

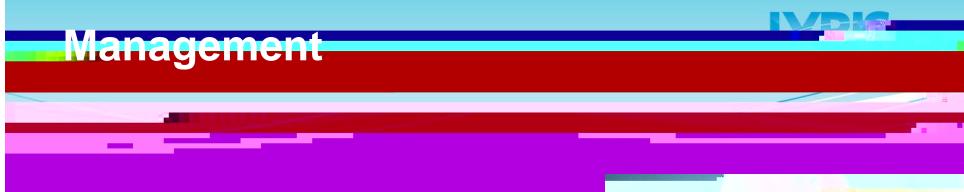
- How to use ListManager's discussion forum interface
- Create, run and administer discussion groups



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

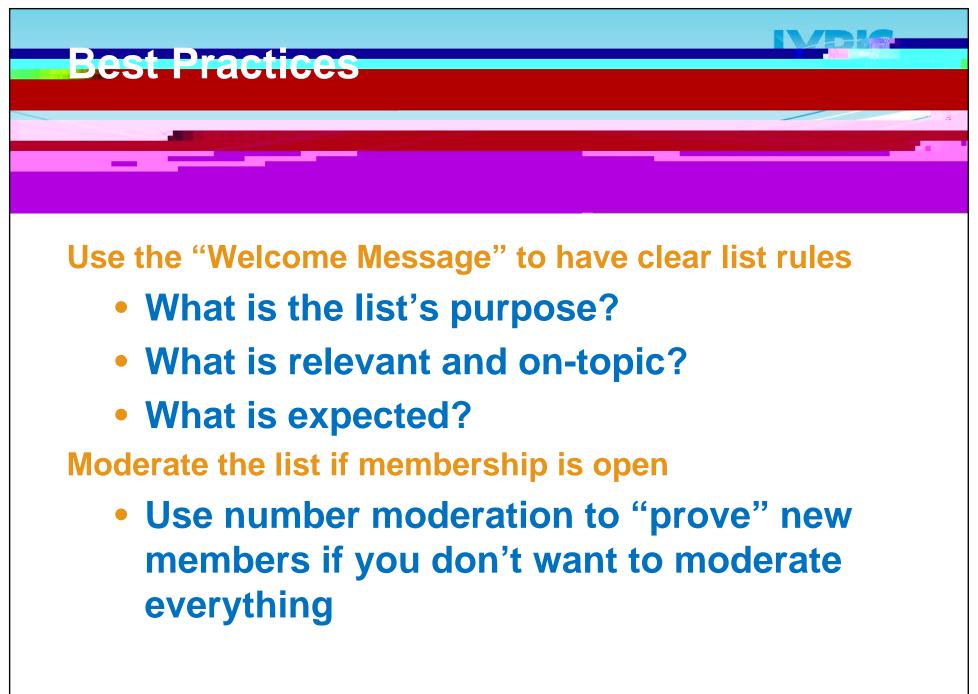
Introduction to Discussion Lists

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



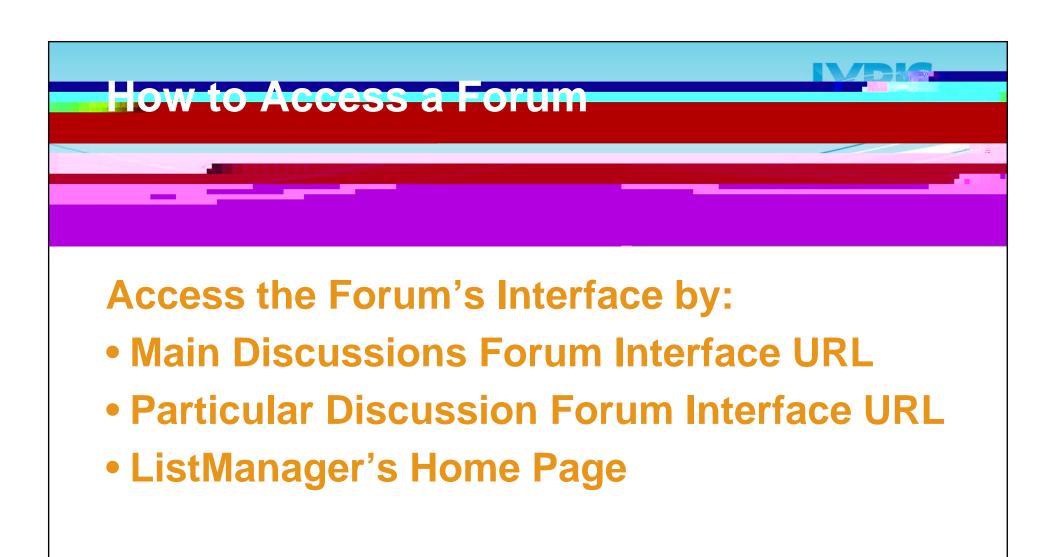
- Who can join and how?
- Who can post?
- How should postings
 appear







