



Mailing Lists Procedure

Getting set up

- Request it@vision100.org to add you as a user.
- Go to <http://vision100.org/wws>
- Click 'First login?' down the left hand side and fill in your email address to get a password sent to you.

Creating a new list

- Click on 'Create List'
- In 'List Name' type the name of the list. This will appear before @ in the email address, eg committee@vision100.org - the list name would be 'committee'.
- Choose list type.
 - For contact lists, where anyone can communicate with the people on the list, select 'Hotline'.
 - For team lists, where they are for communication between committee members, select 'Discussion list'.
 - For announcements lists, where only church leaders and those who are approved, select 'Newsletter'.
- For subject, type: a basic description of the group/team, eg 'Finance Committee'.
- For topic select, the most relevant sub-category.
- For description, type a basic description of this list.
- Click 'Create List'
- Select 'Admin' in the left hand bar.
- Select 'Manage subscribers'.
- Follow 'Adding members to mailing lists' procedure (below).



- Note: if migrating lists from other mailing list programs, send an email to it@vision100.org requesting that the old mailing list be deleted and an alias be set up which forwards messages to this new mailing list.

Adding members to mailing lists

- Click on the 'admin' button next to the mailing list you wish to edit.
- Click on that and you should get Manage Subscribers down the left hand side.
- On that screen, click "Multiple add", upon which a template screen shows you how to add multiple people. Enter one person on each line as shown (email address first, then space then their name)
- Click "quiet" before clicking add subscribers so that it doesn't send them a welcome message about the list.

Adding People to be Moderators

- To add people as list owners, so that they can moderate emails, select 'admin' for that list
- Select 'Edit list config' under 'Admin' in the left hand sidebar
- Select 'List Definition'
- Type in their name and email address under Owner
- Select 'Update'
- Ask them to go to the mailing list URL.
- Ask them to select 'First Login' under the login box
- They will be sent an email address with a password to login

Linked to Vision 100 Website - IT Documentation