

Generic instructions for the mailing lists on www.cumbriafhs.com.

There are two basic ways of managing your account on the email list, either by email command or by the account control panel on the web interface.

You do not have to make any changes if you are happy to use the list in its default mode. In the default mode it will work just like the old Rootsweb list did.

Web Interface

This is recommended for most users as it is simpler to understand and operate.

To access the control panel on the web you can use the following links :

Westmorland List

http://cumbriafhs.com/mailman/listinfo/list-westmorland_cumbriafhs.com

Cumberland List

http://cumbriafhs.com/mailman/listinfo/list-cumberland_cumbriafhs.com

Cumbria List

http://cumbriafhs.com/mailman/listinfo/list-cumbria_cumbriafhs.com

Northwest List

http://cumbriafhs.com/mailman/listinfo/list-northwest_cumbriafhs.com

From this web page you can visit the archives, subscribe to the list or access your control panel

List-Northwest Subscribers

(The subscribers list is only available to the list administrator.)

Enter your admin address and password to visit the subscribers list:

Admin address: Password:

To unsubscribe from List-Northwest, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address



To visit your control panel, enter your email address in the box as indicated above and click on "Unsubscribe or edit options".

The next page will request your password, if you do not already have this then simply click on the Remind button at the bottom and your password will be emailed to your address and you can then log in. If you simply wish to unsubscribe then click the Unsubscribe link, note you will be sent an unsubscribe email to your address, you will not be unsubscribed until you carry out the instructions in that email.

After logging in you will be taken to your information page where you can make any changes.

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At the top you can change your email address or name, note that if you change your address then a confirmation email will be sent to your new address and the change will only be made after you carry out the confirmation instructions in that email.

Note that if you wish to change your details on all email lists you belong to on this website then tick the 'Change globally' box and they will all be changed.

You can change your password if you wish.

Finally you can select from the list of options at the bottom, most are self-explanatory.

For a fuller explanation of user options go to the Member Manual at

<https://www.gnu.org/software/mailman/mailman-member/index.html>

E Mail Interface

The alternative method is to use email commands to control your options, this can be a little more tricky to get used to as the commands must be exactly right or they will not work, however you can not do any harm using them whatever happens.

The following describes commands you can send to get information about and control your subscription to Mailman lists at this site. A command can be in the subject line or in the body of the message.

List specific commands (subscribe, who, etc) should be sent to the *-request address for the particular list, e.g. for the 'Cumberland' list, use 'list-cumberland-request@cumbriafhs.com'.

About the descriptions - words in "<>"s signify REQUIRED items and words in "[]" denote OPTIONAL items. Do not include the "<>"s or "[]"s when you use the commands.

The following commands are valid:

It is probably easiest to put the full command in the subject line and just leave the body of the email blank.

```
confirm <confirmation-string>
```

Confirm an action. The confirmation-string is required and should be supplied by a mailback confirmation notice.

```
end
```

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Stop processing commands. Use this if your mail program automatically adds a signature file.

help

Print this help message.

info

Get information about this mailing list.

lists

See a list of the public mailing lists on this GNU Mailman server.

password [<oldpassword> <newpassword>] [address=<address>]

Retrieve or change your password. With no arguments, this returns your current password. With arguments <oldpassword> and <newpassword> you can change your password.

If you're posting from an address other than your membership address, specify your membership address with `address=<address>' (no brackets around the email address, and no quotes!). Note that in this case the response is always sent to the subscribed address.

e.g password 12345 abcde address=name@myaddress.com

set ...

Set or view your membership options.

Use `set help' (without the quotes) to get a more detailed list of the options you can change.

Use `set show' (without the quotes) to view your current option settings.

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`subscribe [password] [digest|nodigest] [address=<address>]`

Subscribe to this mailing list. Your password must be given to unsubscribe or change your options, but if you omit the password, one will be generated for you. You may be periodically reminded of your password.

The next argument may be either: `nodigest' or `digest' (no quotes!).

If you wish to subscribe an address other than the address you sent this request from, you may specify `address=<address>' (no brackets around the email address, and no quotes!)

`unsubscribe [password] [address=<address>]`

Unsubscribe from the mailing list. If given, your password must match your current password. If omitted, a confirmation email will be sent to the unsubscribing address. If you wish to unsubscribe an address other than the address you sent this request from, you may specify `address=<address>' (no brackets around the email address, and no quotes!)

`who password`

See everyone who is on this mailing list. The roster is limited to list administrators and moderators only; you must supply the list admin or moderator password to retrieve the roster.

Commands should be sent to the appropriate request address not to the main list address.

Questions and concerns for the attention of a person should be sent to the list owner address these are :

Cumbria

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list-cumbria-owner@cumbriafhs.com

Cumberland

list-cumberland-owner@cumbriafhs.com

Northwest

list-northwest-owner@cumbriafhs.com

Westmorland

list-westmorland-owner@cumbriafhs.com

For any queries about the website you can contact webmaster@cumbriafhs.com