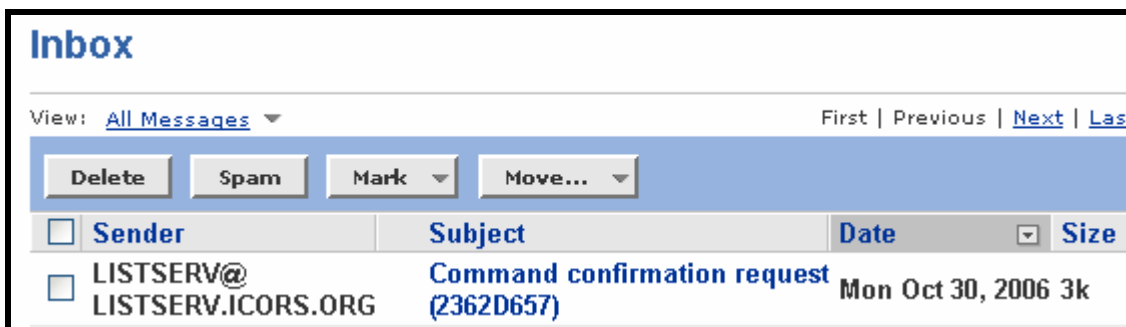This next page is the message to tell you that the Email Confirmation Request has been sent to the Email address you entered. Please check your Email to find this message.

You have 48 hours to reply to the Email message and verify your Email and password.

In your Email message from ICORS.ORG to confirm this Login, there is a link for verification. Click on this link to open ICORS.ORG and to validate and activate your new login Email address and password.
Another option is to select REPLY to the message, and then make the BODY (the text) of the message just the word "ok" without the quotes. This will also verify the Email account the same as clicking on the link inside the Email.

```
Your command:

                    PW REP ********

requires confirmation. To  confirm the execution of  your command,
simply
point your browser to the following URL:

        http://listserv.icors.org/SCRIPTS/WA-ICORS.EXE?OK=2362D657

Alternatively, if  you have no WWW  access, you can reply  to the
```

Once you have clicked on the link, you will be returned to ICORS.ORG in a Validation screen: In the left side menu there is a link: "Log In". Press this to use your new password.

```
                                        OK   2362D657

Execute
Command

Subscriber's Corner    Confirming:
Server Archives        > PW REP ********
                       Your new password was registered successfully.
List Management
List Moderation

Help
Log in
```

Log into ICORS.ORG. Note that your login will "stick" until you are logged off, as ICORS.ORG uses a browser's "cookie" to keep you logged in.
If your browser does not accept cookies automatically, you may need to hit an "accept" dialog. (If your browser won't accept cookies at all, you probably don't use the Internet much...)

Login Required

Please enter your e-mail address and your LISTSERV password (*not* the password you use to login to your computer or read your mail), and click on the "Login" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to get a new LISTSERV password first.

E-Mail Address: softprose1@yahoo.com

Password: ••••••••

Login   Change password

For your convenience, logging in defines a cookie in your browser, which is removed when you log off.

ALMOST DONE. Now you should be logged into ICORS.ORG. This next screen is all about the cookie, and their mechanism for maintaining your ICORS.ORG login until you specifically click a link to Log Off.

Although it is not obvious, the way to continue is buried in a link in this text. Look for the text that says "follow this link" and click it to continue. (This also tests the new cookie.)

LISTSERV 14.5

Password Saved

Your web browser has been instructed to save your password in a "cookie" on your hard disk. Not all web browsers, however, support cookies. Cookies may also have been disabled in the browser's "Preferences" menu (sometimes called "Options" or "Settings"). To confirm that your password has been successfully saved as a cookie, please follow this link. If this brings you back to the "Login Required" screen, the cookie has not been accepted by your browser and you will need to try again after reconfiguring your preferences or upgrading to a more recent browser.

Click on THIS TEXT "follow this link" to continue!

l "Options" or "Settings"). To confi
, please follow this link. If this b
has not been accepted by your brows
preferences or upgrading to a more r

You are now fully logged in! Click on the Subscriber's Corner to add a Mailing List to your subscription- Such as MMLIST.

In Subscriber's Corner, you will see a list of the Mailing Lists you are currently subscribed to. Users who may already have a subscription to MMLIST but are just now creating a login to ICORS.ORG should already see MMLIST on this page.

Users who are starting a new subscription may not see any Mailing List here. Now we will add MMLIST.
Select "Server Archives" from the menu in the top left.

In the Archive List, scroll down to find MMLIST. Click on the link to open it.

In order to send mail to MMLIST, receive mail from the list, manage your User Options, and read the Archives, you must first JOIN our listserv service.
Click the link to "Join or leave the list (or change settings)".

