

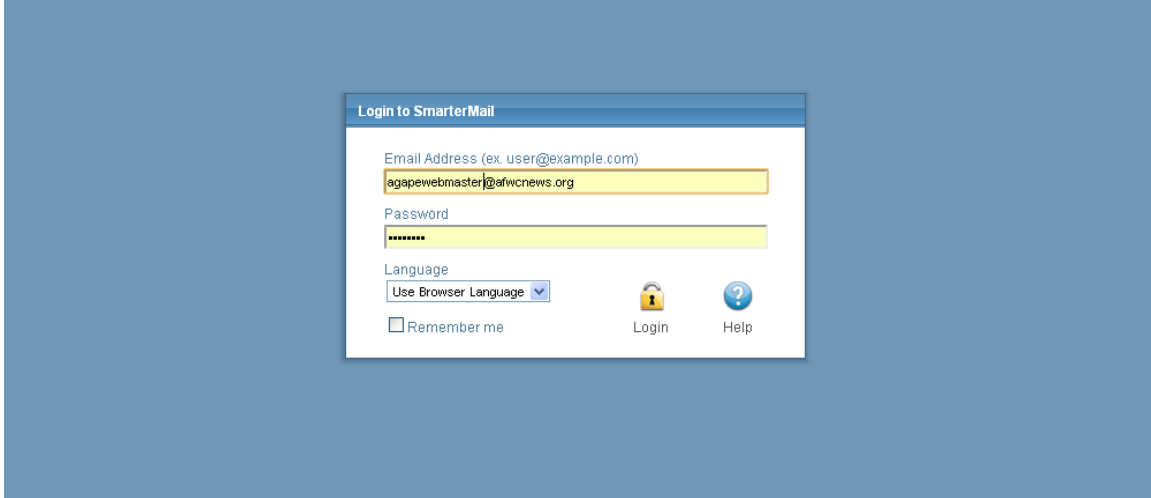
Agape ListServ

The Agape Listserv is a mailing list tool we can use to send a message or series of messages to many people at once. Some ministries will use our mailing lists for newsletters and announcements for church members, while others use them for updates or discussion groups amongst ministry team members. Also, the system is designed so people can add and remove themselves to the e-mail list, thus eliminating the need for mail list management on our end!

For more details on listservs, check out <http://en.wikipedia.org/wiki/LISTSERV>. For more info on Smartermail, go to <http://www.smartertools.com/SmarterMail/Features/Windows-Mail-Server-Software-Webmail-Exchange-Alternative.aspx>

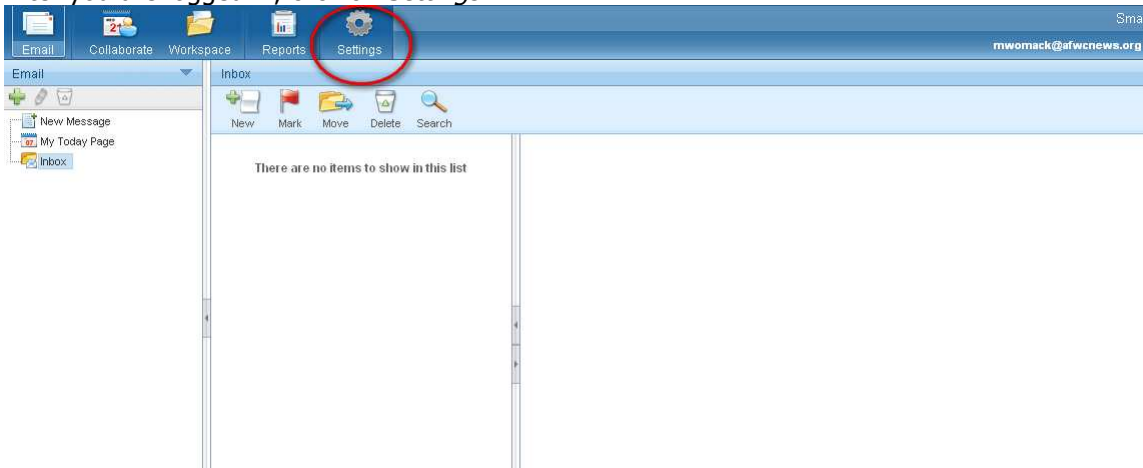
Logging into the Listserv website (via SmarterMail)

Go to <http://mail.afwcnews.org/> This will bring you to the page below. The login name is agapewebmaster@afwcnews.org. Contact Marcell or Juanita for the password.



