L-Soft

LISTSERV® 15.5
List Subscriber's Manual

www.lsoft.com

LISTSERV

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This product includes code licensed from RSA Security, Inc.

Manuals for LISTSERV are available in PDF format from **ftp.lsoft.com**. They are also available on the World Wide Web at the following URL:

URL: http://www.lsoft.com/manuals/index.html

L-Soft invites comment on its manual. Please feel free to send your comments by email to manuals@lsoft.com

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Table of Contents

List of Figures

Preface - About This Manual

This manual is intended for new list subscribers with little or no experience using LISTSERV software. The goal of this document is to give a broad overview of the main functions of LISTSERV software and some basic instructions on how to manage your list subscription(s). This document will concentrate on demonstrating interaction with LISTSERV using the Web interface.

Every effort has been made to ensure that this document is an accurate representation of the functionality of LISTSERV®. As with every software application, development continues after the documentation has gone to press so small inconsistencies may occur. We would appreciate any feedback on this manual. Send comments via email to: MANUALS@LSOFT.COM

The following documentation conventions have been used in this manual:

- Menus, options, icons, fields, and text boxes on the screen will be bold (e.g. the **Help** icon).

- Clickable buttons will be bold and within brackets (e.g. the **[OK]** button).

- Clickable links will be bold and underlined (e.g. the **Edit** link).

- Directory names, commands, and examples of editing program files will appear in `Courier New` font.

- Many of the screen shots presented here will appear differently if you own multiple lists or are the LISTSERV maintainer.

- This symbol denotes an important note or warning.

- This symbol denotes optional advice that can help you save time.

- This symbol indicates instructions for interacting using email commands. Email commands are available for some commands. If you are not interested in using email commands, then simply ignore these instructions.

Editorial Note - New Version Numbering

With this release, L-Soft is aligning LISTSERV's version numbering with the rest of the e-mail industry. There have been 51 released versions of LISTSERV since 1986 – 15 major upgrades and 36 minor releases. Version 1.8e in the "traditional" numbering system corresponds to 14.0. The present update is version 15.5.

Because the old nomenclature is more familiar to our users, in this version of the documentation we will continue to refer to versions of LISTSERV inferior to version 14.4 by the old version system.

LISTSERV Command Syntax Conventions

Generally, parameters used in this document can consist of 1 to 8 characters from the following set:

`A-Z 0-9 $#@+-_:`

Deviations from this include:

- *fformat* – `Netdata, Card, Disk, Punch, LPunch, UUencode, XXencode, VMSdump, MIME/text, MIME/Appl, Mail.`

- *full_name* – *first_name [middle_initial]* surname (not your email address). Must consist of at least two space-separated words, e.g., "John Doe".

- *listname* – name of an existing list

- *node* – Either the fully-qualified domain name (FQDN) of an Internet host or the BITNET nodeid or Internet hostname of a BITNET machine which has taken care of supplying an ':internet' tag in its BITEARN NODES entry.

- *host* – Generally the same as node, but normally refers specifically to the fully-qualified domain name (FQDN) of an Internet host rather than to a BITNET nodeid.

- *pw* – a password containing characters from the set: `A-Z 0-9 $#@_-?!|%`

- *userid* – Any valid RFC822 network address not longer than 80 characters; if omitted, the 'hostname' part defaults to that of the command originator.

- *internet_address* – Similar to `userid`, but specifically refers to a complete RFC822 network address in `userid@fqdn` format. When we use this nomenclature a fully-qualified hostname is required.

Other deviations from the standard set will be noted along with the affected commands.

Also, the following conventions represent variable or optional parameters:

- *italic type* – Always indicates required parameter names that must be replaced by appropriate data when sending commands to LISTSERV.

- < > – Angle brackets may sometimes enclose required parameter names that must be replaced by appropriate data when sending commands to LISTSERV. Sometimes used for clarity when italic type is inappropriate.

- [ ] – Square brackets enclose optional parameters which, if used, must be replaced by appropriate data when sending commands to LISTSERV.

Contacting L-Soft

Support

L-Soft international recognizes that the information in this manual and the FAQ questions on our web site (http://www.lsoft.com/lsv-faq.html or http://www.lsoft.com/manuals/owner-faq.html) are not going to solve every problem you may face. We are always willing to help diagnose and correct problems you may be having with your licensed LISTSERV server.

L-Soft strongly recommends that, for support purposes, it is best to use the technical support "lifebuoy" link from the Server Administration Dashboard to initiate a support ticket. This will help you create an email message to the support group that contains all the necessary information about the site configuration, license and so forth without requiring you to find the individual files or issue information commands.

If LISTSERV is not running, of course, this will not be possible. In that case, please try to use the following procedure:

- Make the subject line of your report indicative of the problem. L-Soft receives a great deal of mail with the subject "Help!", which is not very helpful when we receive them.

- Include any appropriate log entries. LISTSERV keeps logs of everything it does, and without the log trace back, it is often impossible to determine what caused a given error.

- If you're running a Unix server and LISTSERV dumps core, please run the debugger on the core file, produce a trace back, and include the results.

- Always send a copy of your site configuration files (with the passwords x'ed out). See the Site Manager's Operations Manual for LISTSERV for the locations and names of the two site configuration files.

- Send along anything else that you think might be helpful in diagnosing the problem.

If the supporting documents (for instance, log files) are extremely large, please contact support first before sending everything through. The support group has alternative methods of handling large files that they will be happy to share with you.

If you are not currently an L-Soft customer and are running an evaluation version of our software, please send your trouble reports to the evaluation users' list, LSTSERV@PEACH.EASE.LSOFT.COM.

If you are running LISTSERV Lite, please send your trouble reports to the LISTSERV Lite support mailing list, LISTSERV-LITE@PEACH.EASE.LSOFT.COM. This includes users of the paid version of the software unless you have also purchased paid support.

If your LISTSERV Classic/Classic HPO server for VM, VMS, unix, or Windows has paid-up maintenance, you may send problems to SUPPORT@LSOFT.COM for a quick reply.

<u>Sales</u>

To reach our worldwide sales group, simply write to SALES@LSOFT.COM. You may also call 1-800-399-5449 (in the US and Canada) or +1 301-731-0440 (outside the US and Canada) to speak to our sales representatives.

Section 1 About Mailing Lists and LISTSERV

T he widespread use of electronic mail (email) has become an efficient, convenient, and economical way for people from all over the world to communicate. While traditional email is ideal for one-on-one interaction, email lists advance the concept a step further by disseminating a single message simultaneously to a group of people. Fast, global, and cost effective mass communication is easy with the use of email lists.

Figure 1-1 One-on-One Email Interaction

Figure 1-2 Email Lists Interaction
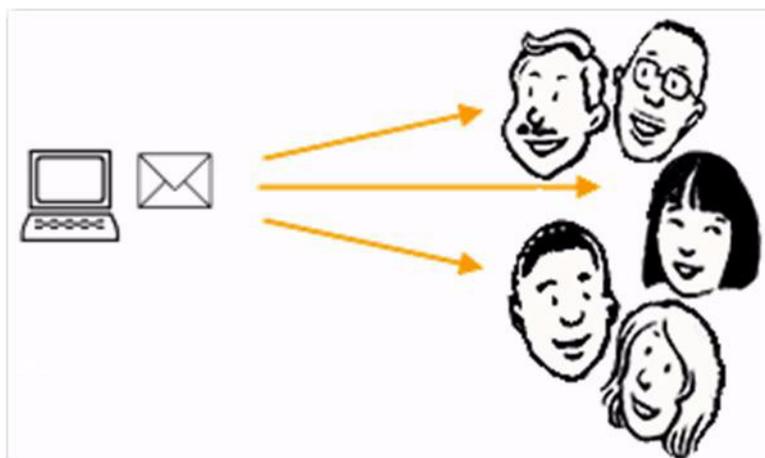
With email lists, companies and institutions can quickly and cost-effectively deliver thousands, even millions, of direct email messages simultaneously over the Internet. Furthermore, through database integration, messages can be personalized according to each recipient's demographic information and preferences. Newsletters and announcements can be conveniently distributed by email to patrons, customers, distributors, and resellers. Email discussion groups can be used for interaction among co-workers in special projects and workgroups, or to keep lines of communications open between individuals scattered throughout the world working towards a common goal. Individuals can form non-commercial discussion forums on just about any imaginable topic of interest, from hobbies to health support groups. The possibilities of how email lists can be used for communication among groups of people are virtually endless. See the Case Studies page on L-Soft's Web site for real-life examples: http://www.lsoft.com/customers/casestudies.asp

1.1 What is LISTSERV?

LISTSERV is an email list management software program. Email list management software makes it easy to administer email lists, performing in seconds the functions that would otherwise have to be done manually, possibly taking many hours or days to complete. Introduced in 1986 on BITNET, LISTSERV was the first software program to automate the administration of email lists. It is the most time-tested and reliable email list management product on the market today.