Enter your Email address to Join the MMLIST.
You can also change your preferences here from the default.
(These options will also be available later to be changed at any time.)
We suggest leaving these settings on the "Default", and changing them later if you wish.
See "**Choosing User Options**" below for details.

After entering your Email Address and (OPTIONAL) Member name information, press the button to "Join MMLIST".

Join or Leave the MMLIST List

This screen allows you to join or leave the MMLIST list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can login with your LISTSERV password (if you have one) and update your subscription interactively, without e-mail confirmation.

Your E-Mail Address: softprose1@yahoo.com

Your Name: Fname Lname (optional)

[Join MMLIST] [Leave MMLIST]
[Leave all the Lists]

Subscription Type:
- ⦿ Regular [NODIGEST]
- ○ Digest (traditional) [NOMIME DIGEST]
- ○ Digest (MIME format) [NOHTML MIME DIGEST]
- ○ Digest (HTML format) [HTML DIGEST]
- ○ Index (traditional) [NOHTML INDEX]
- ○ Index (HTML format) [HTML INDEX]

Mail Header Style:
- ⦿ Normal LISTSERV-style header [FULLHDR]
- ○ LISTSERV-style, with list name in subject [SUBJECTHDR]
- ○ LISTSERV-style, short [SHORTHDR]
- ○ "Dual" (second header in mail body) [DUALHDR]
- ○ sendmail-style [IETFHDR]

Acknowledgements:
- ○ No acknowledgements [NOACK NOREPRO]
- ○ Short message confirming receipt [ACK NOREPRO]
- ⦿ Receive copy of own postings [NOACK REPRO]

Miscellaneous:
- ☐ Mail delivery disabled temporarily [NOMAIL]
- ☐ Address concealed from REVIEW listing [CONCEAL]

[Join MMLIST] [Leave MMLIST] [Leave all the Lists]

This same screen will now change with a message at the top to indicate that a confirmation Email to join the MMLIST has been sent to the Email address you entered. Open your Email account to find this Validation message from ICORS.ORG.

Join or Leave the MMLIST List

A confirmation request is being sent under separate cover.

This screen allows you to join or leave the MMLIST list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Inbox

View: All Messages ▼   First | Previous | Next | Last

| Delete | Spam | Mark ▼ | Move... ▼ |

☐ Sender	Subject	Date	▼ Size
☐ LISTSERV@ LISTSERV.ICORS.ORG	Command confirmation request (4C7CD696)	Mon Oct 30, 2006 3k

Click on this link to connect back to ICORS.ORG and to activate this Email address for MMLIST.

Another option is to select REPLY to the message, and then make the BODY (the text) of the message just the word "ok" without the quotes. This will also confirm the Email account the same as clicking on the link inside the Email.

```
Your command:

                SUBSCRIBE MMLIST Fname Lname

requires confirmation. To  confirm the execution of  your command,
simply
point your browser to the following URL:

   http://listserv.icors.org/SCRIPTS/WA-ICORS.EXE?OK=4C7CD696&L=MMLIST

Alternatively, if  you have no WWW  access, you can reply  to the
```

The ICORS.ORG page should indicate that this Confirmation is successful, and that "You have been added to the MMLIST list."
You will now be receiving messages sent to this list, and can access the Archives.
Click on Subscriber's Corner to return to the main User screen.

Using Subscriber's Corner
The Subscriber's Corner is where you manage your user settings for any ICORS.ORG Mailing Lists available under this Email Address and password login.
The primary area of interest is the blue and grey List Control, located towards the bottom of the page. This is where you can access User Options for MMLIST.
The List Control is described below.

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.

You can do the following:

- Signoff from one or more lists.
- Change your subscription settings on one or more lists.

Report Columns:

[Hide Help]

Select the columns for the report, then press "Submit":

☐ Mail Style	☐ Mail Status	☐ Header Style	☐ HTML
☐ MIME	☐ ACK	☐ REPRO	☐ Conceal
☐ Post Setting	☐ Renew	☐ Topics	☐ Subscription Date

[Submit] [Clear] [Reset]

See the navigation sidebar for additional reporting options.

Lists on LISTSERV.ICORS.ORG

You are subscribed to 1 List as softprose1@yahoo.com

	List Names ↑
☐	MMLIST [Post]
☐ Invert	— ▾

☑ Do not send e-mail notification   [Submit Changes]

Using the List Control:
It is important to understand the List Control on the Subscriber Corner page.
(There will be one of these controls for each List that you are subscribed to.)
WARNING: It is deceptively simple to accidentally unsubscribe from a list using this control.
The List Names as shown contain TWO LINKS, with different actions.

MMLIST [Post]

The first link ("MMLIST") gives you access to your personal "Subscription Settings".
The second link ([Post]) opens a web form for posting messages to the List.