- The Discussion Forums Interface
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Access Via URL	
Tau Forums - Microsoft Interne	et Explorer
File Edit View Favorites Tools Help	
Sale	
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 Access the Discussion Forum Interface by going to

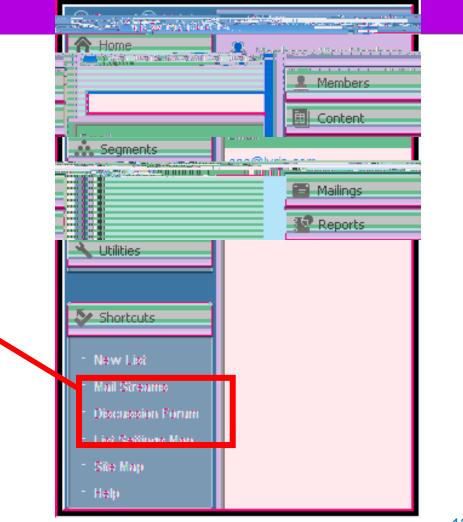
http://yourlistmanagerurl/read/

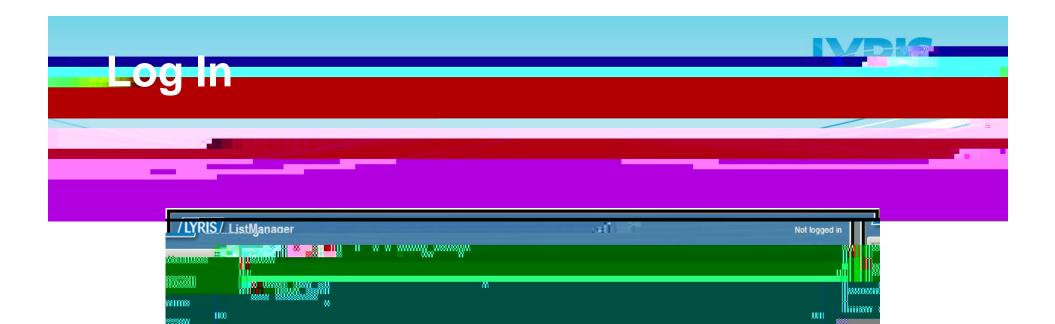
• Access a particular forum by adding to the end of the URL the forum name

?forum=forumname

Access Via ListManager

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





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Messages				
Messages Messages			٩	
Search				
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	Subject.	44:00 2006-06-13 14:00:00 kj	Beoljesu- Authors	
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Ana DeLeon	Ana DeLeon Ana DeLeon	-44*00 2006-06-13 14:00:00 kj ✓ About 2006-06-	Beoljesu-Author, Ane Del eon kik 13 13:59:00 conditional	

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

Send a Message	IVDIA
Cerra a message	
Messages Messages	
Q Search	٢
My Account	Subject.
	TT AILFORUNS 1
0 Ana DeLeon D Ana DeLeon 1 Ana DeLeon	2006-06-13 14:00:00 kikik About 2006-06-13 13:58:00 conditional ? Help 2006-06-13 13:44:00 Call only
	control 2 Ana DeLeon