In order to use LISTSERV, the software must be installed on a server with a dedicated connection to the Internet. LISTSERV is available for a variety of server operating systems.

Once LISTSERV is installed on a server and running, it can:

- Handle list subscriptions and signoffs (leaving the list).

- Allow subscribers to alter their subscription settings, or owners to alter them on the subscriber's behalf.

- Distribute email to all list subscribers.

- Accumulate messages to be sent as periodic "digests".

- Save list messages in a searchable archive (sometimes referred to as "notebooks").

- Automatically handle communication between members and owners of lists.

- Report on the activity of mailing lists.

- Allow list owners to control the character and behavior of their list(s).

- Automatically process bounces (message delivery errors).

- Be used with an external database to send targeted, personalized e mail messages.

When a list is set up, an email address is created for the list, which is then used to send or "post" messages to the list. Once a message is sent, it is delivered to the central server where L-Soft's LISTSERV (the mailing list management software) resides. The software then completes the operation by automatically distributing the message to all subscribers on the list, in the manner indicated by their subscription options.

Figure 1-3 Path of LISTSERV Message
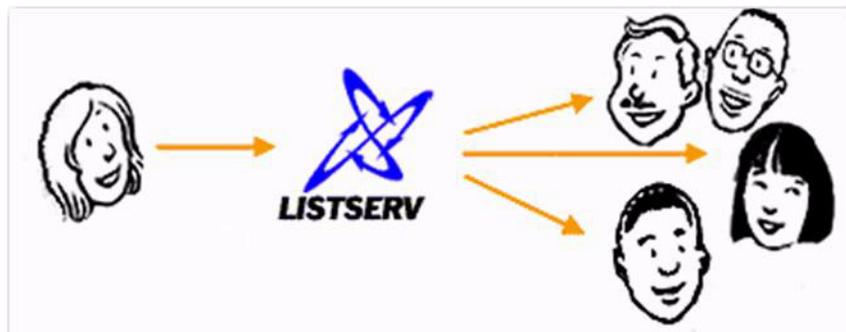
1.2 File Server Functions

In addition to mailing lists, LISTSERV also acts as a file server – a program that manages collections of files and makes them available to users upon request. Among these files are the list archives we have already mentioned, but LISTSERV can store just about any kind of file: papers put up for discussion, agendas and minutes of upcoming meetings, survey results, programs, electronic magazine issues, etc. These files are organized in filelists (VM version) or catalogs (other versions), which are very much like directories on a PC. Each filelist or catalog contains a list of files, along with some descriptive text and two file access codes (or FACs) that define who is allowed to order a copy of the file and who is the person in charge of updating it (the file owner).

1.3 Who are the people involved?

There are five main classifications of people who can interact with LISTSERV. Each classification has a differing level of responsibility for its role and interaction with the software. Figure 1-4 below illustrates the hierarchy of these classifications. It also represents the relative number of people who fit into each classification.

Figure 1-4 People Who Can Interact with LISTSERV

The **LISTSERV maintainer** is the technical person in charge of the LISTSERV application on a particular server. The LISTSERV maintainer may not be in charge of the entire server, but should have privileged access to the computer and know where to get help if there is a problem with the hardware, software, or network connection. The LISTSERV maintainer:

- Oversees the administration of dozens or even hundreds of different lists, but is usually not involved with the content of individual lists.

- Has the responsibility for creating new lists and assigning list ownership.

- Is implicitly an owner of all lists – has access to all list owner functions, all archives, and log files.

- Allocates disk space and sets the path and folders to store information related to the lists.

- Provides assistance to owners of the lists on the server.

- Ensures that list owners abide by the site's appropriate use policies.

- Ensures that LISTSERV is up and functioning correctly, with a working connection to the Internet.

The **list owner** is the person formally in charge of the operation of a specific list. The list owner is usually knowledgeable in the field covered by the list. There can be more than one list owner for a list. The responsibility of the list owner is limited to the list itself, and does not include the computer running the list, its mail system, network lines, and other hardware specifics. List owners:

- Set and change the configuration of the list.

- Add, delete, and modify subscriptions to the list.

- Assist subscribers and potential subscribers.

- Set policies, procedures related to the list, and send administrative messages to the list.

- Run reports on list activity.

A **list moderator** may or may not be the list owner as well. There can be more than one list moderator for a list, and some lists have none. Moderators receive incoming messages sent to a moderated list and determine whether they should be distributed to the list. List moderators:

- Approve messages to be posted to the list.

- Stop inappropriate messages from being sent to the list.

- May edit the content of messages before sending them to the list.

List subscribers are people who have requested and have been granted permission to join a particular mailing list. Subscribers:

- Can leave a list.

- Can set the way they receive list postings or change the name or email address associated with their subscription, within the configuration limits set by the list owner.

- May be permitted to search and view the archives.

- May be permitted to send messages to the list, depending on the type of list.

Non-subscribers include everyone not subscribed to a list. Non-subscribers:

- Can make a request to LISTSERV to be subscribed to a particular list.

- Depending on the list configuration, they may or may not be allowed to send messages to a list or read its archives.

1.4 Types of Mailing Lists

There are three main types or styles of mailing lists, each with its own advantages for specialized use.

- **One-Way Announcement Lists** – The owner(s) and/or editor(s) of the list are the only people who are allowed to send messages to the subscribers. The communication flows one way – from the list administrators to the list subscribers. This type of list is primarily used for newsletters, product announcements, and dissemination of information that does not require feedback from the subscriber.

- **Two-Way Discussion Lists** – The list administrators and the list subscribers are both permitted to post messages to the list. The communication flows two ways - between the administrators and the subscribers, and back and forth between different subscribers. This type of list is primarily used for discussion groups engaged in the exchange of ideas and information centered on a specific topic.

- **Moderated Lists** – This type of discussion list has an editor or editors who review all incoming messages. The editor can then decide to allow the message to be sent to all the subscribers on the list or not allow the message to be posted to the list. Moderated lists can be used to control the discussion by keeping off topic, inflammatory, or otherwise inappropriate messages from the reaching subscribers.

In addition to the list types above, keep in mind that lists are established with guidelines and rules for who can subscribe. The most common types are:

- **Public** or **Open** – These lists allow anyone to join or leave, ask questions, see who is on the list, search archived messages, and so on. Public lists usually attract a lot of subscribers, and tend to generate quite a lot of traffic.

- **Private** or **Closed** – These lists exercise some measure of access control for subscriptions, posting, and archives. In many cases, people need to apply for membership to the list owner. Only people who are subscribed to the list may send messages and access archived postings, but there are many other possibilities. Private lists are usually smaller, more focused, and more specialized.

1.4.1 One-Way Announcement Lists

One-way announcement lists or newsletters are types of lists where subscribers only receive information and do not interact with the other list members. This type of list is most commonly used for delivering news and media publications, company newsletters and any other types of announcements. For example, the "LISTSERV at Work" newsletter (see http://www.lsoft.com/news/newsletter-us.asp) is sent quarterly to keep the L-Soft community informed and up-to-date with the company's latest developments.

One-way lists are similar to print newspaper subscriptions. They often have large numbers of subscriptions and people sign on and off the list as they wish.

1.4.2 Two-Way Discussion Lists

Two-way discussion lists allow for interaction between group members. These open forums facilitate ongoing discussions among members. They are most commonly used for internal communication within an organization or group of people. For instance, many

universities use secure "class lists" for interaction among students and teachers or to conduct remote teaching.

Unlike a one-way list, a discussion list not only allows, but also encourages interaction between members who are part of the group. Every member can write to the list, and in doing so, all members will receive a copy of the message. In this way, discussions can take place and views can be exchanged among a large number of people. Two-way discussion lists can be public or private depending on the way the list is configured. Public lists allow anyone to join and participate. Open public discussion lists tend to be large with many messages being posted (high volume). They can take up a lot of server space and they can be open to spamming, spoofing, and flaming if there are no security measures in place.

