

Help for TCMA-L mailing list

The Help file translated

The following describes commands you can send to get information about and control your subscription to (membership of) the TCMA-L email list. A command can be put in the subject line or in the body of the message. If you only want to send one command, it is probably easier to put it in the subject line, although this will mean that your password is displayed in the subject line of the email. If you want to send several commands, you need to put them in the body of the email, one command to a line.

Note that much of the following can also be accomplished via the World Wide Web, at:

<https://mail.une.edu.au/lists/cgi-bin/listinfo/tcma-l/>

In particular, you can use the Web site to have your password sent to your delivery address. You will have received a copy of the password when you received your welcome message. If you joined on the web, you would have chosen your own password, but otherwise you would have received a randomly generated and generally unmemorable password, which you may or may not have saved.

List specific commands (subscribe, who, etc) should be sent to

tcma-l-request@une.edu.au

This email address is not case sensitive, but please remember that it is TCMA-L for list, not a number 1 (one).

About the descriptions - words in "< >"s signify REQUIRED items and words in "[]" denote OPTIONAL items. Do not include the "< >"s or "[]"s or the quotation marks in any of the examples when you use the commands.

The following commands are valid:

subscribe [digest-option] [address=<address>] - Subscribe to the mailing list.

Your password must be given to unsubscribe or change your options, but not to join. When you subscribe to the list, you'll be reminded of your password periodically. 'digest-option' may be either: 'nodigest' or 'digest' (no quotes!) but if you omit it altogether you will be subscribed at the no digest option. If you wish to subscribe an address other than the address you send this request from, you may specify "address=<email address>" (no brackets around the email address, no quotes!) ie if you want to subscribe to the list at the address you are posting from and get each email as it is sent you send an email to tcma-l-request@une.edu.au with the word 'subscribe' in either the subject line or the body of the email, but without the quotation marks.

If you want to get digests, you send an email to the same address with the words 'subscribe digest' and if you want the list emails to be sent to a different address to the one you are posting from, your subject line or body will say 'subscribe myemail@myemailaddress.com.au' or whatever address you want to use.

unsubscribe <password> [address] - Unsubscribe from the mailing list.

Your password must match the one you gave when you subscribed. If you are trying to unsubscribe from a different address than the one you subscribed from, you may specify it in the 'address' field (see the example above). If you have different passwords for different addresses, you need to use the right one. You can change your passwords so they are all the same using the **password** command below

who - See everyone who is on this mailing list. Your email will still go to tcma-l-request@une.edu.au, but it will just say 'who'. This option is only available to email addresses subscribed to the list. It will only give you email addresses, not names so is of limited use to most people. It should NOT be used to set up a distribution list for e-junk mail – if you want to send emails to all chaplains, they should be sent to the list.

info - View the introductory information for this list.

lists - See what mailing lists are run by this Mailman server – of virtually no use to most non-UNE people.

help - This message in its untranslated form.

set <option> <on|off> <password> - Turn on or off list options. In all the examples below, the assumption is that the subscriber's password is 'yourpassword'. In order to use the commands, you can cut and paste the wording between the quotation marks (but not the quotation marks themselves) but you will need to put your own password in. Valid options are:

ack: Turn this on to receive acknowledgement mail when you send mail to the list. If you send an email saying 'set ack on yourpassword' every time you send an email to the list, you will get a message saying that it arrived. See also *norcv* below.

digest: Receive mail from the list bundled together instead of one post at a time. The relevant email will say 'set digest on yourpassword' or 'set digest off yourpassword'

plain: Get plain-text, not MIME-compliant, digests (only if digest is set). This makes the size of the digests much smaller, but you won't get pretty fonts, colours etc. I think it is very unfortunate that it doesn't work on the regular setting because I hate getting huge emails simply so that the sender can put pretty backgrounds, smiley faces and difficult to read fonts in their messages, but I'm probably just grumpy.

nomail: Stop delivering mail. Useful if you plan to take a short holiday or if you want to be able to post from several email addresses but don't want multiple copies of the messages. The appropriate wording is 'set nomail on yourpassword' or 'set nomail off yourpassword'

norcv: Turn this on to NOT receive posts you send to the list. Does not work if digest is set. Some people prefer to simply get an acknowledgement of their posts because they keep a copy in their sent items folder and just want to know that the message arrived safely. 'set norcv on your password' will get this to happen. See also *ack* above.

hide: Conceals your address when people look at who is on this list. –'set hide on yourpassword'

options - Show the current values of your list options – useful if you're not sure exactly what options you have set and are wondering, for example, if you haven't received mail because the list is very quiet or if you forgot to turn *nomail* off when you got back from holiday. A third option for lack of mail is that the listserver has automatically set your subscription to *nomail* because the five emails in a row sent to you bounced back (could not be delivered). If your email box has been full or your server has been down recently,

it is possible that your subscription has been set to *nomail* without consulting you. It is also useful to check whether your messages are not appearing in your inbox because they're not getting through or because you have *norcv* turned on and *ack* turned off. Please note that occasionally listserver software appears to get bored and change people's settings spontaneously and at random. If you find that your current setting bear no resemblance to what you thought you'd set, it may be that this has happened, so don't immediately blame the onset of senility, or power mad list administrators. Just change them back. If it seems to be happening regularly, however, it would be a good idea to report it to tcma-l-admin@une.edu.au (Judy Redman and Morag Logan, the list administrators).

password <oldpassword> <newpassword> - Change your list password – to something you can remember. Not a good command to put in the subject line of your email. The wording needs to be 'password yourpassword yournewpassword'

end or -- - Stop processing commands (good to do if your mailer automatically adds a signature file - it'll save you from a lot of hassles). Some people (like me) put – (this is two minus signs not a dash) as the first line of their signature file so they don't have to remember to do this.

Commands should be sent to
tcma-l-request@une.edu.au

Questions and concerns for the attention of a person should be sent to
tcma-l-admin@une.edu.au,

which will ensure that they reach all the list administrators (although at the moment we only have one).

Regards

Judy Redman