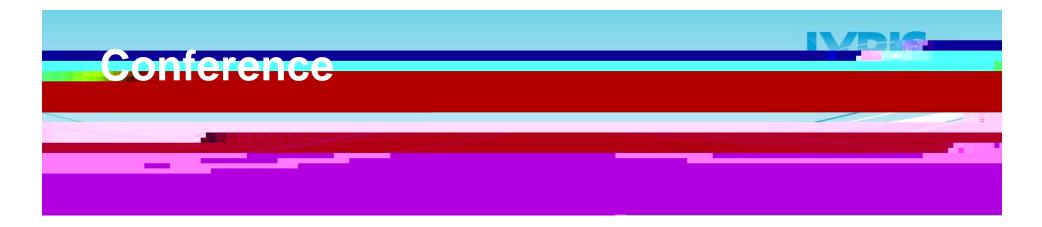
Create a new message, and...

New Message Subject:		
	Attachment(s): No	one Attach File
		OK Canc

Read Messages RE: First Message 2008-06-11 09:34:00 <analinis> Clock hore to view in a new browser window Clock hore to view in a new browser window The My Forums tab Current The My Forums tab The My Forums tab The My Forums tab The My Forums tab Wine Long 2011 This is the same table that you saw when you first arrived at the publi The About vab Winer Long 2011 Winer Long 2011</analinis>	Adm	inistrative Options	
RE: First Message 2008-06-11 09:34:00 <analyris> Click here to view in a new browser window The My Forums tab The My Forums tab The Not Fill, Ecrumant ab This is the same table that you saw when you first arrived at the publi This About tab</analyris>			
RE: First Message 2008-06-11 09:34:00 <analyris> Click here to view in a new browser window The My Forums tab The My Forums tab The Not Fill, Ecrumant ab This is the same table that you saw when you first arrived at the publi This About tab</analyris>	_		
Click here to view in a new browser window The My Forums tab The My Forums tab The Sill Forums tab This is the same table that you saw when you first arrived at the publi The About tab			
		Click here to view in a new browser window The My Forums tab The My Forums tab The Jill I I I I I I I I I I I I I I I I I I	
		"Delete" a message.	

	IVD14
Search	
A BOX SEXT	ands to lank for Jor Isvillan enhanced search
The Ponens	Search
	- O - et corus -
	at these

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





Conference allows you to chat with

	ount	
_		
Messages	My Account	
🔍 Search	Essentials Advanced	
	Your email ana@lyris.com	
A My Account	address:	
g Help	Language: English 🗸	

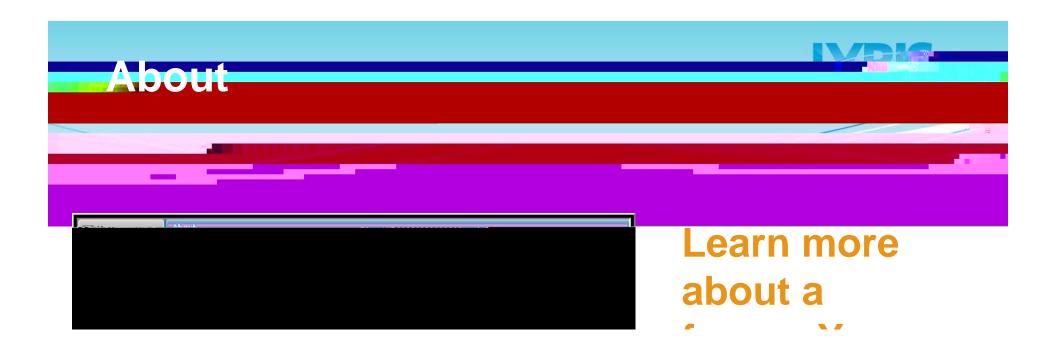
Membership Types

- 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	
My Forums	
	Search 1
	Conference
My Account	
See what forums you have	ave subscribed

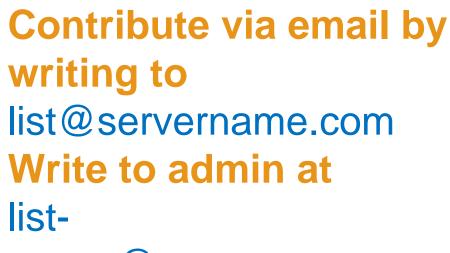
to. You may unsubscribe from lists on this page





Discussions Via Email

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Contribute

owner@servername.com

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	in an
Slands and and a second and a second se	564



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

Approval by Email

🙈 listmanager-discuss moderated message

- 🗆 ×

 Date:
 Tuesday, January 27, 2004 12:46 PM

 To:
 listmanager-discuss moderators

 Subject:
 listmanager-discuss moderated message

The attached message destined for listmanager-discuss has been received. This

message requires your approval before it will be sent to the list.