Closed or private two-way discussion groups can also be large and high volume, depending on the topic of the list, or they can be medium sized or very small. Subscriptions are monitored and are often subject to approval by a list administrator. Subscribers communicate amongst themselves on a specific topic. Incidents of spamming and flaming are generally low because only subscribers can post to the list, and their subscription request has been reviewed.

1.4.3 Moderated Lists

Similar to the two-way discussion list, a moderated list allows for the exchange of postings between subscribers and administrators, but an editor or moderator receives all incoming messages. The editor or moderator then decides to accept the message and post it to the list, or reject the message and not post it to the list. Lists can be set up with more than one moderator and they can take turns reviewing messages in a "round robin" fashion or all moderators can receive all messages.

Moderated lists can be of any size and subscriptions can be open or closed, depending on the type of list you want. Spamming and flaming are much less likely to happen on this type of list because all the postings are subject to approval by a person before they can be posted to the list.

Section 2 Introduction to the Web Interface

L ISTSERV's Web Interface makes it significantly easier to join or leave a list, change your settings, view your list archives, post messages to your list, and reply to messages from your list.

The Web Interface requires JavaScript to be enabled by default. However, those who prefer not to use JavaScript can set their navigation style to "Non-Script Navigation" in their personal preferences. For more information about preferences, see Section 2.6 Setting Your Personal Preferences.

Virtually all list subscriber operations can be accomplished via this interface, which is tied into LISTSERV's own password manager for security.

2.1 The Default Home Page

The default home page for LISTSERV typically is reached by using the URL:

- On unix: `http://yourhost.domain/cgi-bin/wa`

- On VMS: `http://yourhost.domain/htbin/wa`

- On Windows: `http://yourhost.domain/scripts/wa.exe` or `http://yourhost.domain/cgi-bin/wa.exe`

Of course, this is not standardized; the location of the 'wa' script is determined in LISTSERV's site configuration file. In any case, invoking 'wa' without any parameters returns the default home page.

2.2 Logging In

You can log into the Web Interface from any list's main web archive index page or you may also login by using the link from the default LISTSERV home page mentioned in Section 2.1 The Default Home Page.

To access the Interface without a link, you point your web browser to the "wa" script. Typically, the Web Interface is accessed as follows:

- On unix: http://yourhost.domain/cgi-bin/wa

- On VMS: http://yourhost.domain/htbin/wa

- On Windows: http://yourhost.domain/scripts/wa.exe or http://yourhost.domain/cgi-bin/wa.exe

and by default, users are directed to the main archives page for the server.

If you login with the "save my password in a cookie" method, LISTSERV will issue you a cookie that allows you to bypass this login screen (and incidentally to stay logged into the interface for longer than 15 minutes without having to log in again when your session expires). This option is, however, only recommended for people who have physically secure machines (for instance, on your machine at home or in your office) or who are able to otherwise keep unauthorized users from logging in since LISTSERV cannot tell who is using the cookie. Specifically, if your browser does not support separate configurations or bookmark files for different users, you should not use the cookie method in a workplace environment.

Notes: There is a known bug in Netscape prior to version 4.0 that allows you to see the userid and password typed into the text boxes if you back up to the login page using the "Back" arrow. The userid you use here must be associated with the personal password you have from LISTSERV. If you have registered a password as joe@unix.host.com and try to log in here as joe@host.com with that password, LISTSERV will reject your login.

Figure 2-1 Login Screen

2.3 Setting a LISTSERV Password

If you do not already have a personal LISTSERV password (set with the `PW ADD` command or via the Web Interface) or cannot remember your password, you need to define one now. If you choose to do this via the Web Interface, simply click the **Get a New LISTSERV Password** link. The Register LISTSERV Password screen opens.

Figure 2-2 Registering a LISTSERV Password

2.4 Changing the LISTSERV Password

To change your LISTSERV password, click the **[Change Password]** button on the Login Screen. The Change LISTSERV Password screen opens.

Figure 2-3 Changing the LISTSERV Password

Enter your email address, your current LISTSERV password, the password you would like to change it to, and then click on the **[Change Password]** button.

2.5 Using the Toolbar

The Toolbar contains menus and icons that give you quick access to the different functions in the LISTSERV Web Interface.

Figure 2-4 The Toolbar

The **Subscriber's Corner** option lets you access the lists that you are subscribed to as well as all public lists on the server. For more information on this feature, see Section 4 Working with Mailing Lists.

The **Email Lists** option takes you to the main list archives page. For more information on this feature, see Section 5 Viewing the List Archives.

The **Preferences** option allows you to set personal preferences to control the appearance and default settings of the Web Interface. For more information on this feature, see Section 3.6 Setting Your Personal Preferences.

The **Logout** option logs you out of the LISTSERV Web Interface.

Help pages are accessed by clicking the **Help** icon at the right side of the toolbar.

2.6 Setting Your Personal Preferences

LISTSERV allows you to set personal preferences to control the appearance and default settings of the Web Interface. Your personal preferences are saved with your email address and password, and they will be remembered each time you log in, even if you log in on a different computer.

To change your preferences, click on **Preferences** from the Toolbar, and then click on the General Preferences, Archive Preferences, or Report Preferences tab. Make your changes, and then click the **[Submit]** button.

Information for each option on the tabs can be found by clicking the **Help** icons associated with them.

2.6.1 General Preferences

The General Preference tab lets you set the appearance of the Web Interface.

Figure 2-5 The General Preferences Tab
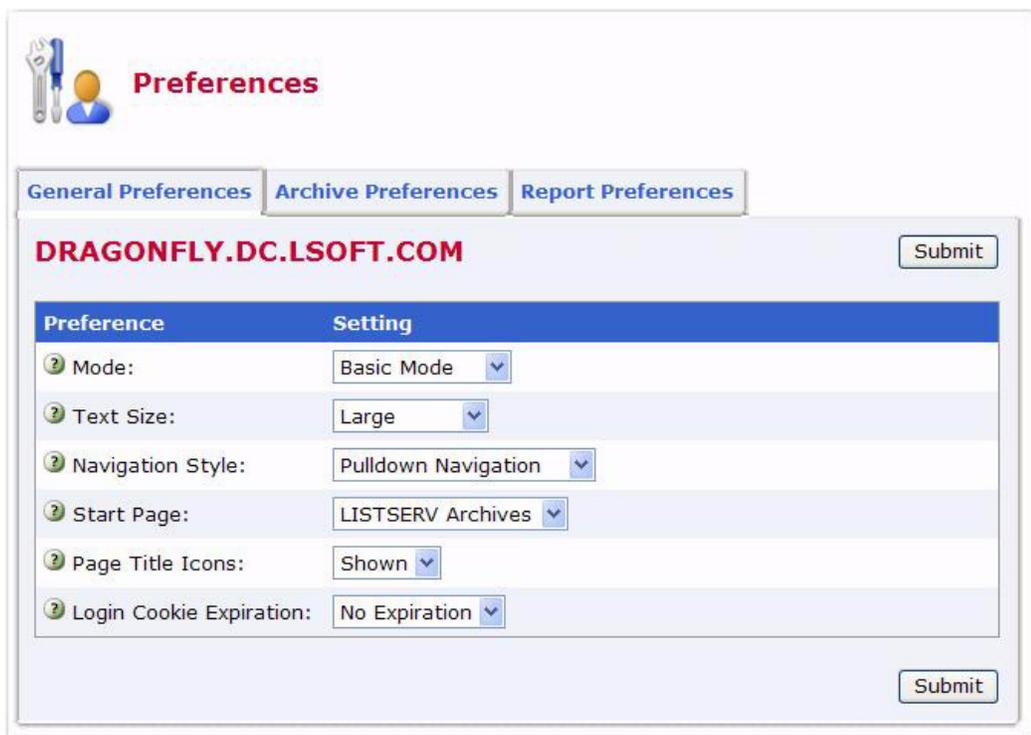
The following preferences can be set:

*   **Mode** – Select how you want to view the Web Interface. The mode selected here will be displayed above the Toolbar.

    *   If you choose **Tutorial**, then each web page is displayed with additional text that is meant to guide you through the options on the page. This is the best mode for beginners or for those occasional users.

    *   If you choose **Basic**, then only the most common options are shown, but no tutorial text is displayed. This is the best mode for those users who are familiar

with LISTSERV, but who are not experts and do not need to use the more advanced features. This is the default.

- If you choose **Expert**, then each web page is displayed with no tutorial text, similar to Basic mode, and certain pages may contain advanced options that are not available with the Basic mode. The Expert mode is available for those users who are very familiar with LISTSERV.

