



ListManager Discussion Forums

Presented by Ana DeLeón

Logistics



What You'll Learn

- **How to use ListManager's discussion forum interface**
- **Create, run and administer discussion groups**

Agenda

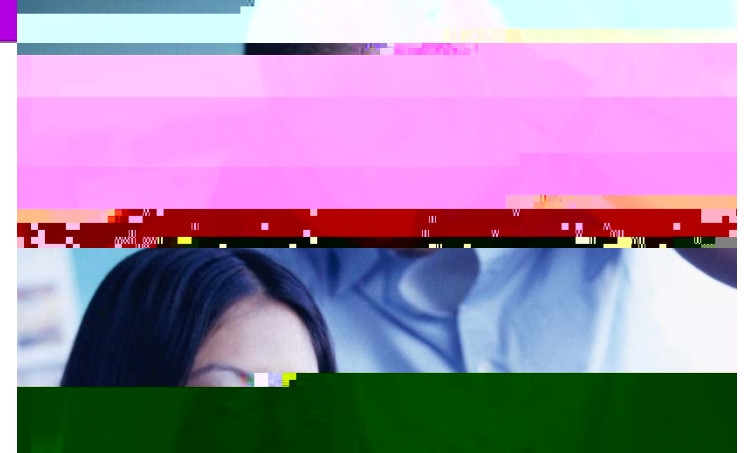
- **Introduction to Discussion Lists**
- **The Discussion Forums Interface**
- **Discussions Via Email**
- **Creating Discussion Forums**
- **Administration of Discussion Forums**
- **Moderating Messages**
- **Discussions Tools**
- **Q & A**

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- Q & A

Management

- Who can join and how?
- Who can post?
- How should postings appear



Best Practices

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**

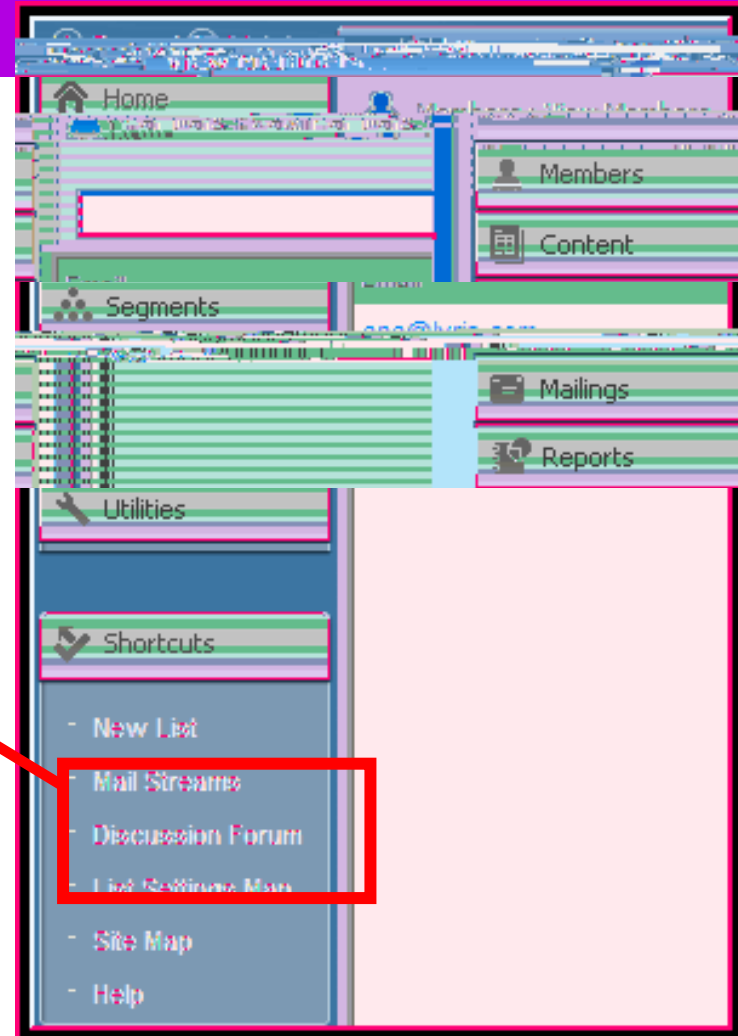
Access Via URL



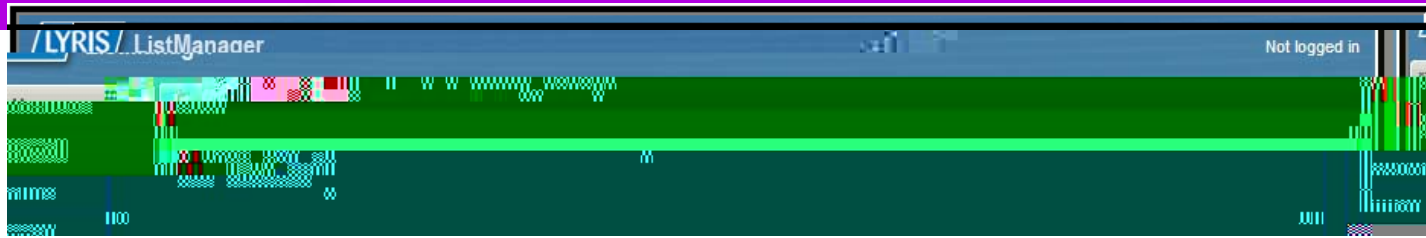
- **Access the Discussion Forum Interface by going to**
<http://yourlistmanagerurl/read/>
- **Access a particular forum by adding to the end of the URL the forum name**
[?forum=forumname](http://yourlistmanagerurl/read/?forum=forumname)

Access Via ListManager

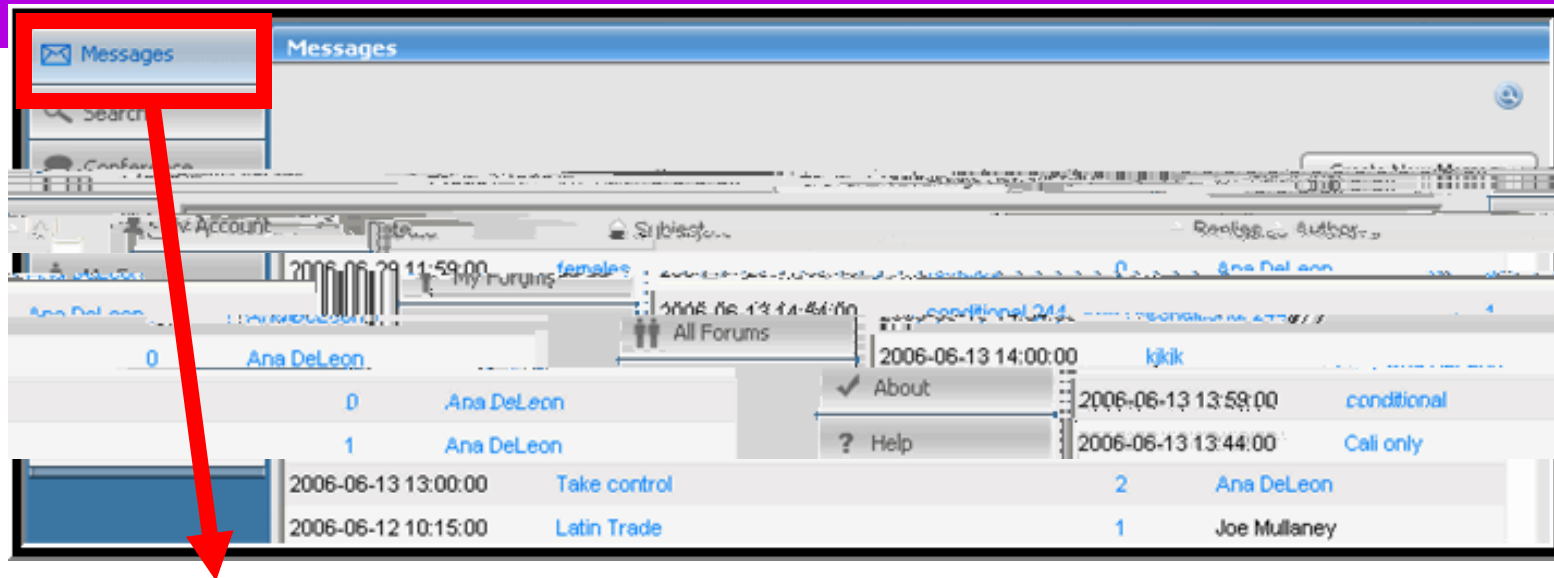
Easily access the Discussion Forum from the ListManager interface in the “Shortcuts” area.