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

```
login (enter your password here)
moderate approve 101176
```

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



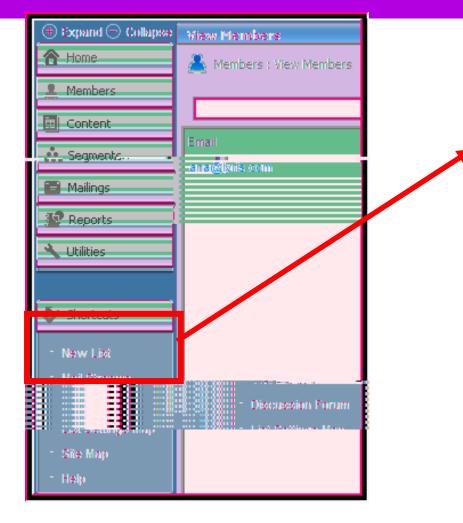
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Log In	IVDIA

Password: If you have forgotten your password, <u>click</u> <u>here</u> .	Login	
If you have forgotten your password, <u>click</u> <u>here</u> .	User Name:	
	Password:	
	Login	

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





Site and server administrators may create a new list 44

New List (Step 3)	
Image: College	List will require: • Name (no caps & no spaces) • Admin Email • Password

- · · ·



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	- II <mark>.</mark>	List Settings
		- Web Forms - Basic Information
	y	
2	purges:	Messages
		* Automatic Maintenance
	-Login Status →	Uiscussion Forum Interface
	" Other	Software , <u>"Take Control of Your Email Marketin</u>
		Shortcuts
		Map of All Settings

Discussion List Settings

Use list settings to

- Specify New
 Subscriber Policy
- Set email & Web submitted content preferences
- Set interface features

Subscriber Policy	
New Subscriber Policy ome Utilities : List Settings : New Subscriber Policy ontent Confirm Security ontent Confirm Segments Whether Whether	Set the rules for how people join

Email Submitted Conter	nt ives
Andrewskinkelinger i Englischmiktel Content Unites : Ech Sottinger i Englischmiktel Content Proposadite Englischmiktel Proposadite Proposadite Englischmiktel Proposadite Prop	Features for email submitted messages

Message Wrapping (1)	
30 mapping (*/	a
Additional and Content	Modify how messages look (e.g., unsub footers)



Sample of footer from email

	IVDIC.
Security	
Email Submitted Content Vilities : List Settings : Email Submitted Content Message Wrapping Security Approval Email Header	0
Reject email	
se 1:3	
Require password 7. no, password is not required in the message body (default)	

Approvals	
Approve # for moderated: Approve # for moderated: Automatically release	Specify if list is moderated and if approval is required

Email Header	
Email Submitted Content	
Message Wrapping Security Approva Email Header Header Rewrites	
Add list help	
Appeñă îb 'sm(// neader:	
	Save Cancel

Rewrite date of when mailing is sent out



Discussion Forum Interfact	
Discussion Forum Interface	
🔧 Utilities : List Settings : Discussio	on Forum Interface
Message Reading	Information About Your Lis
New Subscriber Requirements Subscriber Requirements	
Control how people join the list using the OV Conference	itu and posting on a
discussion forum intexfece	conference

