



Get the most out of your e-group mailing system

D1260 International

Welcome

**This tips sheet will be developed through your experience.
In the meantime here are a few basic suggestions.**

Q1. How do I send an email or reply to all members?

A. Just send an email to international@rotary1260.org.uk If, exceptionally it requires a reply to all members hit your '**Reply to all**' button

Q2. Can I send an email to individuals, or reply to an individual?

A. Sending - No. That is not its purpose. So please keep your posts relevant to all. The recipients can however reply to the sender by hitting the **Reply** or **Reply to sender** button. Please do not use the Reply to all button, as we will all get a copy of your mail.

Q3. How do I find email address for those on the Group?

A. Send an email to international-request@rotary1260.org.uk and just include the word 'who' (without quote marks) followed by your given or chosen password in the subject line. That will return a list of names, their e-mail address and Club.

If you are sending the email from other than the email address 'known' to the system e.g. stephen@sgrc.org.uk is known to the system, but stephen@anywhere.net is not, you must add your 'known' address to the end of the subject line i.e. after your password.

Q4. Can I view all emails on a given topic e.g. My named project?

A. Yes. But you and those responding should not change the subject line. These will then be grouped as a thread e.g. My named project

Q5. How do I view emails on a given topic?

A. Simply hit this link <http://lists.rotary1260.org.uk/mailman/listinfo/international> page down to International Archives . You will then get a choice of how to view past emails i.e. By Thread, Subject, Author or date.

Hit 'Thread' and all correspondence for example 'My named project' is linked together

You can also get to the archives with this link <http://lists.rotary1260.org.uk/pipermail/international/>

Q6. How do I change my password?

A. Hit the link provided in your welcome email that looks like this <http://lists.rotary1260.org.uk/mailman/options/international/youremailaddress> log in using your existing password, page down and insert and confirm your new password. Unless you choose to disable it, you will be sent a password reminder on the 1st of each month.

Q7. Can I receive a summary (digest), rather than individual mails?

A. Yes. Go to Member Options (as 6 above), page down and change 'Set digest mode' to 'On'

That's it for now. Let me know if you have other queries to add to this list. Thanks

Stephen

Hit this link to return to the e-group home page
<http://lists.rotary1260.org.uk/mailman/listinfo/international>

Hit this link to revisit our International Section on the District 1260 website
<http://www.rotary1260.org.uk/international>