Log In

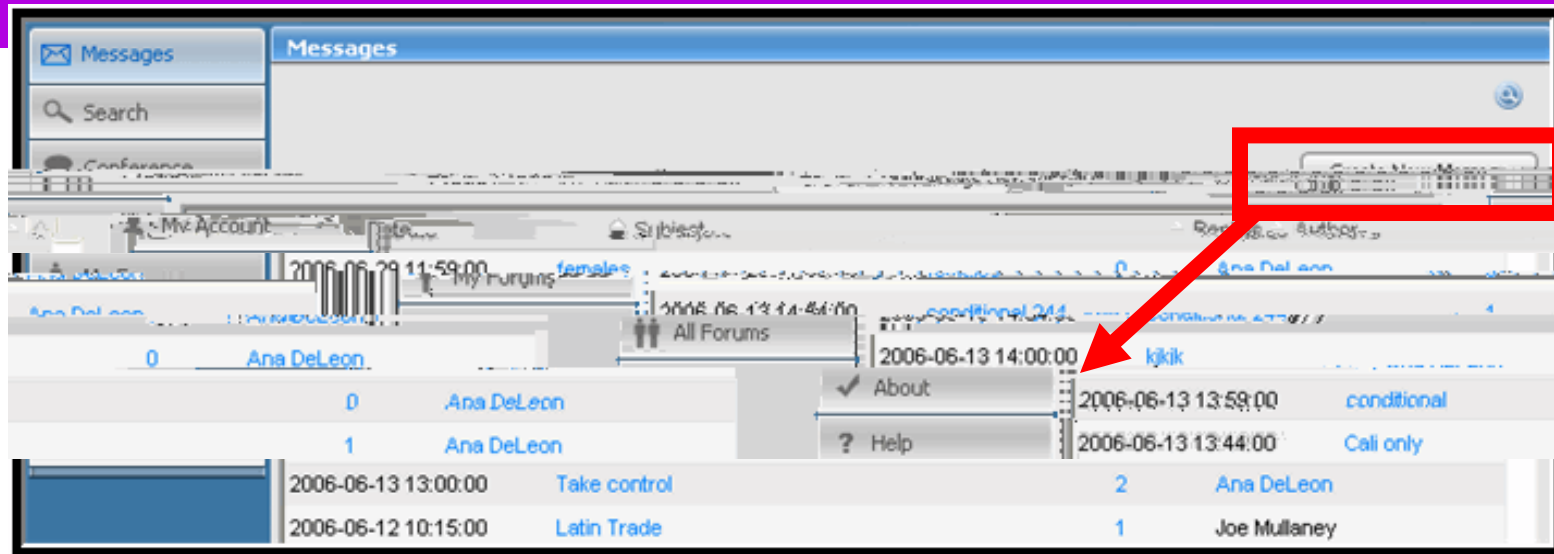


Messages



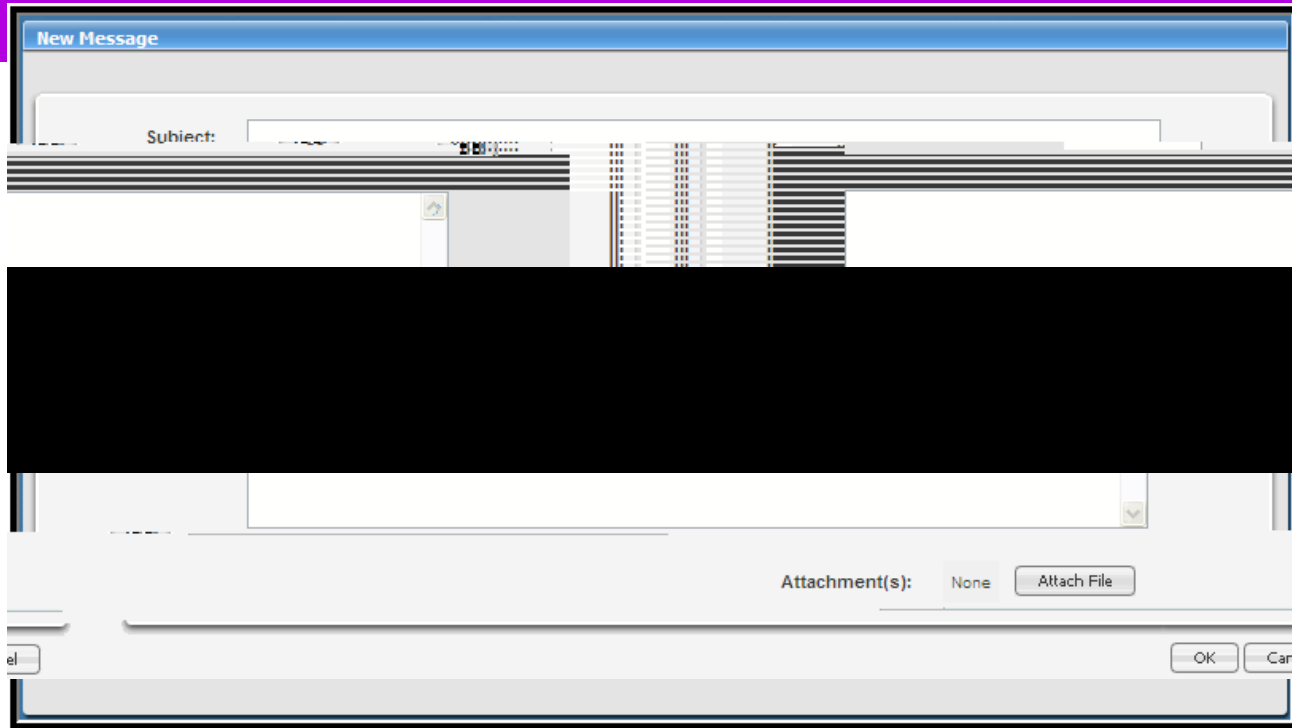
- Create a message
- Read messages
- Reply to a message
- View messages from a particular author

Send a Message



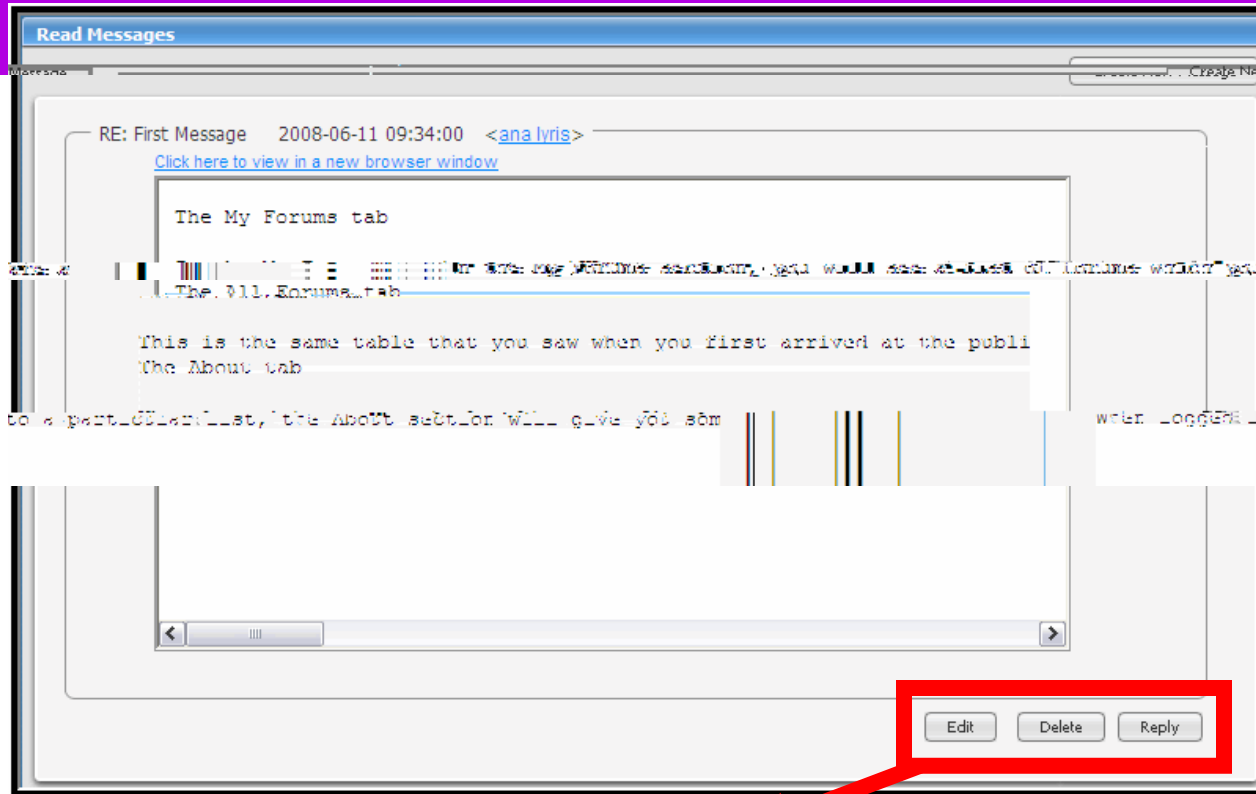
Create a new message, and...

Send a Message (2)



A new message will be a new message thread

Administrative Options



Administrators can “Edit” and “Delete” a message.

Search



Search for a particular word or set of words sent through used in a message. Advanced allows you to exclude a word

Conference

IVPIS



Conference
allows you to
chat with

11/11/11

My Account

LYRIS

Messages

Search

Conference

My Account

My Account

Essentials Advanced

Your email address: ana@lyris.com

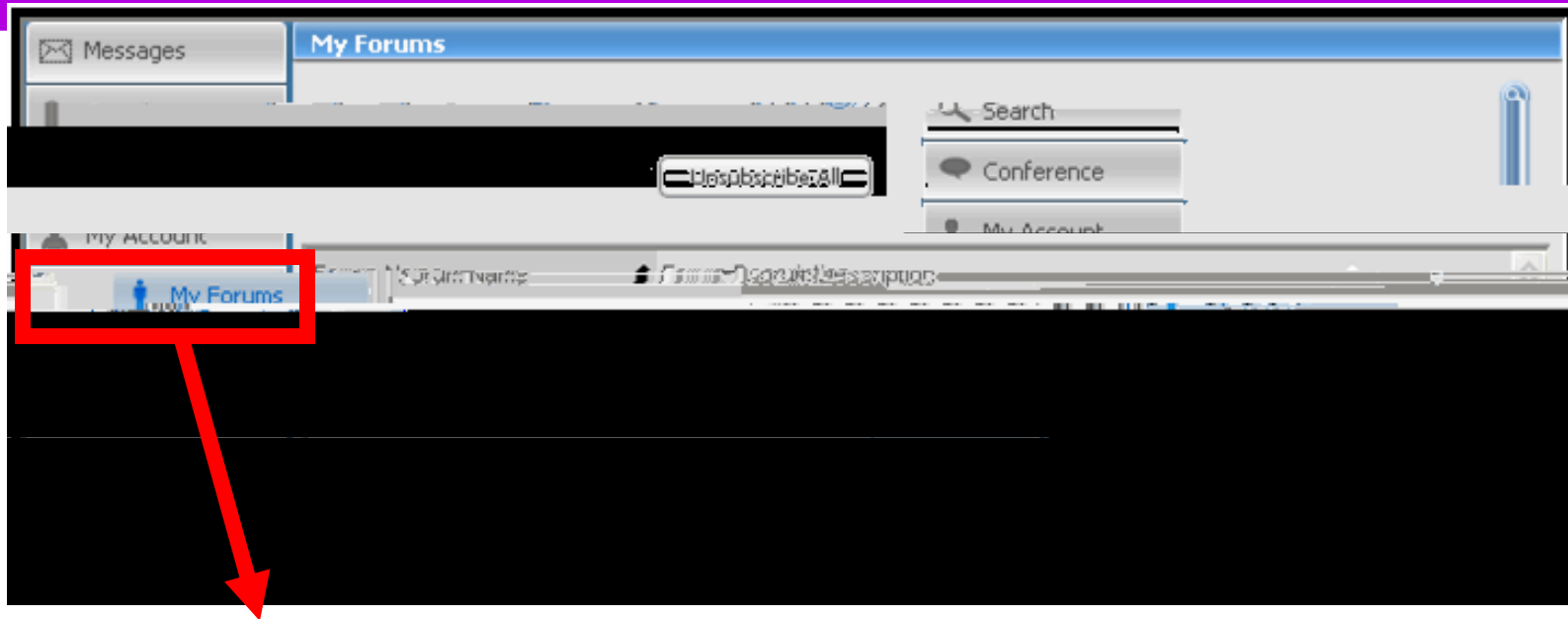
Language: English

Log Out Cancel Save Changes

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

My Forums



See what forums you have subscribed to. You may unsubscribe from lists on this page