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

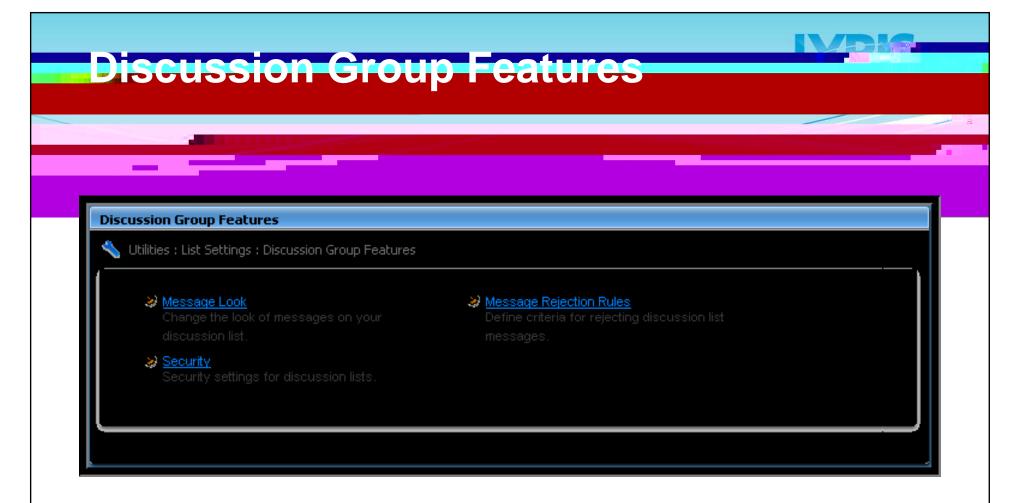
Message Look

_					
	🔧 Utilities : List Settings : Discussion Forum Interface : Message Reading				
	List Visibility:	List is '		~	
ļ	Allow risitors to	Listis	risible hidden but accessible if the list name is known read archives: <u>Listlistingaticessibile</u>		
1	searching	💽 yes	ono		
	searching: Make available as	💽 yes	0.89		
1	a Newsgroup?:	U yes			

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

	IVDIC
Conference	
Note: If you are a member, please log in before using the content temporary guest user by entering a name and password	rence. If you are not a member, please create a
temporary guest user by entering a name and password [IU.	

Determine how members may access the conference feature



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

Message L	ook	
MC33dgc L		
_		
Message Look		• Propond the
Nutilities : <u>List Settings</u> : Discussion Group Features : M	essage Look	 Prepend the
		list name in
	€ Int	the subject
Prepend to beginning of every digest (aka heade		-
		 Make posting
<u> โรมมายสมัตรสมส์ (การสองชุมว่าและ</u>	§nnersize	anonymous
	Subject: re: lyris	<u>anaelyns:com Aanaelyns:com></u> Mon, 28 Aug 2006 17:29:22 -0000
	. M.Mag	seere Number 1
	the reply	
		Berness energy a state of
	in or send a blank email to leave 9354-3873	SRN@demoentTyris.com

Security	
Utilities : List Settings : Discu Declarate one was decare North State on any	ussion Group Peatures : Security
<u>Scentity of</u> <u>Out-offer is a state of the state of the second sta</u>	nichibel list
the list administrator to obtain the member listing allow bins methods to documente wide wide memory	Only allow
Annual and and a should be a propherical state of the second state	A Constant of the second s

Define who has rights to nost and view.

lessage Rejec	
HESsäge Rejection Rules	Cu Messam Doigsting Bulon away
	Allow blank
	subject:
	subject:

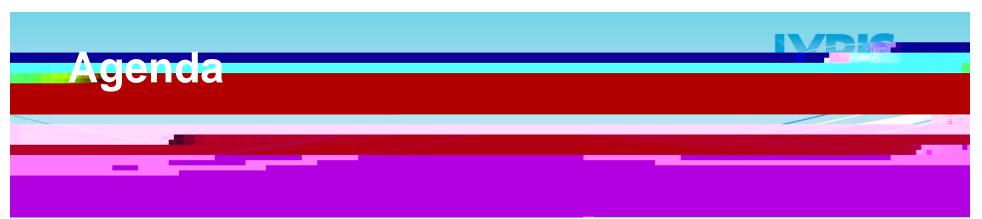
ListManager, by default, will not allow a blank subjects and a blank body

Member Settings	IVDIA
Constant of C	Members may opt to receive digests

	Add Member						
L	💄 Members : Add Memi						0
1	Basics List Adm	in Settings /	Advanced Settings	Information	Demographics		
					felist-admin?		-
	admin mail?:	🔵 yes 💿 no			Darreiwe list		
	Receive moderation notifications ?:	🔿 yes 💿 no					
	Bypass list moderation ?:	🔿 yes 💿 no					
						Save Car	
						Save Car	icel