Setting up a mailing list:

After you are logged in, click on *Settings*:



On the left hand side, click on *Domain settings* to expand the menu

The screenshot shows the Outlook Settings application. The left-hand navigation pane is expanded to show 'Domain Settings', which is circled in red. The main pane displays the 'Mailing Lists' section with a table of lists.

List Name	Moderator	Description	Subscribers	Digest
afwcdeacons	staff	Listserv for AFWC Deacons	10	
afwcelders	staff	AFWC ELDERS LISTSERV	1	
afwcministers	staff	AFWC MINISTERS LISTSERV	13	
agapeweb	mwomack	This is for members of the Agape Web Team	8	
angelfood	bodybuildersadmin	Angel Food	19	
aocparents	admin	This listserv is for parents of AOC members	-	
bodybuilders	bodybuildersadmin	Listserv for BodyBuilders Customers	553	
bodybuilderscore	bodybuildersadmin	This mailing list is for the BodyBuilders Core Team	10	
bodybuildersteam	bodybuildersadmin	BodyBuilders Team Listserv	51	
catalystscore	catalystadmin	Listserv for Catalyst Core Members	6	
dance	admin	Dance Ministry Listserv	2	
dancecore	admin	Dance Ministry Core Listserv	1	
executiveservants	tashabourne	This is the Security (Executive Servants) listserv	-	

...and then click on *Mailing Lists*.

The screenshot shows the Outlook Settings application with 'Mailing Lists' selected in the left-hand navigation pane, circled in red. The main pane displays the 'Mailing Lists' section with a table of lists. The 'aocparents' row is highlighted in yellow.

List Name	Moderator	Description	Subscribers	Digest
afwcdeacons	staff	Listserv for AFWC Deacons	10	
afwcelders	staff	AFWC ELDERS LISTSERV	1	
afwcministers	staff	AFWC MINISTERS LISTSERV	13	
agapeweb	mwomack	This is for members of the Agape Web Team	8	
angelfood	bodybuildersadmin	Angel Food	19	
aocparents	admin	This listserv is for parents of AOC members	-	
bodybuilders	bodybuildersadmin	Listserv for BodyBuilders Customers	553	
bodybuilderscore	bodybuildersadmin	This mailing list is for the BodyBuilders Core Team	10	
bodybuildersteam	bodybuildersadmin	BodyBuilders Team Listserv	51	
catalystscore	catalystadmin	Listserv for Catalyst Core Members	6	
dance	admin	Dance Ministry Listserv	2	
dancecore	admin	Dance Ministry Core Listserv	1	
executiveservants	tashabourne	This is the Security (Executive Servants) listserv	-	

This will open up the mailing lists screen. Here you can see all of the various lists that have been created. At the top of the screen, click on *New*.

List Name	Moderator	Description	Subscribers	Digest Subscribers
afwcdeacons	staff	Listserv for AFWC Deacons	10	-
afwcelders	staff	AFWC ELDERS LISTSERV	1	-
afwcministers	staff	AFWC MINISTERS LISTSERV	13	-
agapeweb	mwomack	This is for members of the Agape Web Team	8	-
angelfood	bodybuildersadmin	Angel Food	19	-
aocparents	admin	This listserv is for parents of AOC members	-	-
bodybuilders	bodybuildersadmin	Listserv for BodyBuilders Customers	553	-
bodybuilderscore	bodybuildersadmin	This mailing list is for the BodyBuilders Core Team	10	-
bodybuildersteam	bodybuildersadmin	BodyBuilders Team Listserv	51	-
catalystcore	catalystadmin	Listserv for Catalyst Core Members	6	-
dance	admin	Dance Ministry Listserv	2	-
dancecore	admin	Dance Ministry Core Listserv	1	-
executiveservants	tashabourne	This is the Security (Executive Servants) listserv	-	-

You are now ready to create your list. See the List Settings below:

Setting the **Allowed Posters** option to **Anyone** or **Subscribers Only** can cause serious spam issues. Generally, **Anyone** should never be used, and **Subscribers Only** should be used for digest mode.