About

Learn more
about a

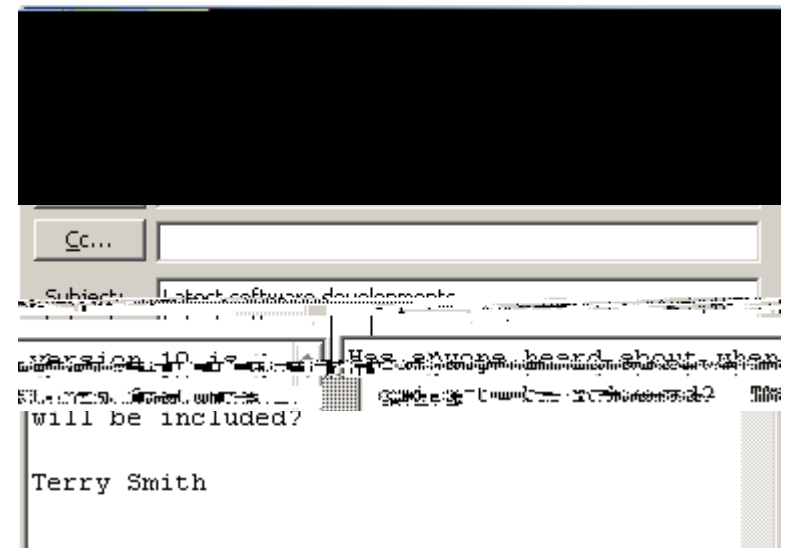
“ ”

Discussions Via Email

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- The Discussion Forums Interface
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Contribute

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

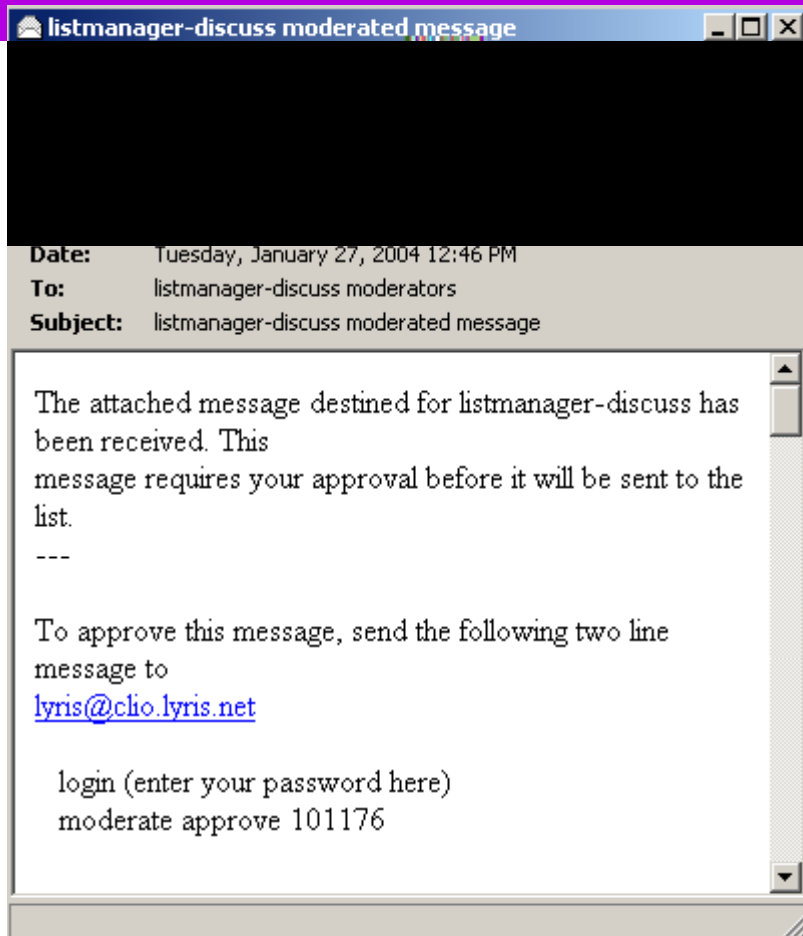




Manage Your Subscription

- **Subscribe by writing to**
`list@servername.com`
- **Unsubscribe by writing to**
`leave-list@servername.com`
-

Approval by Email

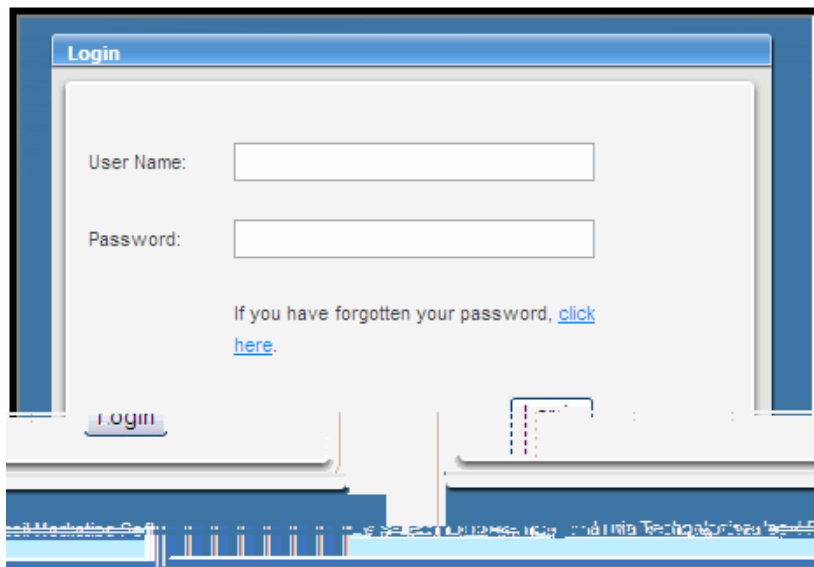


Moderate via email
by sending
moderate approve
command to
lyris@yourserver
address

Agenda

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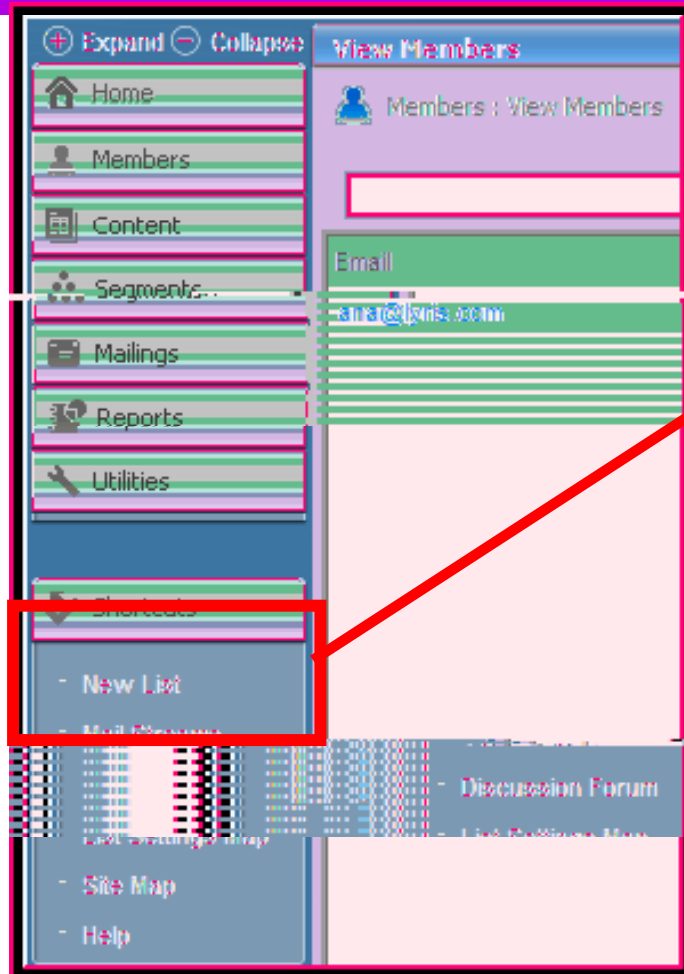
Log In



The image shows a screenshot of a web application's login interface. It features a title bar labeled "Login" in a blue header. Below the header, there are two input fields: "User Name:" and "Password:". Below the password field, there is a link that says "If you have forgotten your password, [click here.](#)". At the bottom left of the form area, there is a "Login" button. The entire form is set against a light gray background within a blue-bordered window.

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

New List (Step 1)

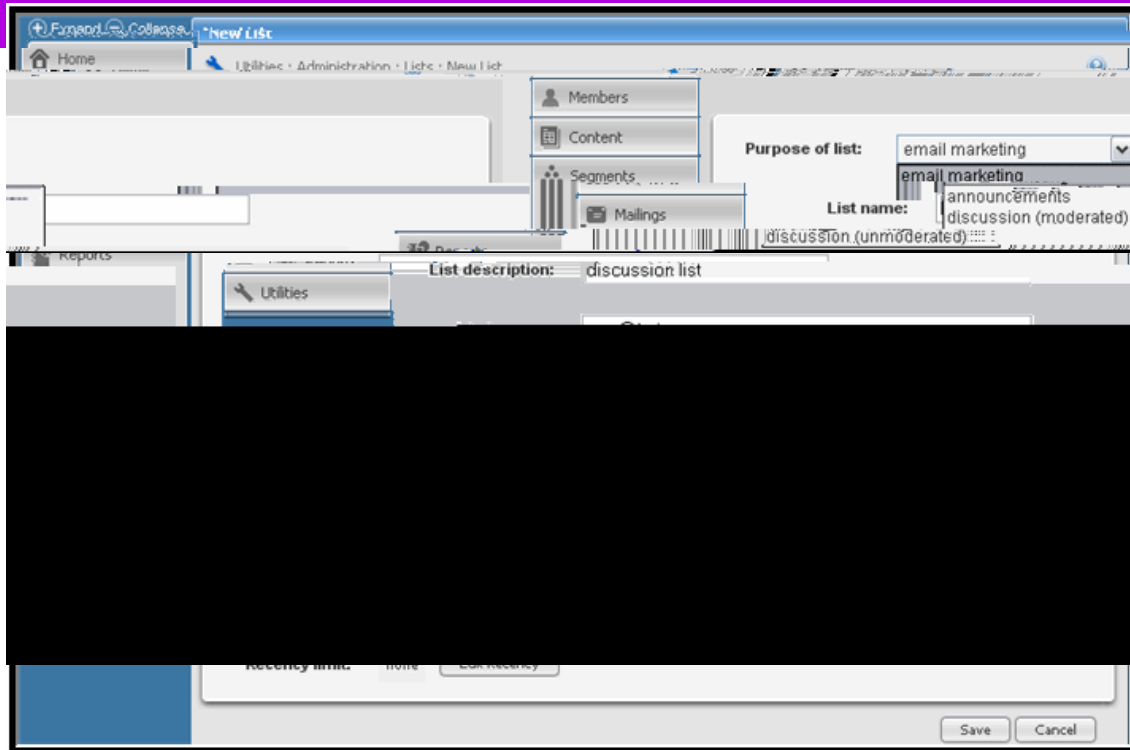


Site and server administrators may create a new list

New List (Step 3)