Member Admin Settings

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

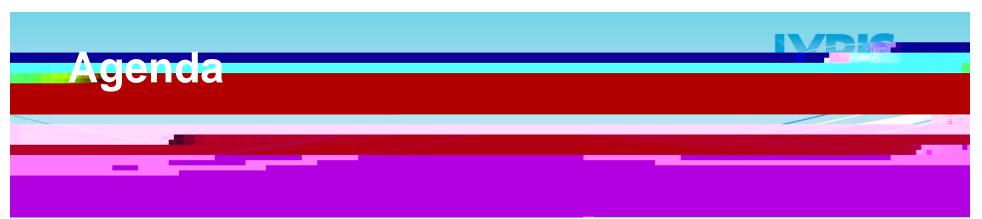


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		IVDIG	
Approval W	zard		
			=
Edit Mailing Needing Approval	Approval	Easily	
	rom: = # Ana DeLeon" <ana@lyris.com> = = = = = = =</ana@lyris.com>	"send" or	
		"reject" a	
		message	
asi lo dijo anais			
ana			
Delete Now Delete With Feedback	Save Save and Test Cancel Send Now		
			56



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	Automateu M	lessages (olep	
9 Marshave	- REARING & Address Street Street		A Home
Send autoritated responses to incoming	Connat Collasag Utilities : Automated Messages		The Home

Automated Mess	sages (Step 2)
- Poolinent.Centeck.	
june goodbuy Goodbye document	Test Copy De aete
may he	new Lortent From Template
map Lacideo contrata a secolo -	
Template:	
	Cancel

Edit a previously created template for easy content creation

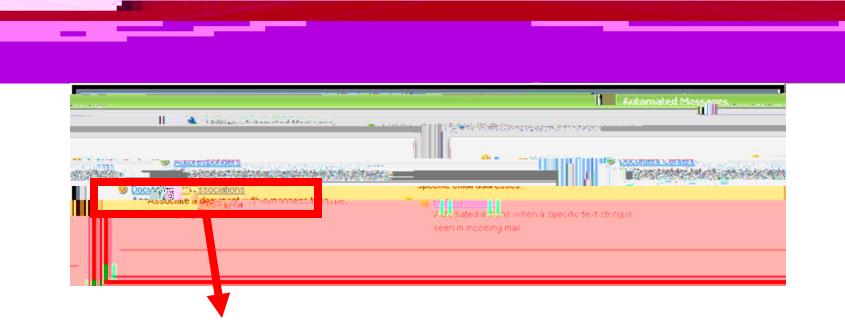
Automated Messages (Step 3)

New Content			
From:	"ลกุล" เลกุลญิษัยเริ่	Insert Field	
	- Taxas	Taural Field	
Subject:			

