

## Reference guide for a simplelists.com single list

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## 1. Logging in

Log in to your Simplelists account by going to the address <https://www.simplelists.com/members>. A link to this address is provided at the simplelists main page by clicking on 'login'. When logging on, and all the time when logged in, all data passed between your computer and the simplelists server is encrypted.

Once logged on, sessions are limited to one hour for security reasons. After this time you will be logged out and will have to login once again.

## 2. Members Homepage

The members homepage contains details of your account, namely your data transfer allowance and the expiry date of your list. Data transfer allowance is used whenever emails are sent on your list, and is updated every 24 hours. Although under normal use the data transfer for a month will not be exceeded, if many emails with large attachments are sent it may be possible to exceed it. Under these circumstances, additional data transfer can be bought by selecting an amount and clicking 'buy'. You will receive an email warning once you have used 90% of your allowance. The monthly allowance of data transfer is not carried forward month on month, but any additional allowance bought is taken forward to the next month.

The expiry date for your list is also shown. The expiry date can be extended by using the 'buy' button. Lists can be extended as many times as required, in blocks of six and twelve months. Any extension will merely extend the expiry date by the appropriate number of months.

Should the data transfer allowance be exceeded, or the expiry date pass, your list will be disabled. Lists can be re-enabled by logging into your account and purchasing the appropriate product.

### 3. List members

Once logged in to the account, members are added to the address book by selecting 'List members' from the menu. Clicking on 'Add member' presents a page whereby a user's name and email address can be added.

To add a large number of email addresses it is possible to upload a CSV (comma separated variable) file. This file can be produced from most database and spreadsheet applications, as well as email clients such as Microsoft Outlook. Please see the section below for more information.

Before members become active on your list, they must confirm their email address. This is achieved by the sending of a confirmation email. The user receives the email which contains a link for them to click on. Once they select the link, their email address is confirmed, and they become an active member of your list. This is shown by a green tick next to their name in the address book.

Confirmation requests can be sent in one of two ways: either by selecting the tick box entitled 'send email confirmation request to address', or once the member has been added to the address book, a confirmation can be sent (or indeed resent) by selecting the address in the address book, and clicking on 'send confirmation' at the bottom of the page.

Under some circumstances we may be able to configure your account so that members may be added without them having to confirm their email address. This can ease administration of the list, although many people find it useful to know that they have correctly entered a user's email address. We will only allow the adding of members without confirmation on accounts that have been active for some length of time.

#### Uploading files to the address book

As previously stated, large numbers of addresses can be uploaded in one go by producing a text file containing all the addresses. The text file must contain each entry to be added on a separate line, in the format (quotations optional):

```
"surname1", "firstname1", "email address1"
```

```
"surname2", "firstname2", "email address2"
```

```
...
```

Files in this format can be produced by most popular spreadsheet and database applications. Details for some popular Microsoft products are described on the upload page.

Should you require a slightly different file format to upload as, or should you have any problems uploading, then please contact [support@simplelists.com](mailto:support@simplelists.com).

## 4. List settings

This page contains settings specific to the list. When settings are changed, it must be ensured that 'Update' is clicked on to update the settings. Available settings in this page are:

**Subject prefix:** Text entered here will be inserted before the subject of all emails sent to the list.

**Maximum message size:** Sets the maximum size of messages that will pass freely through the list. Any message exceeding this size will be held for approval (see below). We recommend a setting of no more than 30000 bytes: if one of your members is infected by a virus then it is possible for the virus to send itself to the list and propagate to all your list members. Since most viruses are larger than 30000 bytes, the virus will be held for approval and can be deleted. We do not currently scan emails for viruses passing through the system.

**Moderate options:** This setting configures who can send messages to your list without the messages being held for approval. Settings are as follows:

No moderation	Anybody can post to your list
Moderate all messages	No one can post directly to the list – all messages are held for approval
Allow only members to post	Only confirmed list members can post directly to the list
Allow these email addresses to post	Only email addresses listed in the box are allowed to post directly to your list. Email addresses are added by typing into the text box and clicking 'add'

**Message footer:** Text entered here will be added to the bottom of all emails sent to the list. This setting only works effectively on plain text emails. The text may not be appended to any emails sent with formatting, or with attachments.

## 5. General settings

This page contains a number of general settings for your account. When settings are changed, it must be ensured that 'Update' is clicked to update the settings. Available settings on this page are:

**Your email address:** This address is the email address that we will use if we need to contact you. Please ensure that you keep this address up to date.

**Password change:** If you wish to change the password click on 'change'. To change your password you must first enter your old password, and then enter a new password twice.

**List manager address:** Any emails sent to [yourlist-manager@simplelists.com](mailto:yourlist-manager@simplelists.com) will be redirected to this address. This is also the return address where undelivered emails will be sent, and is the address that approval notifications are sent to.

**Email confirmation subject:** This is the subject of the confirmation email message sent from the address book.

**Email confirmation from address:** Confirmation emails will appear to come from this name. The actual email address will always be [yourlist-manager@simplelists.com](mailto:yourlist-manager@simplelists.com).

**Email confirmation message:** This text will form part of the confirmation email. This text is appended with text directing the user to click on an email link in the message.

## **6. Message approval**

Any emails that are held for approval are viewed and approved in this page. Emails will need approving due to the list settings, as described above. Messages waiting to be approved can be viewed, and if need be altered by clicking on 'edit message source'.

If an email is sent to your list that has attachments or is in multiple formats, then the email will be presented as a number of 'parts'. Each part can be viewed by clicking on it. If the part is text or an image then it will be displayed in the web browser. If the part is an attachment then you will be prompted to download it by your web browser.

Although it is not possible to catch a virus by viewing text or images of a message, it may be possible to catch a virus when downloading and opening attachments. For this reason we do not recommend downloading any attachments, or approving any emails with attachments, unless you are 100% certain what the attachment is.

## **7. Using your list**

Once members are added and confirmed on your list, the list is used by sending an email to your list email address from an email account. The email address for your account is stated at the top of the 'members home' page. An email sent to the address will get distributed to all members of your list, who have confirmed their email address.