Name: agapeweb

Moderator: mwomack

Password: Enabled

Allowed Posters: Subscribers Only

Subject Prefix: Enabled

Max Message Size: 0 KB (0 = unlimited)

Max Recipients per Message: 100

Disable Mailing List

Description: This is for members of the Agape Web Team

List Settings

List name - This is the name of the list and the email address to which and from which emails will be sent. (i.e. our team list is "agapeweb")

Moderator - This is the "owner" of the list. The moderator must be a user in your domain.

Password - Posting on a list can be restricted by requiring a password. To post to a password protected list you must send the password in the subject enclosed by brackets and colons. (e.g. **Subject:** [:password:] Attention all subscribers).

(NOTE: until further notice we will not be using this feature.)

Allowed Posters - An email that is sent to the list, and therefore re-sent to the list subscribers, is considered to be "posted". In this field you can determine who has access to post to the list. In addition to the selected post option, you can enable the posters list, which can further permit or deny users.

- **Anyone** - Setting the list to "anyone" means that when anyone, regardless of whether they are subscribed to the list or not, sends an email to the list, it will be sent out to all members. *(NOTE: until further notice we will not be using this feature.)*

- **Subscribers Only** - Setting the list to "subscribers only" allows the list subscribers, and only the list subscribers, to send and receive posts. The moderator will still be permitted to post.
- **Moderators Only** - If the moderator is set as the post option, only the moderator will be able to post to the list. This means that no one else, not even list subscribers, will be able to post.

Subject prefix - All list posts will get this text put on the subject line before the actual subject. It is recommended most for discussion lists, so that people can filter posts more easily. You can choose to enable this field by clicking the box.

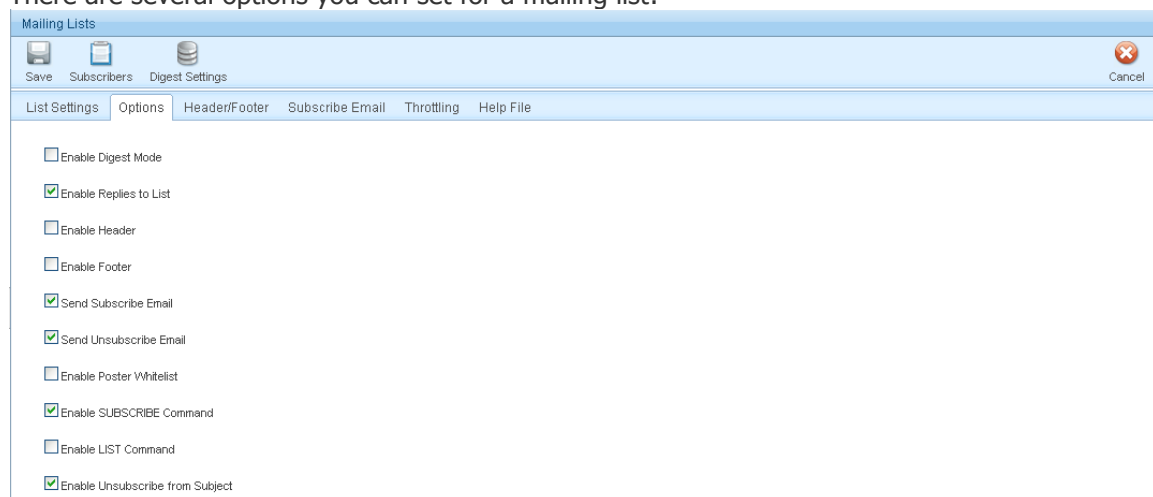
Max message size - The maximum permitted size of a message (in kilobytes). If the message exceeds this size, it will not be posted. If you do not wish to set a size limit, enter 0 (zero). (Default is 200)

Max recipients / message - This setting is used to set the number of recipients per message that will be sent. For example, if there were 500 subscribers to a list, and the max recipients value was 100, 5 emails would be sent (each with 100 recipients). Changing this setting can affect the load on the server.