- **Text Size** – Select the size of the text for the Web Interface. Your options are **Small** (main body text is 11 pixels), **Medium** (main body text is 12 pixels), **Large** (main body text is 13 pixels), or **Extra Large** (main body text is 16 pixels). The default is **Large**.

- **Navigation Style** – Select the toolbar style you prefer to work with.
  - If you choose **Pulldown Navigation**, then the toolbar will consist of javascript-powered drop-down menus. This is the default.
  - If you choose **Non-Script Navigation**, then the toolbar will only consist of the main topics in LISTSERV. Then, when you click on a topic (i.e. Server Administration), the Web Interface refreshes and displays the page that was the first option on the toolbar menu (used with Pulldown Navigation). For example, the first page for the Server Administration topic is the Server Administration Dashboard. At the top of the Dashboard, the remaining options for Server Administration will be displayed as links. Use these links to view these pages.

Note: If you choose **Non-Script Navigation**, all javascript throughout the Web interface will be disabled.

- **Start Page** – Select the page that you want to act as your home page when you log in to the Web Interface. The default is **LISTSERV Archives**.

- **Page Title Icons** – Select whether the page title icons should be shown or hidden. It might make sense to hide the icons on low screen resolutions since the conserved vertical space makes more of the page fit on the screen. The default is **Shown**.

- **Login Cookie Expiration** – Select how long you want your login cookie to be valid before it expires. The default is **No Expiration**, which means that the cookie will not expire until you explicitly log out. This means, for example, that you can close your browser and come back later and you will still be logged in. However, if you are working on a shared computer, for example, it might make sense to set the login cookie to expire for added security. After a time of inactivity, the cookie will no longer be valid and you will need to log in again to continue.

2.6.2 Archive Preferences

The Archive Preference tab lets you define the default settings for the archive index and archive message viewer.

Figure 2-6 The Archive Preferences Tab

These options are available for the archive index:

- **Primary Sorting** – Select how you want the archive index to be sorted. The options are **By Author**, **By Date**, or **By Topic**. The default is **By Topic**.

- **Secondary Sorting** – Select the order you want the archive index to be sorted after the messages have already been organized according to the **Primary Sorting** setting. The options are **Chronologically** or **Most Recent First**. The default is **Chronologically**.

- **Include Table of Contents** – Select whether or not you want to include a table of contents in your archive index. The default is **No**.

- **Include Author's Name, Address** – Select whether or not you want to include the author's name and email address in the archive index. The default is **Yes**.

These options are available for the archive message viewer:

- **Default View** – Select whether to view the **HTML** or **Text** part as the default for multi-part messages. The default is **HTML**.

- **Archive Font** – Select how you want the font to be displayed.

    - If you choose **Proportional Font**, then each character has a different width, depending on their size. For example, the letter w has a different width than the letter i.

- If you choose **Monospace Font**, then each letter has the same width or "pitch". The most common pitch values are 10 or 12. For example, the letter w and the letter i would have the same pitch value; therefore, the word window would look like this using Courier font – window. Notice that the width allotted for the w and the i are the same. Other examples of monospace font are Prestige Elite and Monaco. Monospace font is also the name of a monospaced Unicode font.

Note: Proportional Fonts look more professional, but **Monospaced Fonts** are often better for data because the fixed width of each character makes column alignment easier. Printed documentation is usually done with proportional font.

- **Email Headers** – Select which headers to view in the archive message viewer.
  - If you select **Normal**, then only the Subject, Reply-To, From, Date, and Content-Type headers will be shown. This is the default.
  - If you select **Show All Headers**, then every header will be shown.

- **Archive Message Numbers** – Select whether you want individual messages or threads to be numbered in the archive index. The default is **No**.

2.6.3 Report Preferences

The Report Preference tab lets you define the default settings you want to use when running reports.

The following preferences can be set:

- **Lists and Subscribers Displayed** – Enter the number of lists and subscribers you want to display per page when running any report that displays lists or subscribers. The default is **50**.

Figure 2-7 The Report Preferences Tab

Section 3 Working with Mailing Lists

3.1 Finding a Mailing List using CataList

CataList, the catalog of LISTSERV lists, can be accessed at http://www.lsoft.com/catalist.html or, if you are logged into LISTSERV, by clicking on the **CataList** icon at the bottom of each screen. You can also access the CataList from the Server Archive Index (see Section 4.1 The Server Archive Index for more information.)

Figure 3-1 CataList
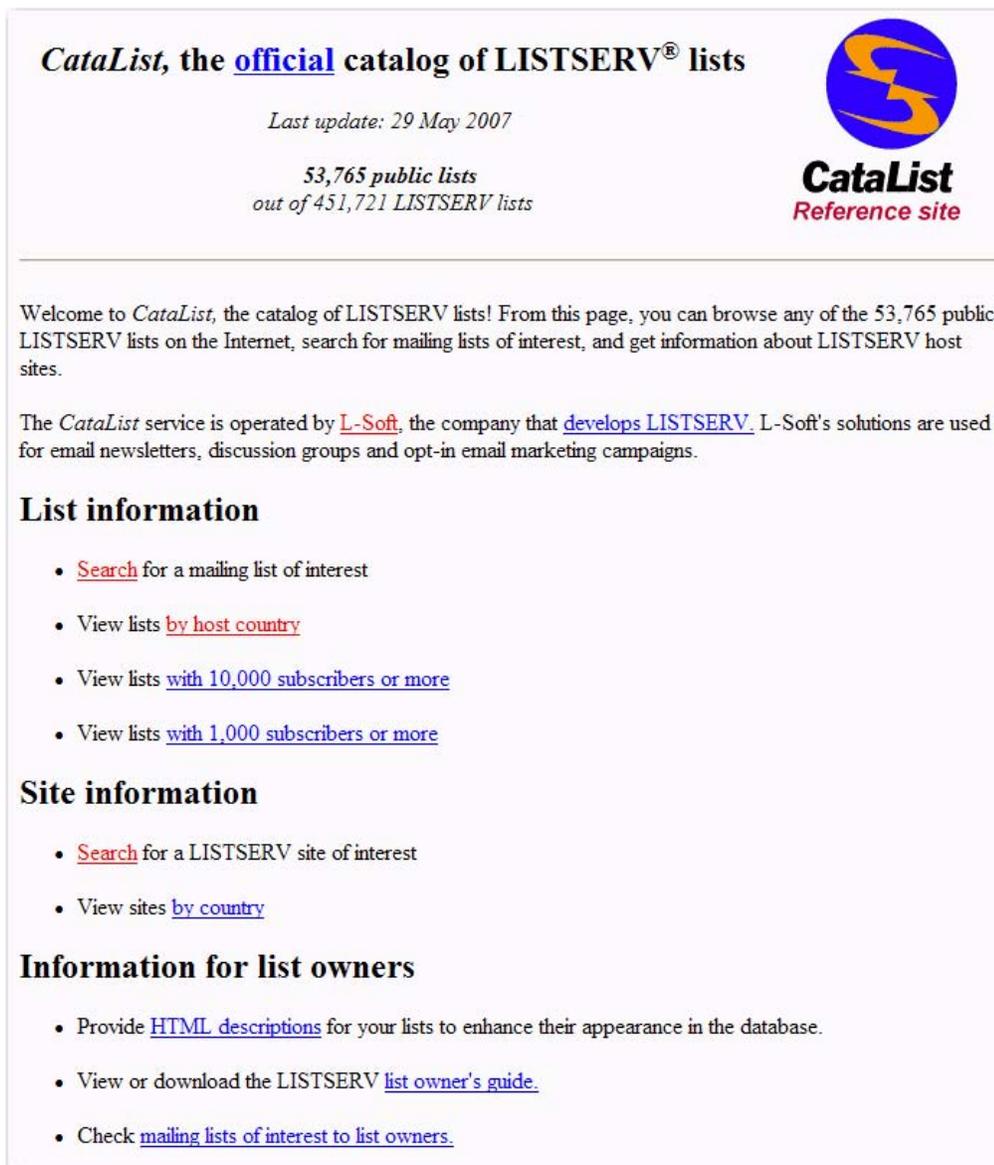
CataList, the **official** catalog of LISTSERV® lists

Last update: 29 May 2007

53,765 public lists
out of 451,721 LISTSERV lists

CataList
Reference site

Welcome to *CataList,* the catalog of LISTSERV lists! From this page, you can browse any of the 53,765 public LISTSERV lists on the Internet, search for mailing lists of interest, and get information about LISTSERV host sites.