You are subscribed to 1 List as softprose1@yahoo.com

	List Names ↑
☐	MMLIST [Post]
☐ Invert	— ▾
☑ Do not send e-mail notification	— / Subscribe / Unsubscribe [Submit Changes]

TO UNSUBSCRIBE FROM MMLIST:
Select Unsubscribe at the bottom of the List Control.
Check the box on the left side of the List Name.
Press "Submit Changes" to Unsubscribe.
(This ends the subscription completely. Note that there is also a "No Mail" User Option.)

Choosing User Options
There are a range of User Options available for each individual list.
Two popular choices are Digest v/s Regular mail (Digest is a group of messages in one Email), and Disabling Mail Delivery. (For example, some users don't want to receive list messages when they are preoccupied with a project, or away on a trip.)
MMLIST does not currently support MIME or HTML Mail. All messages are sent as Plain Text.
Concealing your address is meaningless with MMLIST. We do not release Subscription Lists.
(Much of the text below was provided courtesy of the HELP text from ICORS.ORG.)

Subscription Type:

⦿ Regular	[NODIGEST]
○ Digest (traditional)	[NOMIME DIGEST]
○ Digest (MIME format)	[NOHTML MIME DIGEST]
○ Digest (HTML format)	[HTML DIGEST]
○ Index (traditional)	[NOHTML INDEX]
○ Index (HTML format)	[HTML INDEX]

Regular (DEFAULT)   With a "regular" subscription, you receive individual postings immediately, as they are processed by the Listserv system.

Digest (traditional), Digest (MIME format), and Digest (HTML format) options.
NOTE: MMLIST sends all messages as Plain Text.
Select "traditional" if you want to use the Digest option.
With a "digest" subscription, you receive larger messages (called "digests") at regular intervals, usually once per day or once per week. These "digests" are collections of individual list postings. Some lists are so active that they produce several digests per day.

Digests are a good compromise between reading everything as it is posted and feeling like the list is clogging your mailbox with a multitude of individual postings.

Index (traditional) and Index (HTML format)

With an "index" subscription, you receive short "index" messages at regular intervals, usually once per day or once per week. These "indexes" show you what is being discussed on the list, without including the text of the individual postings. For each posting, the date, the author's name and address, the subject of the message and the number of lines is listed. You can then download messages of interest from the server (the index contains instructions on how to do that).

An index subscription is ideal if you have a slow connection and only read a few hand-picked messages. The indexes are very short and you do not have to worry about long download times. The drawback of course is that you need to reconnect to order messages of interest from the server.

You can choose to have the index sent to you in either a traditional format (plain text) or in HTML format with hyperlinks.

Normal LISTSERV-style header (DEFAULT) "Full" mail headers (normally the default), containing Internet routing information, MIME headers, and so forth.
LISTSERV-style, with list name in subject "Full" mail headers (like the default) except that a "subject tag" is added to the subject line of mail coming from the list. If there is no subject tag defined in the list's configuration, the name of the list will be used. This can be very useful for sorting and filtering mail.
LISTSERV-style, short (advanced option) These headers are similar to the normal LISTSERV-style header except that Internet routing information and MIME headers are removed.
"Dual" (second header in mail body) Dual headers are regular short headers followed by a second header inside the message body. This second header shows what list the message is coming from ('Sender:'), the name and address of the person who posted it ('Poster:'), the poster's organization, if present, and the message subject. Dual headers are helpful if your mail client does not preserve the original return e-mail address.

sendmail-style (advanced option) This option selects sendmail-style headers, i.e. an exact copy of the original, incoming mail header with the addition of a 'Received:' line and of a 'Sender:' field. Some technical people prefer this type of header.

No acknowledgements LISTSERV will not send any acknowledgement at all when you post to the list. This is probably not a good setting unless you really do not want any feedback from LISTSERV as to whether or not your posting was received and distributed.

Short message confirming receipt Typically this is the default setting, although it can be overridden by the list owner. If you choose this setting, LISTSERV will send you a short message whenever you post to the list, confirming the distribution of your message and telling you how many people it was sent to.

Receive copy of own postings (DEFAULT) Some people prefer this setting over the short acknowledgement message. It tells LISTSERV to send you a copy of your own postings, so that you can see exactly how it appeared on the list (useful if you are behind an unreliable gateway or firewall).

Mail delivery disabled temporarily (NoMail) This option toggles the receipt of mail from the list. You may want to disable mail delivery if you will be away from your mail for an extended period of time.

Address concealed from REVIEW listing (NOT Meaningful for MMLIST. We do not and will not publish a Subscriber List.) This option conceals you from the list of subscribers shown by the REVIEW command. Note that the list owner and the LISTSERV administrator can always get the complete list of subscribers, regardless of this setting. Nowadays, most lists are configured so that only the list owner can use the REVIEW command (such as MMLIST), but some lists still allow subscribers to get a listing of all the other participants.

~ This concludes this User Guide to MMLIST at ICORS.ORG ~
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