

# Managing Your VCI-Group Email Discussion List Account

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## Introduction

The VCI-Group Email Discussion List is an important member benefit that allows you to ask questions directly to a large number of your peers in the conferencing and collaboration industry. This document outlines the necessary steps for you to be able to self-manage your subscription to, and delivery options for, the email discussion list.

If you need any assistance with, or have any questions about, the email discussion list you can send an email to [listhelp@vci-group.org](mailto:listhelp@vci-group.org). For more information, including our guidelines and email discussion list etiquette please visit <http://www.vci-group.org/education-resources/email-discussion-list.aspx>.

Depending on how your organization's mail server and your email client are configured you may not receive messages from the list. Please be sure to check your junk email folder for messages from the following email addresses and also contact your email administrator about allowing these messages through:

[listserv@listserv.harringtoncompany.com](mailto:listserv@listserv.harringtoncompany.com)

[vci-group-members@ls.vci-group.org](mailto:vci-group-members@ls.vci-group.org)

Because of the large variety of email clients in use, we recommend that you work with your organization's technical support staff if you require assistance with allowing messages from the email discussion list through or configuring filters or rules to help you manage the messages as they come in on your email client.

## Web Management Setup

Individuals may request subscription to the list by sending an email to [listhelp@vci-group.org](mailto:listhelp@vci-group.org). Subscription to the list is available for all members.

To access the web-based options for the email discussion list, you will first need to set a password for your email address in the system. To do so, please go to the following website and follow the on-screen instructions and then respond to the confirmation email you will receive from "THC LISTSERV Server (16.0)":

<http://listserv.harringtoncompany.com/scripts/wa.exe?GETPW1>

## Logging In

After you have successfully set a password for your email address in the electronic mailing list system you can now log in and adjust your options for receiving messages from the list. Go to the following website to log in:

<http://listserv.harringtoncompany.com/scripts/wa.exe?LOGON>

## Accessing Web-Based Archives

After you have logged in you will see the list of all the available mail lists on this server. The only list you will be allowed to view/subscribe to is the 'vci-group-members' list. Click on the VCI-GROUP-MEMBERS list name in blue. Clicking this link will bring you to the web based archives of the VCI-GROUP-MEMBERS email distribution list. Select the month you'd like to browse.

You may see the message "Archived postings are currently not available. Either the archives do not exist or you are not authorized to browse them with the email address you used to log in." If you see this message you will need to request to join the VCI-GROUP-MEMBERS list.

To subscribe to the list click the 'Join or Leave VCI-GROUP-MEMBERS' link in the Options section. Clicking this link will bring up a screen that will allow you to join the list and configure your delivery options. Set your options if you like and click the 'Join VCI-GROUP-MEMBERS' button at the bottom to submit your request for subscription. Approval of requests for subscription may take up to 3 business days.

Once your request has been approved you will receive two messages. Again, please be sure to check your junk email folder for these messages. One message will tell you that you have been added to the list and provide you with helpful information on how to use the list. The second message will welcome you to the VCI-Group list. The second message is particularly important as it contains additional instructions, but it also contains the guidelines and etiquette you are expected to adhere to when using the list.

To create a bookmark directly to the archives after you have successfully subscribed use the following website address:

<http://listserv.harringtoncompany.com/scripts/wa.exe?A0=vci-group-members>

## Setting Delivery Options

You can change how you receive information from the email discussion list. To configure your delivery options click on the 'Join or Leave VCI-GROUP-MEMBERS' link from the archive page or go to the following website address:

<http://listserv.harringtoncompany.com/scripts/wa.exe?SUBED1=vci-group-members>

To get more detailed information regarding what a particular option is click the green ball with a question mark by it to the left of each section.

The options that you are most concerned with are the 'Subscription Type' and 'Miscellaneous' options. Here is a short description of the subscription types:

Regular - You receive an email as soon as any message is sent to the list

Digest - You receive a single message once a day (typically) with all postings since the last digest was sent out

Index - Is a more compact version of the digest.

If you would like to be able to access the archives, but don't want to receive any mail messages from the list you can check the 'Mail delivery disabled temporarily' option under Miscellaneous. There is no time limit on how long you can have this set.

The last option to note on the miscellaneous section is the 'Address concealed from REVIEW listing'. An Individual can request to REVIEW a list, which means they would receive a report of all the subscribers email addresses on the list. In the VCI-Group email discussion list the REVIEW command is blocked for security reasons.

### **Removal from the Email Discussion List**

Although VCI-Group will be sad to see you go, you may remove yourself or request to be removed from the list at any time. To remove yourself go to the following website address:

<http://listserv.harringtoncompany.com/scripts/wa.exe?SUBED1=vci-group-members>

At the bottom of the page you will see a button labeled 'Unsubscribe (VCI-GROUP-MEMBERS)'. Press this button and your removal from the list is immediate.

If you would like VCI-Group to remove you please send an email to [listhelp@vci-group.org](mailto:listhelp@vci-group.org) and in the body of the message include your first and last name and email address and that you wish to unsubscribe from [vci-group-members@ls.vci-group.org](mailto:vci-group-members@ls.vci-group.org).