The *CataList* service is operated by L-Soft, the company that develops LISTSERV. L-Soft's solutions are used for email newsletters, discussion groups and opt-in email marketing campaigns.

List information

- Search for a mailing list of interest

- View lists by host country

- View lists with 10,000 subscribers or more

- View lists with 1,000 subscribers or more

Site information

- Search for a LISTSERV site of interest

- View sites by country

Information for list owners

- Provide HTML descriptions for your lists to enhance their appearance in the database.

- View or download the LISTSERV list owner's guide.

- Check mailing lists of interest to list owners.

CataList lets you browse any of the 56,128 public LISTSERV lists on the Internet, search for mailing lists of interest, and get information about LISTSERV host sites. While many of these public lists do screen new subscriptions, this is usually done to make sure that

newcomers understand what the list is about and, perhaps more importantly, what it is not about. As long as you respect the list charter (set of rules for members), you can reasonably expect to be welcomed on any of the lists that you find in this database.

3.1.1 Searching for a List

You can search this database in a variety of ways to find a list of interest. You can browse through a set of lists by country, by host country, with 1,000 subscribers or more, or with 10,000 subscribers or more by clicking on the link that corresponds with each category. Or, you can perform a search to find a list with specific criteria. To start your search, simply click on the **Search** link under **List Information** or **Site Information**.

Figure 3-2 Searching for a List

Read the on screen instructions for search criteria, including the use of multiple search strings. Input your search criteria in the edit box. Check the appropriate checkboxes to narrow or widen your search and then click the **[Start the search!]** button. The default home page will appear for the list.

If you have any questions about a specific list, direct them to the list owner. The list owner is always reachable by email at an address formatted like this:

```
listname-request@domainaddrress
```

There are usually directions on how to subscribe to the list as well as a description of what the list is about on the home page.

3.2 Communicating with LISTSERV

LISTSERV was created before the World Wide Web was in general use. At that time, the primary way for most people to communicate with the LISTSERV program was by email. This method is still widely used today. The most recent versions of LISTSERV include a Web Interface to make communication easier and more intuitive. The Web Interface is richly populated with on-screen information, tutorials, and wizards to help you use the program quickly and effectively.

When you want to perform actions using LISTSERV, such as subscribing to a list, the action is based on a command LISTSERV receives by email or using the Web Interface. Some commands are only available to LISTSERV maintainers and list owners, while other commands are available to subscribers and non-subscribers as well.

3.2.1 Using the Web Interface

As a subscriber, you can use the Web Interface to issue commands directly to LISTSERV. You can also use the Web Interface to post messages to the list. To use the Web Interface you need a Web browser. L-Soft recommends Internet Explorer™ version 5.0 or greater or Netscape® 6.0 or greater for the best compatibility. You will also need the URL to the installation of LISTSERV where your list(s) is located, called the LISTSERV Homepage.

Click on the **Subscriber's Corner** option to begin using the Web Interface to join, leave, or change subscription settings for lists on that server. For more information, see Section 3.3 The Subscriber's Corner.

3.2.2 Using Email

There are two main -mail addresses that are used to work with LISTSERV lists. One is to communicate with the LISTSERV program – the command address, and one is used to post mail to the list – the list address. Any time you want to change your subscription settings, communication takes place with the LISTSERV program using the command address. Whenever you post a message to the list, it is sent to the list address. It is important to understand the difference between the two addresses.

Caution: If you send commands to the list address, every member of the list will receive your command, and LISTSERV will not take any action. If you send a normal posting to the command address, LISTSERV will send you back an error message because it will not be able to interpret the message, and none of the subscribers will receive your post.

The command address will usually start with "LISTSERV@" and will be followed by the server name where the LISTSERV program has been installed, such as `LISTSERV@papaya.ease.lsoft.com`. Messages sent to the command address should contain only commands to LISTSERV, one command per line. Lines containing non-commands will result in an error message being returned. For a list of LISTSERV commands, their descriptions, and how to issue them, see Appendix A: Command Reference Card.

Email Command: You can also get a listing of commands by sending an email message to your LISTSERV server with `INFO REFCARD` typed in the body of the message. Do not include a subject in the subject line and do not include anything else in the body of the email message such as a signature file.

3.3 The Subscriber's Corner

The Subscriber's Corner screen lets you see the lists that you're subscribed to or all public lists on the server. The list table displays the selected subscription settings for each list. The following actions can be performed from this screen:

- Subscribing to One or More Lists
- Unsubscribing from One or More Lists
- Changing Subscription Settings
- Sending Mail to a List

The **Search for List** field lets you narrow the selection of lists to those containing a specific text in the listname. Enter the text to search by (e.g. sales) and click **[Search]**.

If **Show Subscribed Lists Only** is selected (the default) from the **Show All Lists** drop-down menu, then only lists that you are subscribed to are displayed. If **Show All Lists** is selected, then all lists on the server that you are subscribed to and any public lists on the server that you are not subscribed to are displayed. The selection of lists is also subject to the setting of the **Narrow Selection** field (if in Expert Mode). Lists that you are subscribed to will be highlighted with a clickable link.

The **Lists per Page** field controls how many lists will be displayed on a single page. The default is 50. If you want to show 10 lists per page, then enter "10" and click **[Submit]**.

3.3.1 Subscribing to One or More Lists

To subscribe to one or more lists, click the **Show All Lists** drop-down menu and select **Show All Lists**. Check the boxes next to the lists that you want to subscribe to, and then click the **Invert** drop-down menu and select **Subscribe**. Check the **Send email notification of changes** option to have a notification email sent with information about the changes. Finally, click the **[Submit]** button.

Note: If you select the **Invert** checkbox, then the changes selected will be applied to the lists that are NOT checked.

Tip: To subscribe to one list at a time, you can simply click the **Settings** option next to the list name (this option is located on both tabs). This opens the Join or Leave List screen. For more information on this screen, see the online help or see Section 4.5 Joining, Leaving, or Updating a List from the Archives.

3.3.2 Unsubscribing from One or More Lists

To unsubscribe to one or more lists, click the **Show All Lists** drop-down menu and select **Show Subscribed Lists Only**. Check the boxes next to the lists that you want to unsubscribe from, and then click the **Invert** drop-down menu and select **UnSubscribe**. Check the **Send email notification of changes** option to have a notification email sent with information about the deletions. Finally, click the **[Submit]** button.

Note: If you select the **Invert** checkbox, then the changes selected will be applied to the lists that are NOT checked.

Tip: To unsubscribe from one list at a time, you can simply click the **Settings** option next to the list name (this option is located on both tabs). This opens the Join or Leave List screen. For more information on this screen, see the online help or see Section 4.5 Joining, Leaving, or Updating a List from the Archives.

3.3.3 Changing Subscription Settings

The My Settings tab on the Subscriber's Corner screen lets you select which columns will be displayed in the list table. In addition, you'll be able to change specific list settings for one or all of your lists.

To select the columns to view in the list table, check one or more boxes in the **Report Columns** section, and then click the **[Submit]** button to display the relevant subscription options. To check all boxes, click on **Check All**. To clear all of the selections click on **Uncheck All**.

Note: Some columns are only available while using LISTSERV in **Expert Mode**. For more information, see Section 3.6 Setting Your Personal Preferences.

Figure 3-3 Selecting the Columns for the My Settings Tab

The following columns can be displayed:

- **Mail Style** – Check this box to report on whether subscriptions are set to receive individual postings (**Regular**), or **Digest** or **Index** versions of the list.

  - **Regular** – You receive each individual posting as they are processed by LISTSERV. With this subscription type you may receive mail throughout the day. Each posting will arrive as an individual message in your mailbox. For small lists, or less active lists, this type of subscription works well. Large busy lists can send many messages throughout the day and it may become distracting or fill up you mailbox.

  - **Digest** – You receive a large message containing many individual posts bundled together into one, at regular intervals, usually once a day. Some very active lists will produce several digests a day. Receiving the digested version of a large active list will limit the number of messages you get during the day.

  - **Index** – You receive a short index of messages at regular intervals, usually once a day or once a week. The index displays the date, author's name, e-mail address, the subject of the message, and the number of lines in the message. You can download the full text of any messages that are of interest without having to receive every message. If you have limited inbox storage, this form of subscription will cut down on the amount of space messages take. You do, however, have to be online to retrieve any messages you wish to read.

- **Mail Status** – Check this box to report on whether subscriptions are set to receive postings (**Mail**) or not (**No Mail**) from the list.