List will require:

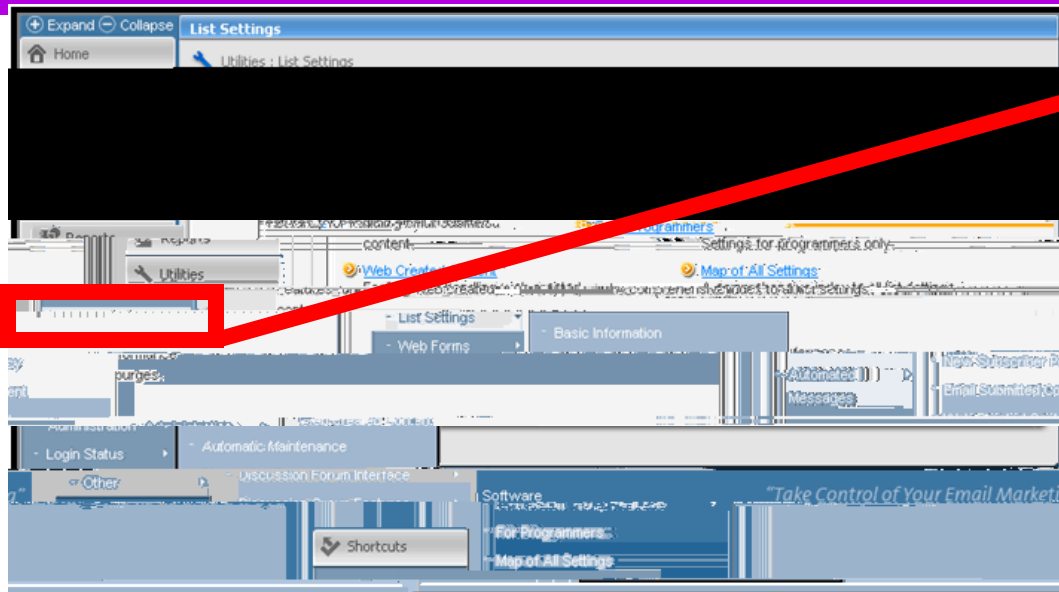
- Name (no caps & no spaces)
- Admin Email
- Password



Agenda

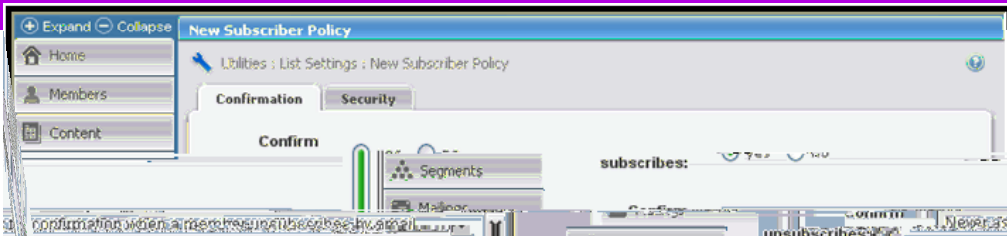
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Discussion List Settings



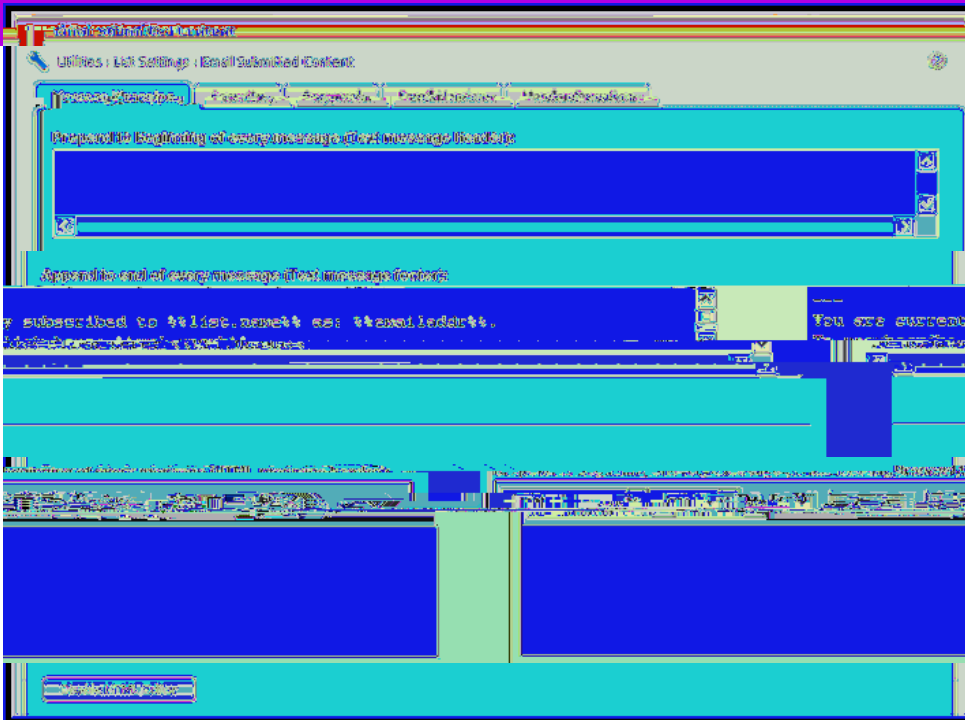
- Use list settings to
- Specify New Subscriber Policy
 - Set email & Web submitted content preferences
 - Set interface features

Subscriber Policy



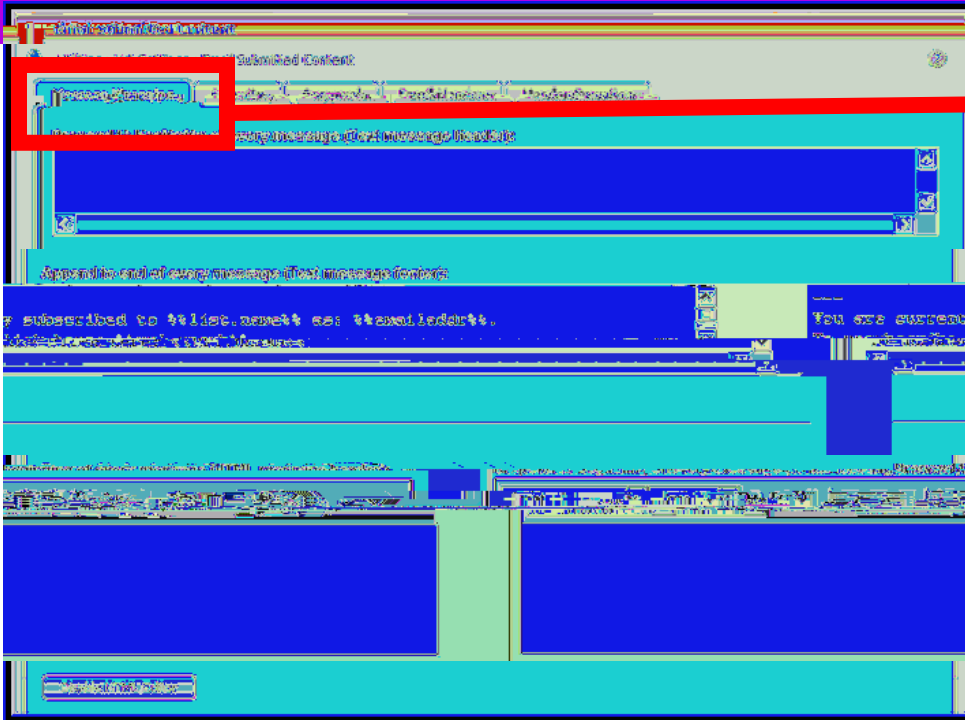
Set the rules for how people join

Email Submitted Content



Features for email submitted messages

Message Wrapping (1)



Modify how messages look (e.g., unsub footers)

Message Wrapping (2)

```
>To: ana-disc  
>Subject: re: lyris  
>Date: Mon, 28 Aug 2006 17:29:22 -0000  
>  
>the reply
```

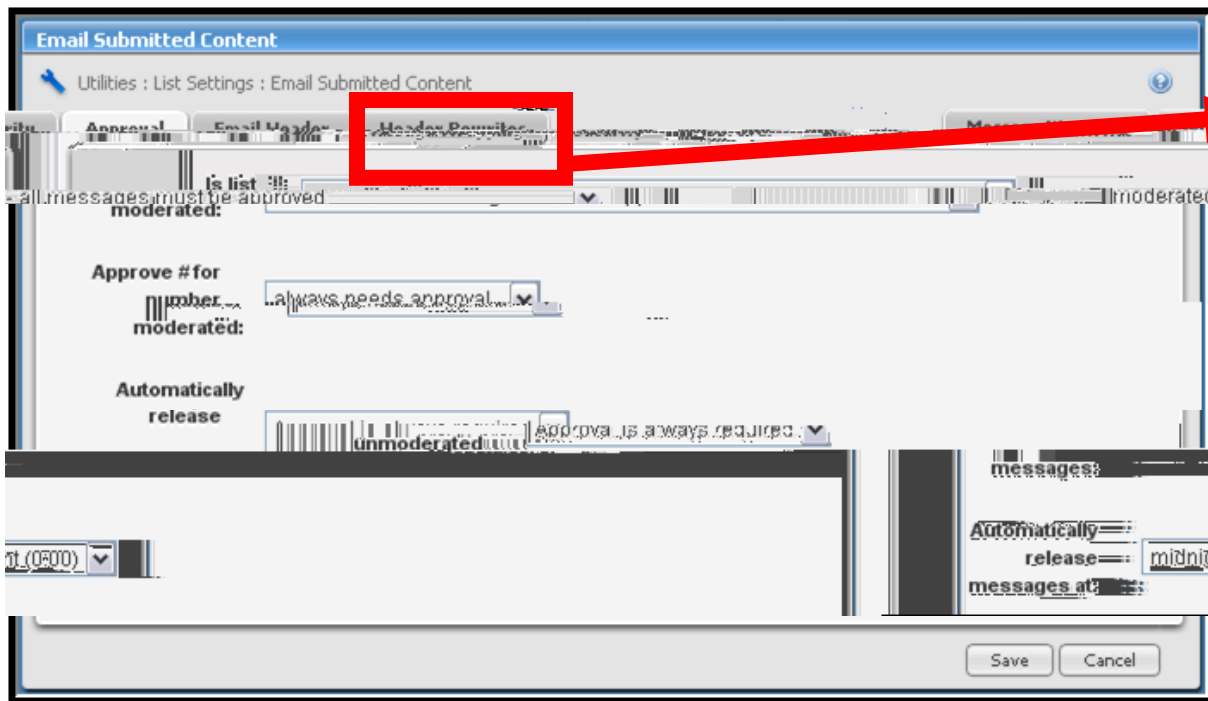
```
---  
You are currently subscribed to ana-disc as: ana@lyris.com.  
To unsubscribe click here: http://demoent.lyris.com/u?id=387368N&n=T&l=ana-disc&o=9626  
or send a blank email to leave-9626-387368N@demoent.lyris.com
```