Select the internal name and description

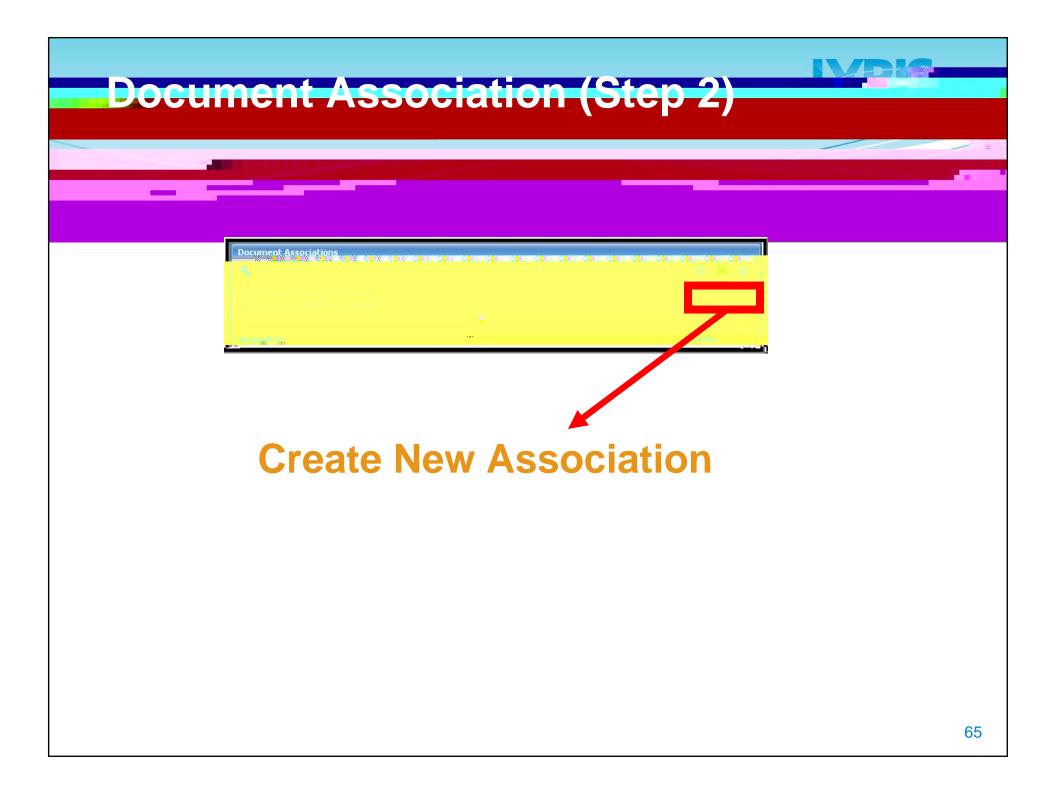
Automated Messages (Step 4)	
Create New Content Internationalization Internationalization Essentials HTML Message Advanced Text Message: You have been unsubscribed from '%filst.nam State You have been unsubscribed from '%filst.nam Internationalization Internationalization Text Message: You have been unsubscribed from '%filst.nam Internationalization Internationalization Internationalization Internationalization Text Message: You have been unsubscribed from '%filst.nam Internationalization Internationalization Internationalization Internationalization Text Message: You have been unsubscribed from '%filst.nam Internationalization Internationalization Internationalization Internationalization Source Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Internationalization Intern	Edit the preexisting text and place your message in the HTML and text area

Autom	ated Me	essages (Step 5)		
Create New Content Content : Create New Content Internationalization			Text Message Advanced	Save the content	
					63



Document Association (Step 1)

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



	IVDIG-
Document Association (Step 3)	
	_
La Utilities : An operated Messages : Decument Associations : New Recompany Associations and a second statement associations	
cangoager	
anod Save T C	
1. Choose the "Message Type"	
2. Specify the "Document" to be s	sent
3. Set Default to "yes"	

Save the Association

Match Phrase (Step 2)

1
Save Cancel
"Take Control

Receive an alert

- that the phrase is being used
- Reject the message automatically

• Send an automated message to

uto Responders	
New Autoresponder	
Utilities : Automated Messages : Autoresponders : New Autoresponder Essentials Advanced For Programmers	•
	•

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



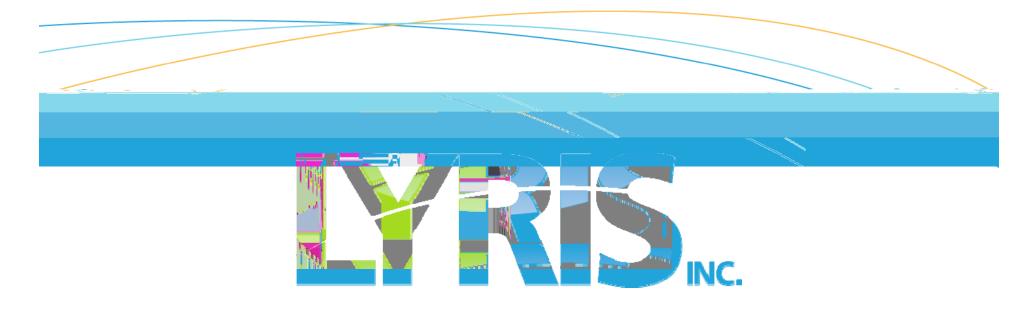
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Agenda



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Questions about this