- **Restrictions** – Check this box to report on what, if any, posting restrictions are in effect for the subscriptions. The following restrictions are available:

    - **Post** – Normal posting privileges according to the list's configuration.

    - **No Post** – The subscriber is not allowed to post to the list.

    - **Editor** – Posts bypass moderation on a list that is configured for moderation as policy.

    - **Review** – All posts are sent to a moderator for approval before being permitted on the list.

    - **No Review** – Posts are not sent to a moderator for approval before being permitted on the list.

- **Subscription Date** – Check this box to report the date on which each subscription was registered. If this is blank, the subscription was registered before the LISTSERV server was upgraded to version 1.8c (which was released in 1997).

- **Header Style** – Check this box to report on the "header style" subscriptions that are set to receive for list postings. Possible header styles are:

    - **Full** – Normal headers for list postings. List name is always the To: header.

    - **Subject** – Same as **Full**, but a subject-tag identifying the list is added to the subject header of all postings.

    - **Short** – Only the bare minimum headers (To:, From:, Date:, and Subject:) are included.

Warning: This setting will break MIME messages; therefore, it should only be used on lists that allow plain text or for subscribers using mail clients that cannot handle MIME mail.

    - **Dual** – Same as **Full**, but the main headers are repeated inside the message text as well. This is to accommodate some old mail software that did not process Internet mail properly, and is mostly obsolete.

    - **IETF** – Headers are exactly the same as those sent by the original sender, with the possible exception of adding a "Sender:" line (depending on the list configuration). This may break filters on some mail clients that rely on all list mail having certain mail headers look the same on all list postings.

    - **Full (822)** – "Full" mail headers (like the default) except that the To: header contains the recipient's email address instead of the list address.

    - **Short (822)** – Only the bare minimum headers (To:, From:, Date:, and Subject:) are included. In addition, the To: header contains the recipient's email address instead of the list address.

Warning: This setting will break MIME messages; therefore, it should only be used on lists that allow plain text or for subscribers using mail clients that cannot handle MIME mail.

- **Conceal** – Check this box to report on whether or not subscriptions are listed in a "Review" of the list of subscribers. This setting is only of interest for lists where the list of subscribers is viewable by other list members or the general public.

  This setting is mostly superfluous on lists that are set such that only the list owners can review the list of subscribers because list owners can always see the subscriber addresses regardless of the **Conceal** setting. However, list owners may set the list such that **Conceal** is the default option for all subscribers to indicate that subscriptions are allowed without requiring the first and last names of the subscriber.

- **Topics** – Check this box to report on which topics subscriptions are set to receive on lists configured with topics.

- **HTML** – Check this box to report on whether or not subscriptions are set to receive Digest or Index versions of the list as HTML. This setting is irrelevant for subscriptions set to receive individual postings ("Regular" mail style).

- **MIME** – Check this box to report on whether or not subscriptions are set to receive Digest versions of the list as MIME. This setting is irrelevant for subscriptions set to receive individual postings ("Regular" mail style). This setting is required for HTML Digests; therefore, it should be viewed in conjunction with the HTML setting.

- **Ack** – Check this box to report on whether or not subscriptions are set to receive an "acknowledgement" message when they post to the list. For example:

  ```
  Your message dated Thu, 2 May 2002 16:08:28 -0400 with subject
  "My message" has been successfully distributed to the MYLIST
  list (123 recipients).
  ```

  See also the **Repro** setting.

- **Repro** – Check this box to report on whether or not subscriptions are set to receive a copy of their own postings. Some subscribers want to receive a copy of their own postings, others are satisfied with just a short acknowledgement (see the **Ack** setting) and the copy that their mail client keeps, while others want both or neither.

- **Renew** – Check this box to report on whether or not subscriptions are set to receive renewal notices on lists that are configured to request subscription renewals. This setting may only be changed by a list owner.

To change specific list settings for one or all of your lists, check the box that corresponds with that setting in the **Report Columns** section and click **[Submit]**. The My Settings tab refreshes, displaying the settings you selected. Next, click the box next the name of the list you want to change, click the drop-down arrow at the bottom of the column for the setting you want to change, and then click **[Submit]**.

For example, if you wanted to change the **Mail Style** setting on all of your lists, simply click that checkboxes for those list, click the drop-down arrow at the bottom of the **Mail Style** column, select the setting you want (e.g. **Digest**), and then click **[Submit]**.

Figure 3-4 Changing List Settings

3.4 Verification and Confirmation Messages

Most lists have some type of security engaged to prevent spoofing and spamming. Spoofing occurs when someone signs you up for a list without your knowledge and permission. Spamming is the act of cross-posting the same message to as many newsgroups and/or mailing lists as possible, whether or not the message is relevant to the stated topic of the newsgroups or mailing lists that are being targeted. It also refers to unwanted e-mail solicitations sent to an individual whose e-mail address has fallen into the wrong hands. To read more about LISTSERV and spamming, see the SPAM-L list, available on LISTSERV@peach.ease.lsoft.com.

When you elect to join a list, you will usually be sent a confirmation message by email. Directions will be included in the message so that you can confirm that you did actually agree to be subscribed to the list. Follow the directions to confirm your subscription.

3.5 Sending Mail to a List

After you have subscribed to a list you will eventually want to participate in the discussion, assuming that you have joined a list where subscribers have permission to post (on some lists you are not allowed to post mail back to the other subscribers). For more information on the different types of mailing lists, see Section 1.4 Types of Mailing Lists.

3.5.1 Using the Web Interface to Post a Message

There are two ways to post a message to a list using the Web Interface:

- The archives for a list give you the option to post a message from the List Archive screen, the Archive Index, and the Archive Browsing screen. For more information on these screens, see Section 4.2 Viewing List Archives, Section 4.3 The Archive Index, and Section 4.4 Viewing an Archived Message. To access the list archives, click **Email Lists** on the Toolbar. To compose and send a message to the list from the archives, click the **Post New Message** option on any of the screens previously mentioned. The Send Message screen opens (shown in Figure 3-5), which is where you compose your plain text, HTML, or multi-part messages. See below for information on the Send Message screen.

- The Subscriber's Corner screen lets you see the lists that you're subscribed to or all public lists on the server. To access the Subscriber's Corner screen, simply click **Subscriber's Corner** on the Toolbar. (For more information on the Subscriber's Corner screen, see Section 3.3 The Subscriber's Corner.) To display the lists that you are subscribed to, click the **Show All Lists** drop-down menu and select **Show Subscribed Lists Only**. Next, to compose and send a message to the list, click the **Post** option next to the list name (this option is located on both tabs). The Send Message screen opens (shown in Figure 3-5), which is where you compose your plain text, HTML, or multi-part messages. See below for information on the Send Message screen.

Fill out each of the data entry fields, and then click the **[Send]** button.

The following fields are available:

- **Your Name** – Enter your name as you wish it to appear in the **From** field of the email header of the message. The email address that will be used in the **From** field is the one that is logged into LISTSERV and may not be changed.

- **To** – This line is automatically filled out with the name of the LISTSERV list to which your message will be sent. If you want to receive a copy of your post at the email address listed, then check **Send copy of message to**.

- **Topic** – Select the topic, if any, that you want to apply to your message. This option will only be shown if topics are enabled for the list.

- **Subject** – Enter the subject line for the email message posted to the list.

- **Content-Type** – Use the drop-down menu to select the format of your email message. You may select **Plain Text** or **HTML**.

- **Plain Text** – To add a plain text message, type directly into the text box or copy and then paste your text into the text box.

- **HTML** – To add an HTML message, click the **[Upload HTML]** button. This will start an applet that will allow you to browse for your HTML file and then automatically upload it along with any inline image files. If your HTML file contains links to remote image files, the applet will check them for errors. After the upload is complete, your message will be displayed as HTML code in the text box. Any inline files will be displayed as attachments. To add an HTML message without using the upload applet, select **HTML** from the **Content-Type** drop-down menu. Next, copy and paste your HTML source code into the text box.

- **Add Part** – Click the **[Add Part]** button to compose a multi-part message. Multi-part messages usually have a plain text part and an HTML part. To build a multi-part message, select the content type of the first part of your message. Next, add the first part by one of the methods described above. Click the **[Add Part]** button to open a second text box. Select the content-type of the second part and then add it to the second text box.

- **Advanced** – Use the **[Advanced]** button to display a drop-down menu that can be used to select the charset (character set) of the message. If your message requires a charset that is different from the default charset for LISTSERV (American charset US-ASCII), then you can use the drop-down menu to select the matching one before

you type or paste in your message. This selection will not translate one charset to another. It is used to sync the charset of the original message with LISTSERV so that it can be encoded correctly for sending.