Sample of footer from email

Security

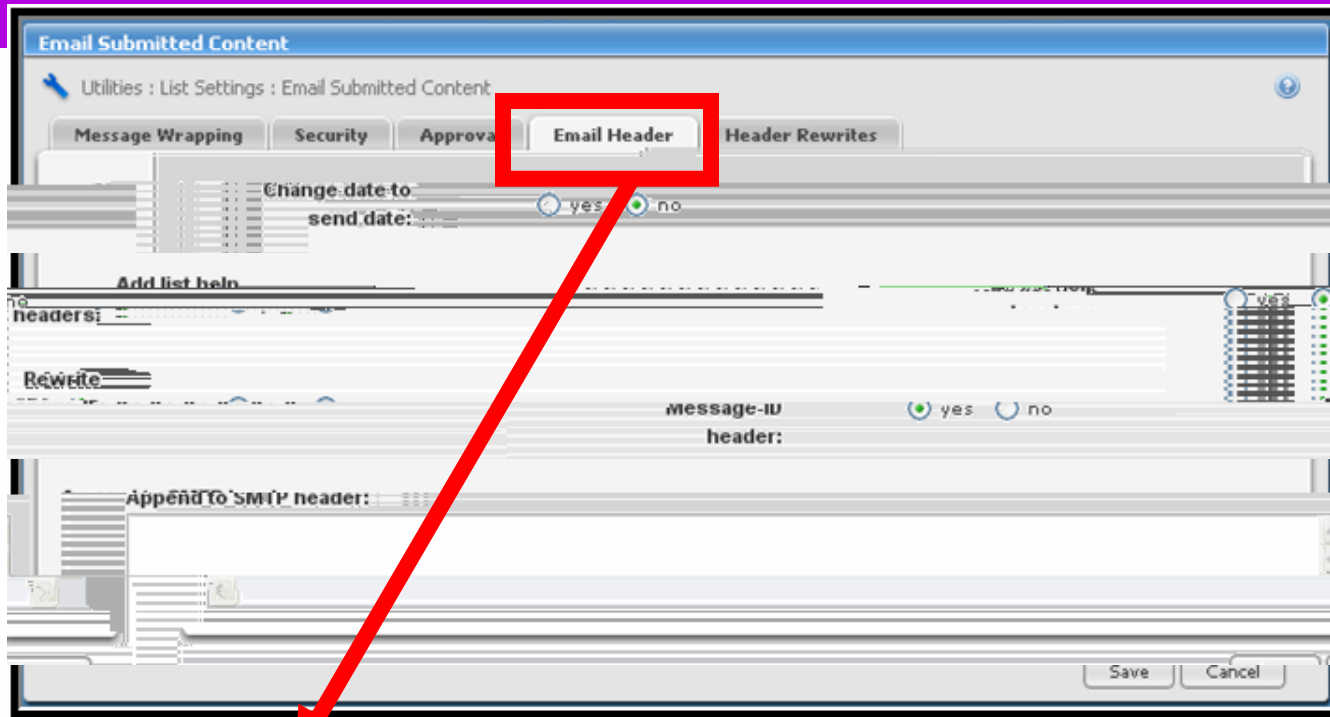
The screenshot shows a web interface for configuring email submission settings. The main title is "Email Submitted Content". Below the title, there is a breadcrumb trail: "Utilities : List Settings : Email Submitted Content". A navigation bar contains five tabs: "Message Wrapping", "Security", "Approval", "Email Header", and "Header Rewrites". The "Security" tab is highlighted with a red rectangular box. Below the tabs, there are several configuration sections. The first section is "Reject email submissions:", which includes two radio buttons labeled "yes" and "no". The "no" radio button is selected. Below this, there is a section for "Require password in body:" with a dropdown menu showing the text "no, password is not required in the message body (default)". A white arrow points from the "Security" tab to the "Reject email submissions:" section.

Approvals



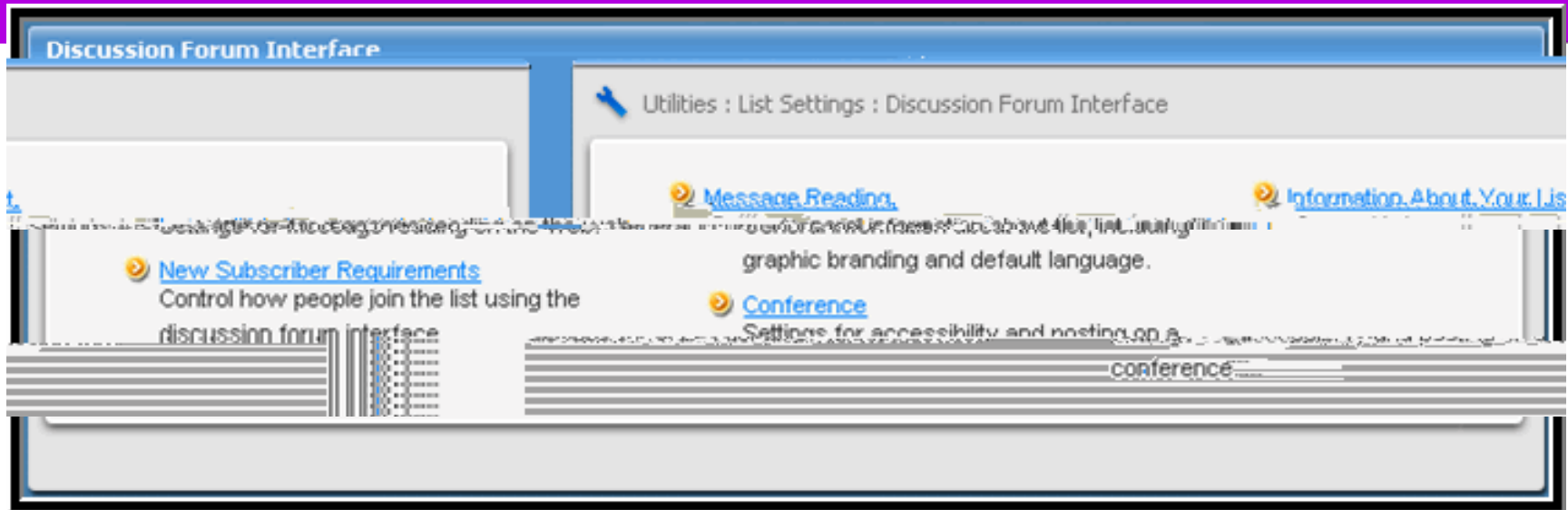
Specify if list is moderated and if approval is required

Email Header



Rewrite date of when mailing is sent out

Discussion Forum Interface



Determine how members interact with the forum interface, and what kind of information they can see about your list

Message Look

Message Reading

Utilities : List Settings : Discussion Forum Interface : Message Reading

List Visibility: List is visible

Allow visitors to read archives: List is accessible:

Enable archive searching: yes no

Make available as a Newsgroup?: yes no

- Define whether or not this list is accessible in the ListManager discussion forum interface
- Allow archiving and searching to members and non-members

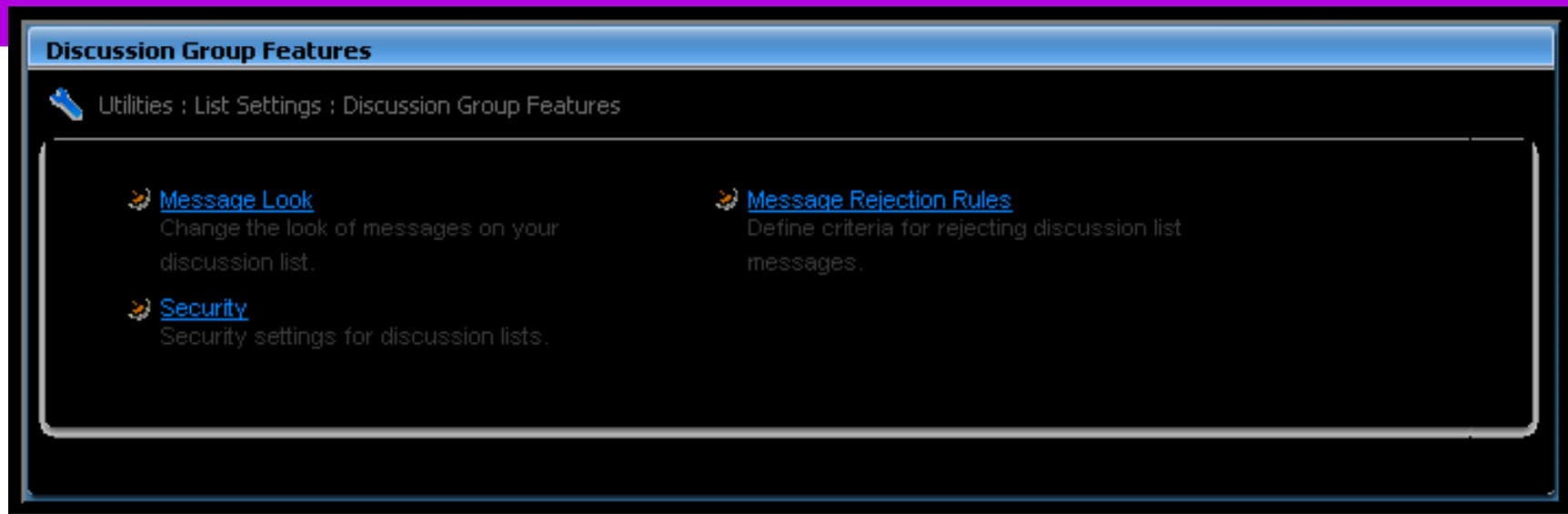
Conference

Note: If you are a member, please [log in](#) before using the conference. If you are not a member, please create a temporary guest user by entering a name and password.

