

# **Mailman: Quick Reference Guide for List Subscribers**

**Coast Guard Auxiliary Association  
Information Systems and Management**

## MailMan Quick Reference Guide for List Subscribers

The Coast Guard Auxiliary Association staff recently adopted the MailMan mail list manager program. MailMan is a web-based application that allows members to use email for communications, notices, and other interactions. MailMan is used by the National Auxiliary, in particular by the Chief Director's Office.

MailMan will not affect your normal email operations. All you need to do to participate is read the mail as you normally would, and reply to messages as you normally would. In addition to basic mail list services, MailMan provides a number of web-based features that will make your participation in lists more valuable.

This document describes MailMan features for members of a MailMan list who want to get the most out of this new communications method. List owners and those responsible for maintenance will want to read the separate *Guide for List Managers*.

### What is a mail list?

A mail list is simply a list of email addresses of people who are interested in the same subject, are members of the same organization, department, division or flotilla, or are members of a work group, such as Operations. When a member of the lists sends a note to the group's special address, the email is broadcast to all list members. The key advantage of such a mail list is that as new messages become available, they are immediately delivered to the participants' mailboxes. MailMan is a program that will make it easy to customize and keep mail lists up to date. It also allows the Association to provide a spam and ad-free group communication list.

### Mail List Terms

- Mail List – is a collection of email addresses that will be receiving mail on a particular topic. Every mail list has a **list name** and **list address**. For example, a mail list for Air Operations, Aviation-I, would have an address Aviation-I@[domainname].org. Mail lists are sometimes referred to as 'listserves.'
- MailMan is actually a **Mail List Manager (MLM)**. The mail list manager is an application on the server that makes it easy to create and remove lists, to add or remove users from lists, and to do things such as make message digests or maintain message archives. As a list subscriber, you will only be using the mail list manager to modify your personal account preferences. Other list managers you may have heard about are Majordomo and LISTSERV.
- Joining or being added to a list is called **subscribing**. When you leave a list, it is called **unsubscribing**.
- Many MailMan lists will be **archived**. When a list is archived, the mail list manager will store a copy of list traffic on the server. You can access these archives with your browser.
- Sometimes lists may produce a lot of traffic. To avoid any nuisance in your mailbox, you can elect to receive a **digest**. MailMan will store all list messages and send them to you bundled together as one large message.

### Subscribing

The Association's Mail list 'Best Practice' invites you to subscribe to a list initially. You then receive a welcome email with a link to click if you agree to subscribe. Once you respond, you will receive additional instructions.

### Posting

To post, send an email to the list: Membership\_I@cgauxa.org.

### Setting Options, Changing Password, Unsubscribing

Your welcome email provides a link to the Mailman utilities. Just click to visit your subscription page, where you can customize your options.