- **Attachments** – Use the **[Browse...]** button to find your file on a local drive. Click the **[Attach]** button to attach your file to your outgoing message.

Note: Each list can have its own rules for accepting or rejecting messages with attachments. The **[Browse...]** and **[Attach]** buttons will function regardless of individual list settings. As a result, your message may be rejected or stripped of its attachment by the list. Be sure to check with the list owner if you have any questions.

Figure 3-5 Composing a Message

3.5.2 Using Email to Post a Message

To send mail to the list by using your email client program, simply compose a message and address it to the list address in your email client. The list address is the one that sends mail to the list moderator, if there is one, or directly to all the other subscribers. List addresses are formatted with the name of the list followed by the domain address (e.g. listname@someserver.com).

Section 4 Viewing the List Archives

T he Archives feature consists of all files other than notebook logs that have been stored on the LISTSERV host for your list.

4.1 The Server Archive Index

The Server Archive Index screen displays any list that has been marked for archiving and can be accessed by clicking **Email Lists** on the Toolbar.

Figure 4-1 The Server Archive Index

Note: The Server Archive Index can be set as the default starting page. For more information, see Section 2.6 Setting Your Personal Preferences.

This screen offers you several options and resources:
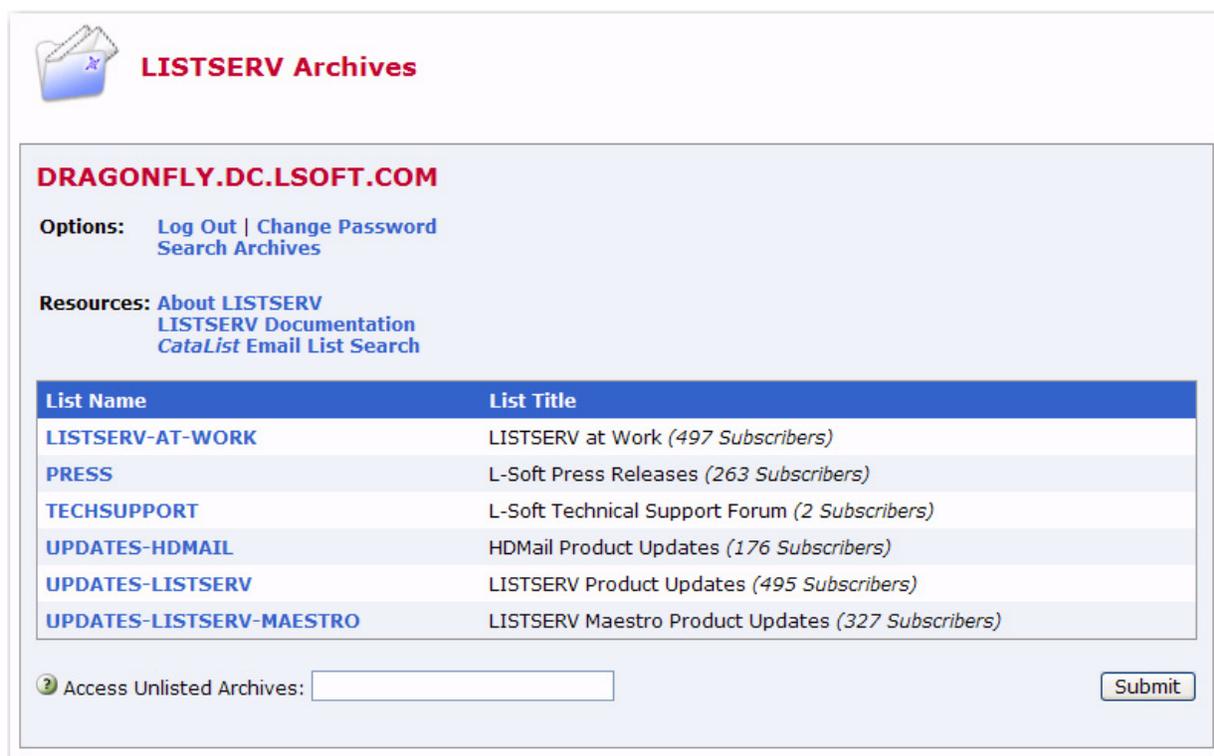
- **Log In/Log Out** – Click to log in or log out of LISTSERV.
- **Get Password/Change Password** – Click to get a LISTSERV password or to change an existing password.
- **Search Archives** – Click to open the Archive Search page.
- **About LISTSERV** – Click to open the L-Soft website in your Internet browser. You will be taken directly to LISTSERV's product page.
- **LISTSERV Documentation** – Click to open the L-Soft website in your Internet browser. You will be taken directly to the Documentation page.

- *CataList* **Email List Search** – Click to open CataList, the official catalog of LISTSERV lists. (For more information on using CataList, see Section 3.1 Finding a Mailing List using CataList.)

To access the archives for a specific list, simply click on the list name in the table. If the list is not displayed, then use the **Access Unlisted Archives** field to search for it. The **Access Unlisted Archives** field allows you to access the archives of confidential lists that are not listed in the archive index. Simply type the name of the list in the text box and click **[Submit]**. This field will also work for non-confidential lists.

After clicking on the list you want to view archives for, you are taken to the List Archives screen for that list. See the next section for information.

4.2 Viewing List Archives

The List Archive screen displays the archives for a list. Depending on how the list archive was set up, you can access the archives by week, month, or year.

Figure 4-2 List Archives Screen

This page also offers you several other options:

- **Log In/Log Out** – Click to log in or log out of LISTSERV.

- **Get Password/Change Password** – Click to get a LISTSERV password or to change an existing password.

- **Join or Leave** *List* – Click to open the Join or Leave List page. See Section 4.5 Joining, Leaving, or Updating a List from the Archives for more information.

- **Post New Message** – Click to compose and post a message to the list. See Section 3.5.1 Using the Web Interface to Post a Message for more information.

- **Search Archives** – Click to open the Archive Search page.

To access a specific archive, simple click on it. You are taken to the Archive Index. See the next section for information.

4.3 The Archive Index

The Archive Index screen displays the message archives for a list.

Figure 4-3 The Archive Index

This page offers you several options:

- **Show Author** – Click to show who the message is from (the **From** column will be displayed in the table). If this information is already displayed, then this option is not enabled.

- **Hide Author** – Click to hide who the message is from (the **From** column will not be displayed in the table). If this information is already hidden, then this option is not enabled.

- **Show Table of Contents** – Click to show the table of contents. If this information is already displayed, then this option is not enabled.

- **Hide Table of Contents** – Click to hide the table of contents. If this information is already hidden, then this option is not enabled.

- **Join or Leave** *List* – Click to open the Join or Leave List screen. See Section 4.5 Joining, Leaving, or Updating a List from the Archives for more information.

- **Post New Message** – Click to compose and post a message to the list. See Section 3.5.1 Using the Web Interface to Post a Message for more information

- **Search Archives** – Click to open the Archive Search screen.

To sort the table, you can click on one of the column headers (**Subject**, **From**, or **Date**). For example, if you click on **Date** once, then the messages will be sorted in chronological order – the oldest message is listed first and the most recent message is listed last. If you click on **Date** again, then the messages will be reversed chronologically – the most recent

message is listed first and the oldest message is listed last. The small white triangle will let you know which column header the table is sorted by and in what order.

Notes: The sort order of the table also determines the Table of Contents. If you sort by **Subject**, then the Table of Contents will be sorted by subject. However, when the table is sorted using the **From** column, the Table of Contents changes to a List of Contributors that displays who the message is from. The default sorting for the table is set using the **Primary Sorting** and **Secondary Sorting** options on the Archive Preferences tab under **Preferences**. See Section 2.6 Setting Your Personal Preferences for more information.

To view a specific message, click on its subject in the Table of Contents (if visible) or in the table. The message is displayed in the Archive Browsing screen. See the next section for more information.

4.4 Viewing an Archived Message

The Archive Browsing screen displays the message viewer, letting you view all of the messages in the current archive.

Figure 4-4 The Archive Browsing Screen

You can view your messages using several methods:

- **Next Message** – Click to view the next message.

- **Previous Message** – Click to view the previous message.

- **Next in Topic** – Click to view the next message in the topic.

- **Previous in Topic** – Click to view the previous message in the topic.

- **Next by Same Author** – Click to view the next message by the same author.

- **Previous by Same Author** – Click to view the previous message by the same author.