Save Cancel

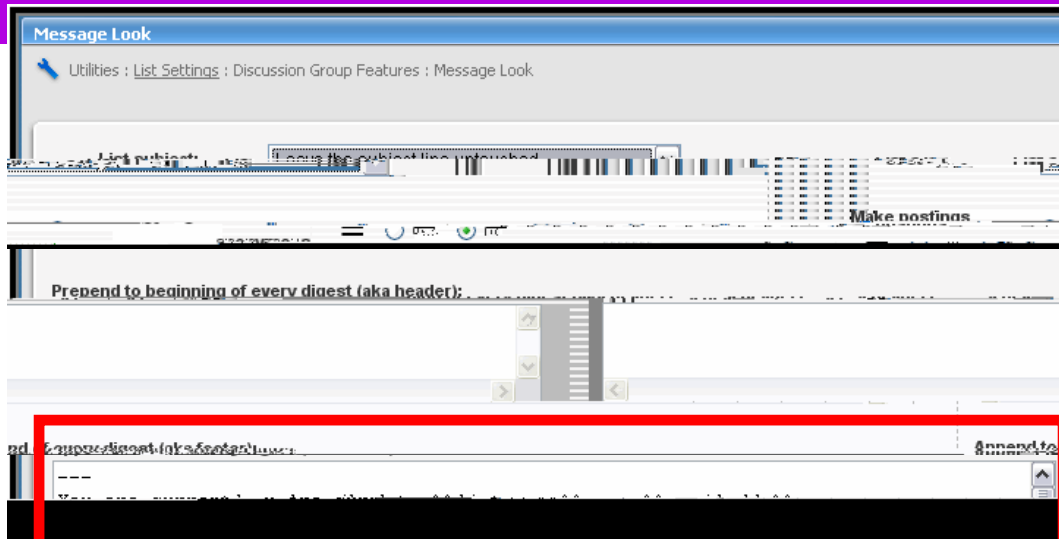
Determine how members may access the conference feature

Discussion Group Features

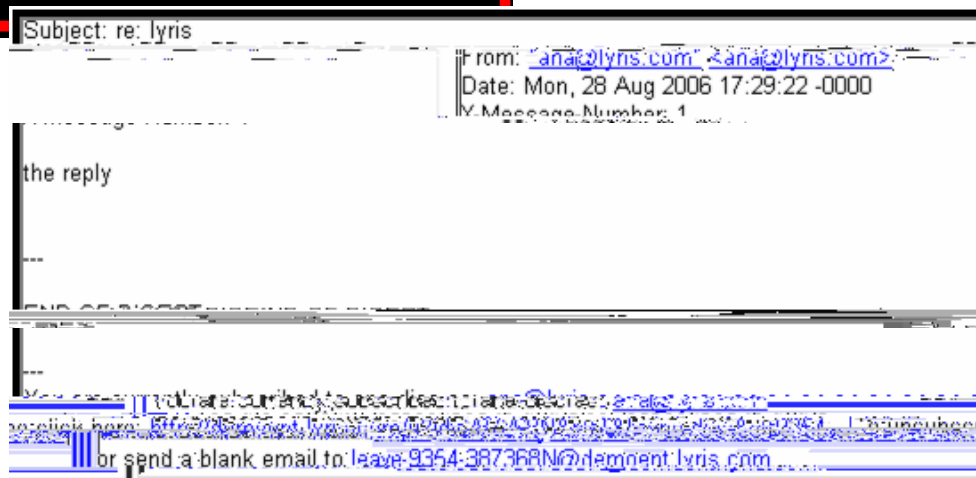


- **Make postings anonymous**
- **Allow anyone to post**
- **Accept duplicates, blanks**
- **Limit length, number of messages, quoting**

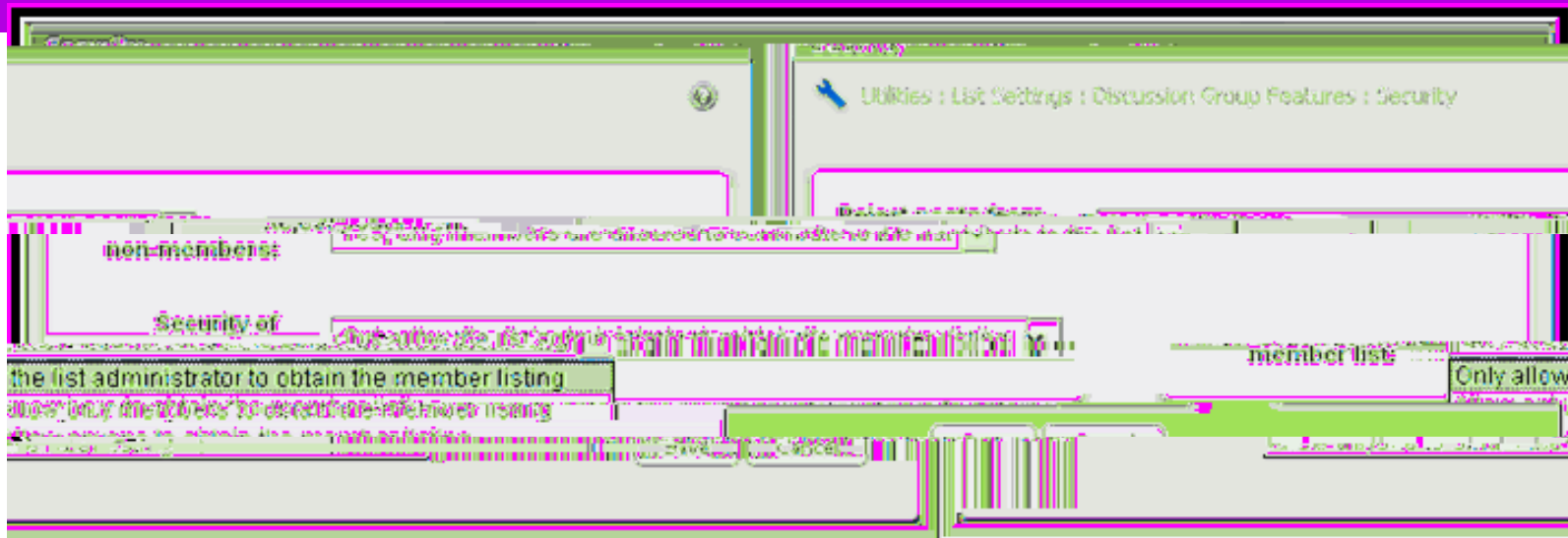
Message Look



- Prepend the list name in the subject
- Make posting anonymous

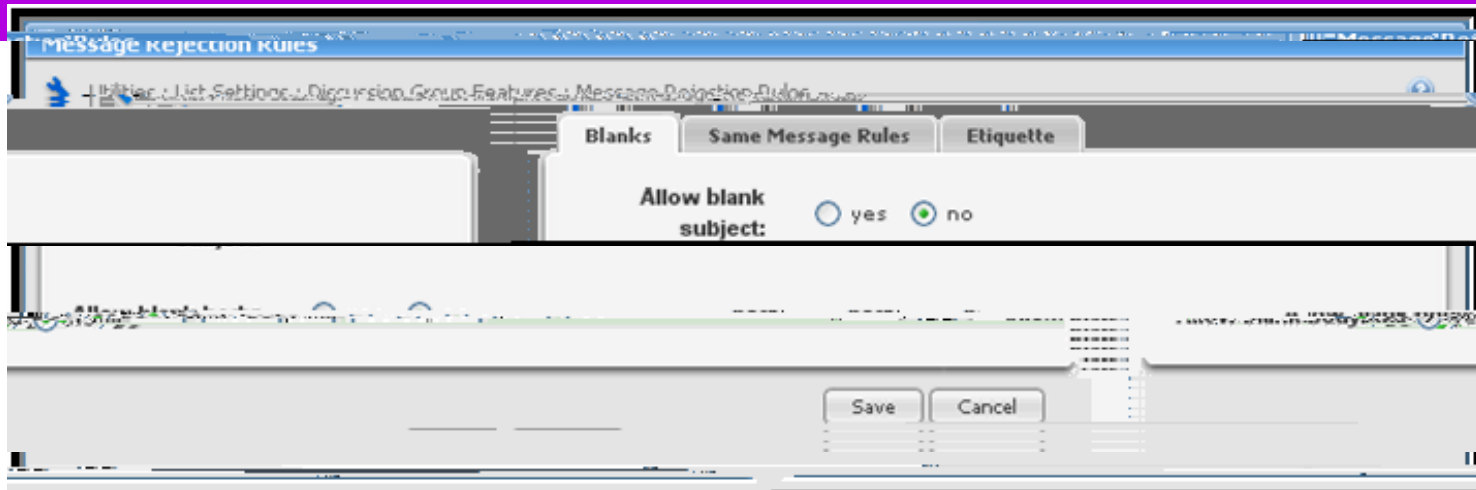


Security



Define who has rights to post and view

Message Rejection Rule



ListManager, by default, will not allow a blank subjects and a blank body

Member Settings

IVDIA



- Members may opt to receive digests

Member Admin Settings

LYDIS

The screenshot shows a web interface for adding a member. The title is "Add Member". Below the title, there is a breadcrumb trail: "Members : Add Members : Add Member". There are several tabs: "Basics", "List Admin", "Settings", "Advanced Settings", "Information", and "Demographics". The "Settings" tab is currently selected. The form contains three radio button options:

- Receive list admin mail?: yes no
- Receive moderation notifications?: yes no
- Bypass list moderation?: yes no