Disable Mailing List - Check this box to disable the mailing list.

Description - For ease in identification, you may add a description to the list.

There are several options you can set for a mailing list:



List Options

Enable digest mode - This enables digest mode. When using digest, the server stores all posts to the list in a set folder. When the 'trigger' is set off, all accumulated posts are sent out as a single message.

(NOTE: until further notice we will not be using this feature).

Enable Replies to list - When this option is checked, replies from a subscriber go to the list. If this option is off, the reply goes to the person who posted the original message on the list.

Enable header - When enabled, the header you define in [Header](#) will be placed at the top of each email.

Enable footer - When enabled, the footer you define in [Footer](#) will be placed at the bottom of each email.

Send Subscribe Email - Check this option to send an email in response to new subscriptions performed through list serv commands.

Send Unsubscribe Email - Check this option to send an email in response to unsubscribe requests performed through list serv commands.

Enable poster whitelist - Anyone added to the [Poster Whitelist](#) will be able to post if this option is enabled. The Poster Blacklist is always enabled.

Enable SUBSCRIBE command - This enables the subscribe command that allows people to subscribe to the list by sending the command to the list command address. Leave this box unchecked if you wish to have control over your list subscribers, and then only list administrators will be able to modify the subscribers.

Enable LIST command - This option enables the ability for a user to send an email to the list command address and receive a reply of all list users. *(NOTE: until further notice we will not be using this feature).*

Allow unsubscribe from subject - Enabling this option will allow a subscriber to unsubscribe from your list by replying to the list with [unsubscribe](#) in the subject line. It is recommended that you usually keep this option enabled, as it will reduce complaints of abuse, as subscribers can quickly opt-out of the list.

Adding Subscribers to a mailing list:

Click on the Subscribers icon, then click Subscribers from the drop-down menu.

Mailing Lists

Save Subscribers Digest Settings

Subscribers

Digest Subscribers

Whitelisted Posters

Blacklisted Posters

option to **Anyone** or **Subscribers Only** can cause serious spam issues. Generally, **Anyone** should never be used, and **Subscribers Only** should be used for digest mode.

Name agapeweb

Moderator mwomack

Password Enabled

Allowed Posters Subscribers Only

Subject Prefix Enabled

Max Message Size 0 KB (0 = unlimited)

Max Recipients per Message 100

Disable Mailing List

Description

This is for members of the Agape Web Team

The Subscribers page shows all of the email addresses of people who have subscribed to your list. You can manually edit subscribers on your list here. See the options menu below.

Mailing Lists

Add Emails Delete Upload Download Search

Back

Email Address

davidw@██████████

dougfore██████████

dwwhaley██████████

jdaly@██████████

kethomp██████████

tljones██████████

poetic██████████

xfactor██████████

Subscribers Options

Add - Click on this icon to add one or many email addresses to the list. Ensure that you enter one email address per line when adding them. Duplicates will not be added.

Delete - Select an email and click on the Delete icon on the actions toolbar to remove it from the list.

Download - Downloads the list as a text file, with one line per email address.

Upload - Use this option to upload a list file to the server. This file must be in .txt format with one line per email address

Search - Use the search button to find a specific email address in the list quickly.

Subscribers adding themselves to a mailing list:

If you selected the *Enable SUBSCRIBE command* and *Allow unsubscribe from subject list* options (see List Options section) for your list, church and team members can add or remove themselves to mailing lists with a simple e-mail.

Subscribing via e-mail: have the member send an e-mail to lists@afwcnews.org with *subscribe ((list name here))* to subscribe to the list.

Unsubscribing via e-mail: have the member send an e-mail to lists@afwcnews.org with *unsubscribe ((list name here))* in the body to unsubscribe from the list.

NOTE: To unsubscribe, members can also reply to an e-mail sent from that list with *unsubscribe* in the subject line.