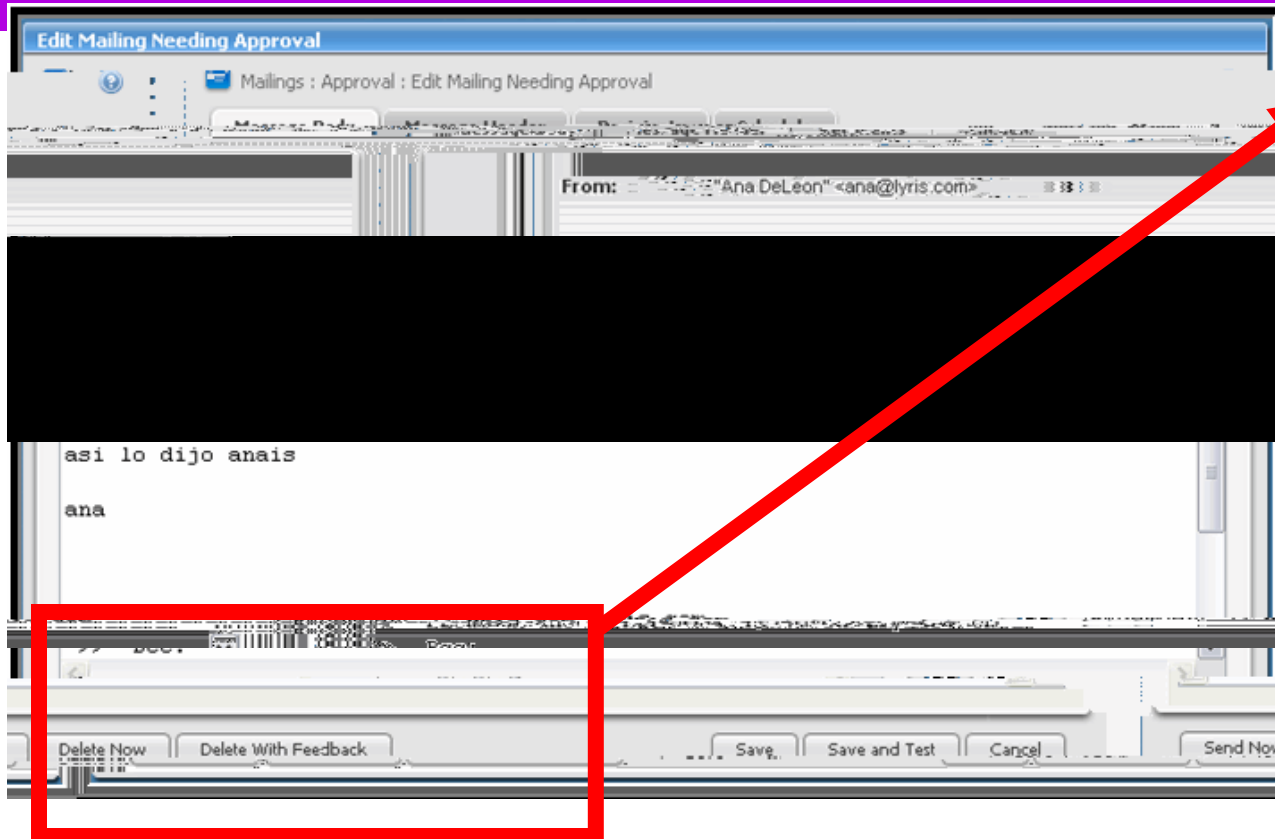
Determine whether this member is a list administrator and what functions they have right to

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Mailing Approvals

Approval Wizard

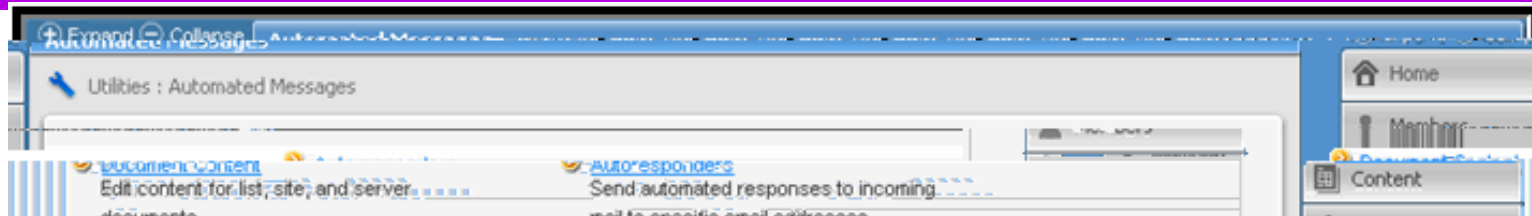


Easily
“send” or
“reject” a
message

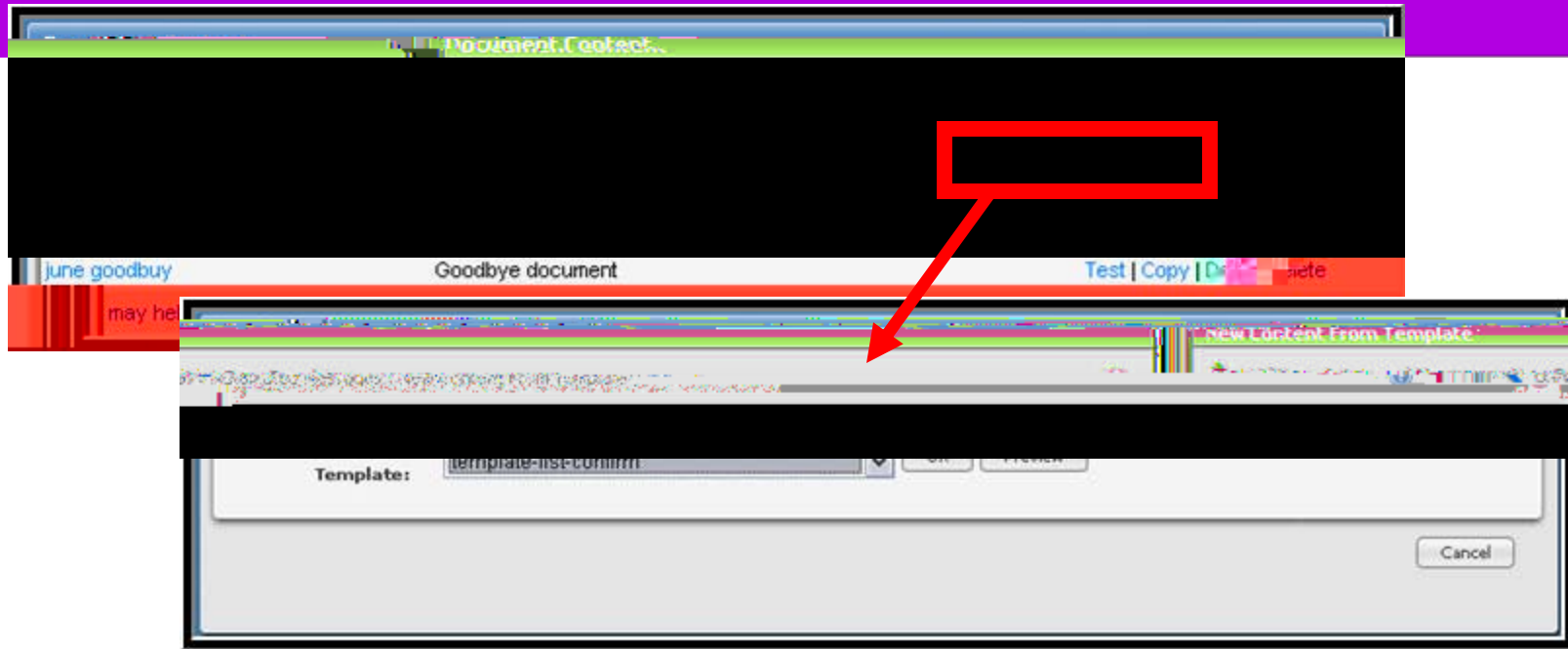
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Automated Messages (Step 1)



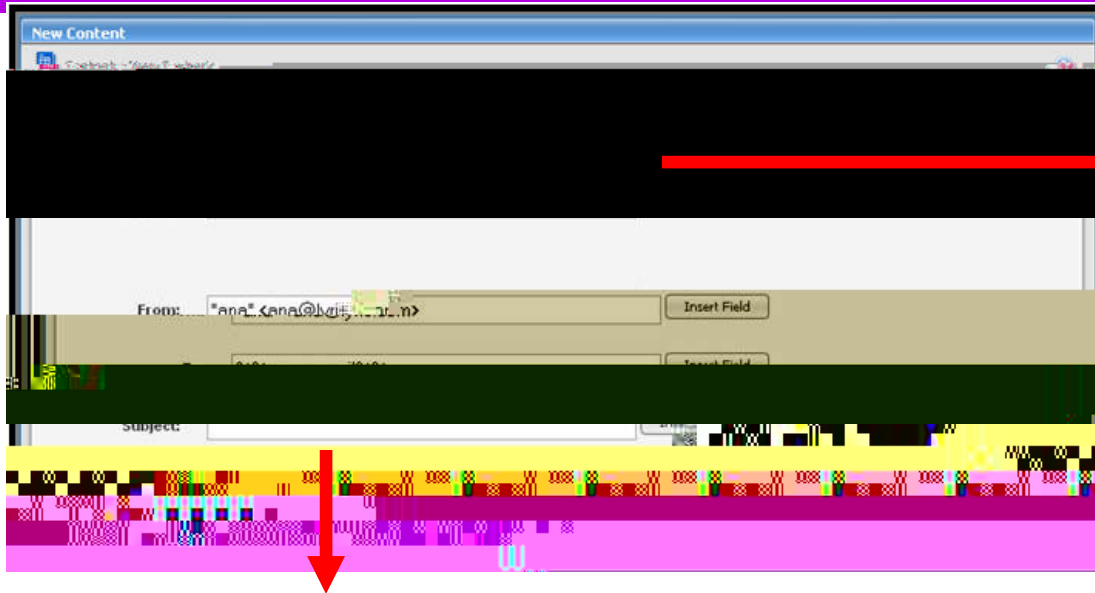
Automated Messages (Step 2)



Edit a previously created template for easy content creation

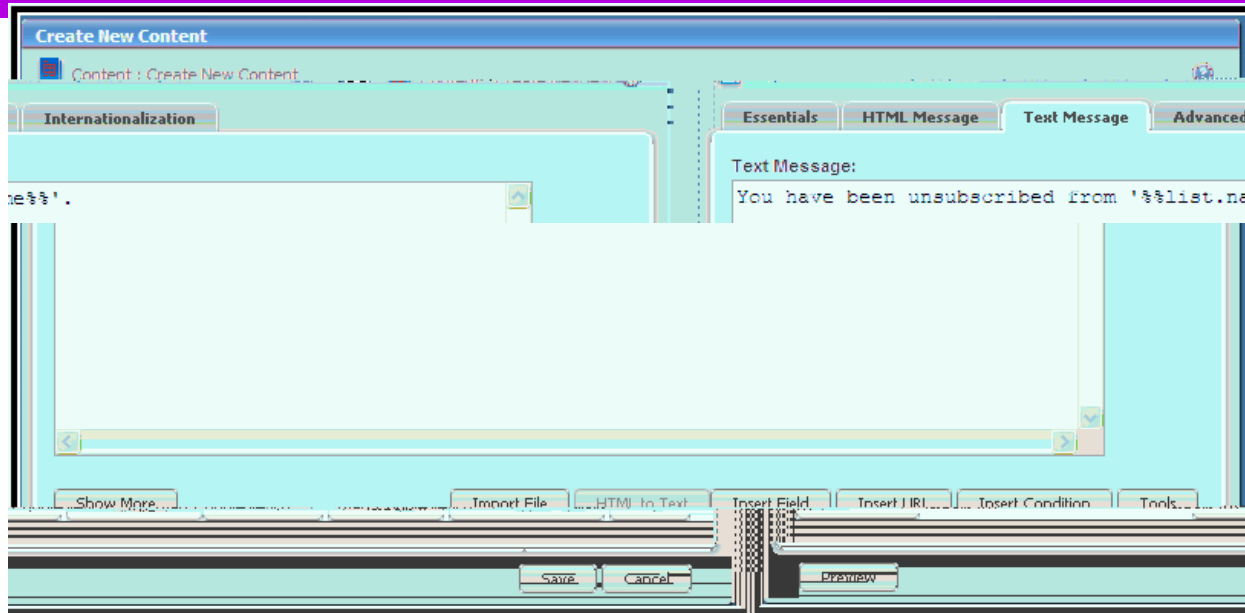
Automated Messages (Step 3)

IVDR



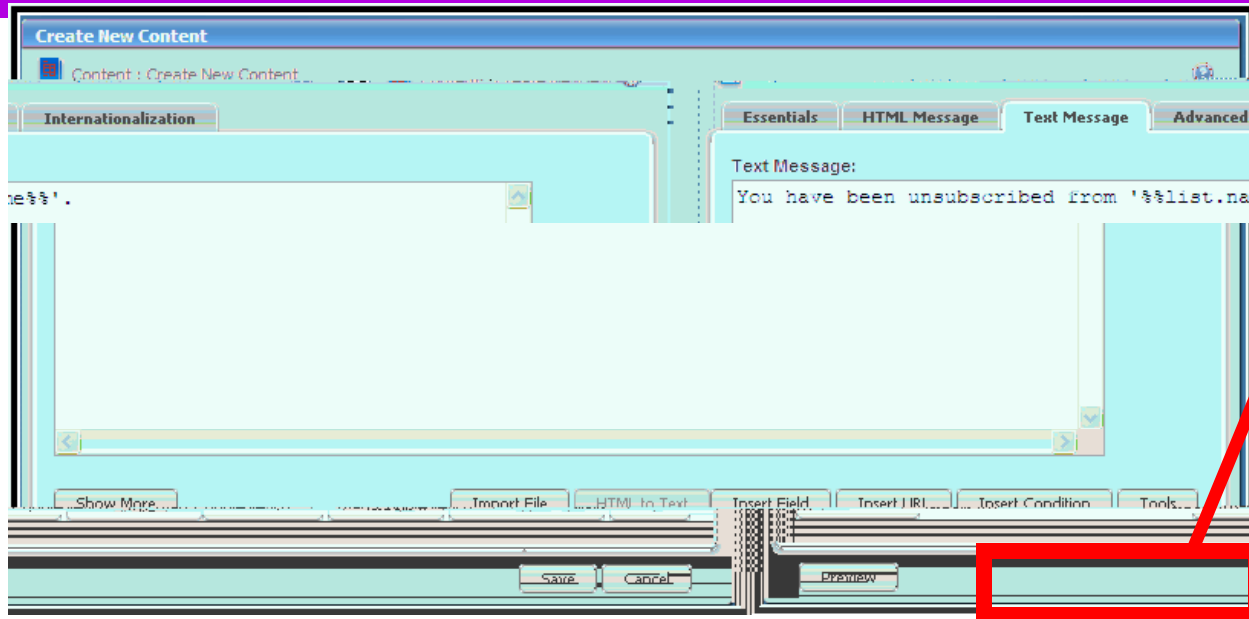
Select the internal name and description

Automated Messages (Step 4)



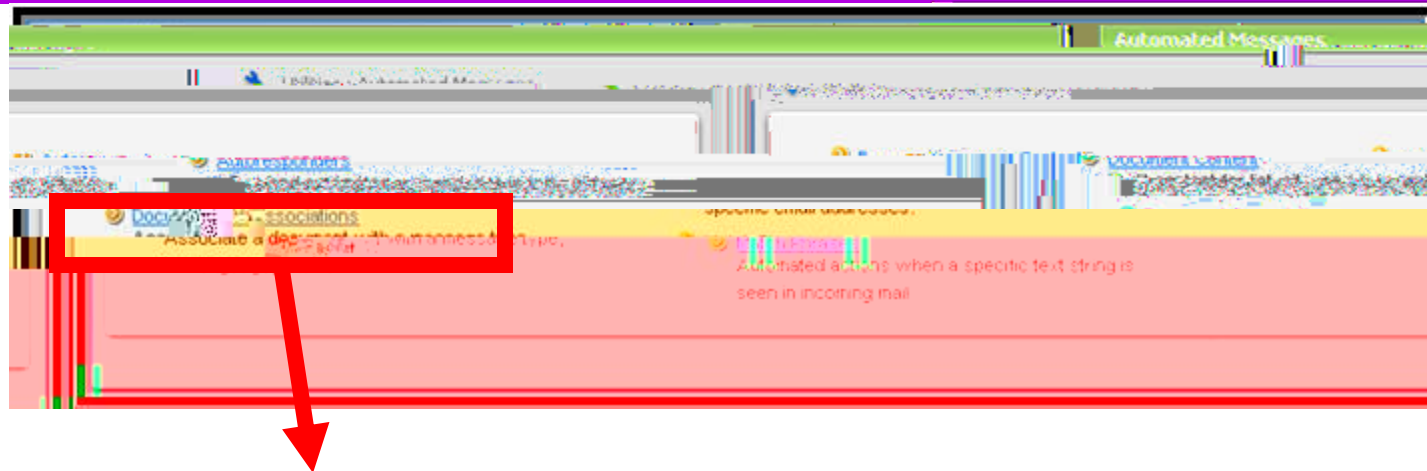
Edit the preexisting text and place your message in the HTML and text area

Automated Messages (Step 5)



Save the content

Document Association (Step 1)



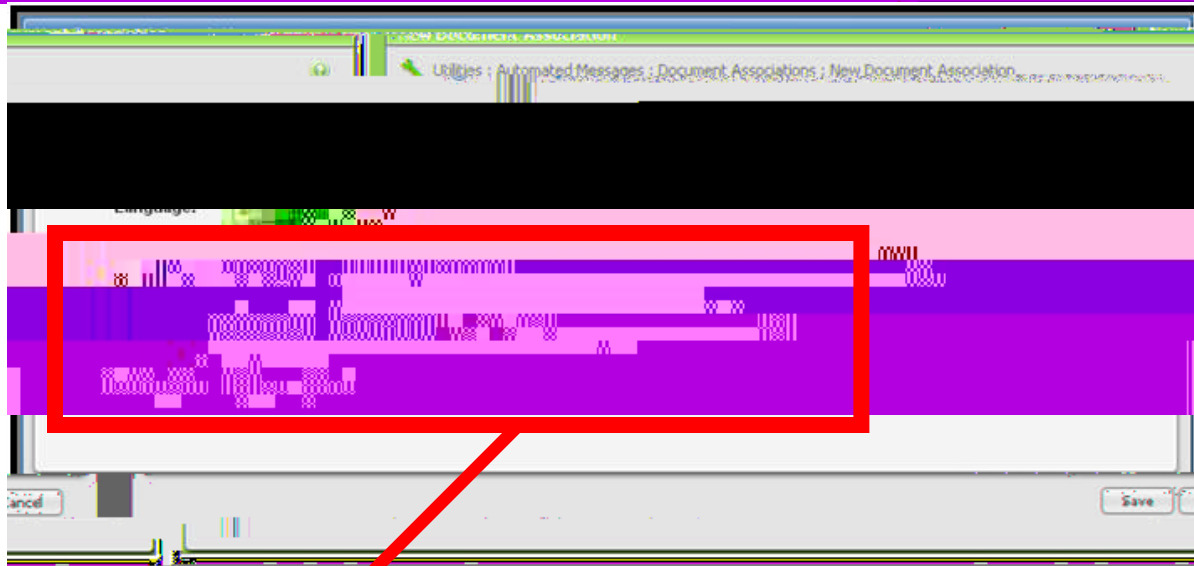
The Association informs the system when specific content should be deployed based on a specific trigger event

Document Association (Step 2)



Create New Association

Document Association (Step 3)



1. Choose the “Message Type”
2. Specify the “Document” to be sent
3. Set Default to “yes”

Document Association (Step 4)

Save the Association

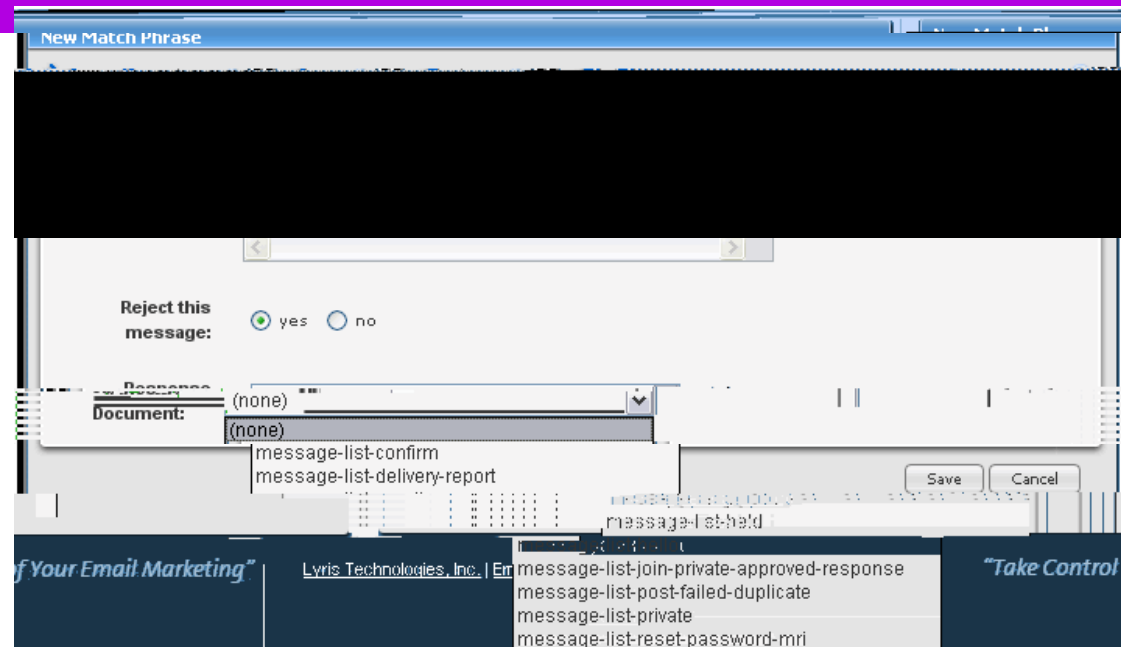
Message Type: List Hello Document

Document: message-list-hello

Is Default?: yes no

Cancel

Match Phrase (Step 2)



- Receive an alert that the phrase is being used
- Reject the message automatically
- Send an automated message to sender (e.g.)

Auto Responders

New Autoresponder

Utilities : Automated Messages : Autoresponders : New Autoresponder

Essentials **Advanced** **For Programmers**

Email address prefix:

Document title: (none) ▼

Save Cancel

Autoresponders can send list rules to members when they write to the autoresponder address

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Support:
888-LYRIS-CS
(888-597-4727)

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Questions about this