- **Chronologically** – Click to view the messages in chronological order.

- **Most Recent First** – Click to view the messages with the most recently posted message listed first.

- **Proportional Font** – Click to view the message using proportional font.

- **Monospaced Font** – Click to to view the message using monospace font.

This page also offers you several other options:

- **Join or Leave** *List* – Click to open the Join or Leave List screen. See Section 4.5 Joining, Leaving, or Updating a List from the Archives for more information.

- **Reply** – Click to compose and post a reply to the current message.

- **Post New Message** – Click to compose and post a new message to the list. See Section 3.5.1 Using the Web Interface to Post a Message for more information

- **Search Archives** – Click to open the Archive Search screen.

Note: If the message you are viewing contains additional parts or attachments, then the **Parts/Attachments** row will be displayed after the email header. To view the part or attachment, simply click on it. For multi-part messages, the default view (**HTML** or **Text**) is set using the **Default View** option on the Archive Preferences tab under **Preferences**. See Section 2.6 Setting Your Personal Preferences for more information.

4.5 Joining, Leaving, or Updating a List from the Archives

The List Archives screen, the Archive Index screen, and the Archive Browsing screen contain the option for joining or leaving a list. This option brings you to the Join or Leave List screen, which lets you subscribe or unsubscribe to a mailing list and to change your subscription settings.

To leave a list, simply click the **[Leave List]** button.

To update or join a list, select the settings you want to use for your subscription and then click either **[Update List]** or **[Join List]**.

The following settings are available:

- **Regular** – With a "regular" subscription, you receive individual postings immediately as they are processed by LISTSERV.

- **Digest (Traditional)**, **Digest (MIME format)**, and **Digest (HTML format)** – With a "digest" subscription, you receive larger messages (called "digests") at regular intervals, usually once per day or once per week. These "digests" are collections of individual list postings. Some lists are so active that they produce several digests per day. Digests are a good compromise between reading everything as it is posted and feeling like the list is clogging your mailbox with a multitude of individual postings. There are three digest formats: a "traditional", text-only format; a MIME format, which (with mail clients that understand MIME digests) "bursts" the individual messages out of the digest so that you can read them separately; and an HTML format, which requires an HTML mail clients.

- **Index (Traditional)** or **Index (HTML format)** – With an "index" subscription, you receive short "index" messages at regular intervals, usually once per day or once per week. These "indexes" show you what is being discussed on the list, without including the text of the individual postings. For each posting, the date, the author's name and address, the subject of the message, and the number of lines is listed. You can then download messages of interest from the server (the index contains instructions on how to do that). An index subscription is ideal if you have a slow connection and only read a few hand-picked messages. The indexes are very short and you do not have to worry about long download times. The drawback of course is that you need to reconnect to retrieve messages of interest from the server. You can choose to have the index sent to you in either a traditional format (plain text) or in HTML format with hyperlinks.

- **Normal LISTSERV-style header** – "Full" mail headers (normally the default), containing Internet routing information, MIME headers, and so forth. The ('To:') header contains the address of the list.

- **LISTSERV-style, with list name in subject** – "Full" mail headers (like the default) except that a "subject tag" is added to the subject line of mail coming from the list. If there is no subject tag defined in the list's configuration, the name of the list will be used. This can be very useful for sorting and filtering mail.

- **"Dual" (second header in mail body)** – Dual headers are regular short headers followed by a second header inside the message body. This second header shows what list the message is coming from ('Sender:'), the name and address of the person who posted it ('Poster:'), the poster's organization, if present, and the message subject. Dual headers are helpful if your mail client does not preserve the original return email address.

- **sendmail-style (advanced option)** – This option selects sendmail-style headers, i.e. an exact copy of the original, incoming mail header with the addition of a ('Received:') line and a ('Sender:') field. Some people prefer this type of header.

- **Normal LISTSERV-style (RFC 822 Compliant)** – (For Advanced Use Only) "Full" mail headers (like the default) except that the ('To:') header contains the recipient's email address instead of the list address.

- **No acknowledgements** – LISTSERV will not send any acknowledgement at all when you post to the list. This is not a good setting unless you do not want feedback from LISTSERV as to whether or not your posting was received and distributed.

- **Short message confirming receipt** – Typically, this is the default setting, although it can be overridden by the list owner. If you choose this setting, LISTSERV will send you a short message whenever you post to the list, confirming the distribution of your message and telling you how many people it was sent.

- **Receive copy of own postings** – Some people prefer this setting over the short acknowledgement message. It tells LISTSERV to send you a copy of your own postings so that you can see exactly how it appeared on the list (useful if you are behind an unreliable gateway or firewall).

- **Mail delivery disabled temporarily** – Disables the receipt of mail from the list. This is convenient if you will be away from your mail for an extended period of time.

- **Address concealed from REVIEW listing** – This option conceals you from the list of subscribers shown by the REVIEW command. The list owner and administrator can always get the complete list of subscribers, regardless of this setting. Most lists are configured so that only the list owner can use the REVIEW command, but some lists still allow subscribers to get a listing of all the other participants.

For lists with topics enabled, then the **Topics** section is visible (if the topics section is not visible, topics are not enabled). This section allows you to subscribe or unsubscribe to all, some, or none of the available topics.

Figure 4-5 Joining, Leaving, or Updating a List from the Archives

Appendix A: Command Reference Card

This document is available separately. It can be retrieved in plain text from any server running L-Soft's LISTSERV™ with the command INFO REFCARD.

Commands are listed in alphabetical order, with the minimum acceptable abbreviation in capital letters. Angle brackets are used to indicate optional parameters. All commands which return a file accept an optional 'F=*fformat*' keyword (without the quotes) that lets you select the format in which you want the file sent; the default format is normally appropriate in all cases. Some esoteric, historical or seldom-used commands and options have been omitted.

```
List subscription commands (from most to least important)
---------------------------------------------------------
Commands that support the QUIET keyword are marked (*)


SUBscribe(*) listname <full_name>               Subscribe to a list, or change
                                                your name if already subscribed

             ANONYMOUS                  -> Subscribe anonymously


         Following either <full_name> or ANONYMOUS you may specify
         individual user options:


             <WITH opt1 opt2...>     -> with specified user options


JOIN                                            Same as SUBscribe


SIGNOFF                                         Remove yourself:
         listname                               - From the specified list
         *                                      - From all lists on that server
         * (NETWIDE                             - From all lists in the network


UNSUBSCRIBE                                     Same as SIGNOFF


CHANGE                                          Change your subscribed address
                                                to "newaddr":
         listname newaddr                       -> on the specified list
         * newaddr                              -> on all lists on the server


SET       listname options             Alter your subscription options:
          ACK/NOACK/MSGack             -> Acknowledgements for postings
          CONCEAL/NOCONCEAL            -> Hide yourself from REVIEW
          HTML/NOHTML                  -> Prefer/avoid HTML format
                                          (especially HTML digests)
```

```
             Mail/NOMail                      -> Toggle receipt of mail
             MIME/NOMIME                      -> Prefer/avoid MIME format
                                                 (especially MIME digests)
             DIGests/INDex/NODIGests/NOINDex  -> Ask for digests or message
                                                 indexes rather than getting
                                                 messages as they are posted
             REPro/NOREPro                    -> Copy of your own postings?
             TOPICS: ALL                      -> Select topics you are
                   <+/->topicname                subscribed to (add/remove
                                                 one or replace entire list)


   Options for mail headers of incoming postings (choose one):
             FULLhdr or FULL822               -> "Full" (normal) mail headers
             IETFhdr                          -> Internet-style headers
             SHORThdr or SHORT822             -> Short headers
             DUALhdr                          -> Dual headers, useful with PC
                                                 or Mac mail programs
             SUBJecthdr                       -> Normal header with list name
                                                 in subject line


   CONFIRM    listname1 <listname2 <...>>    Confirm your subscription
                                             (when LISTSERV requests it)


   Other list-related commands
   ---------------------------
   GETPOST    listname ref1 <ref2 <...>> <opt>  Order individual messages from
                                                list archives

              There is a single option:

              NOMIME                          Retrieve messages in "raw" form,
                                              ie, do not re-encode MIME
                                              attachment links (pre-1.8e
                                                 behavior)

   INDex      listname                        Sends a directory of available
                                              archive files for the list, if
                                              postings are archived

   Lists      <option>                        Send a list of lists as follow:
              (no option)                     -> Local lists only, one line
                                                 per list
              Detailed                        -> Local lists, full information
                                                 returned in a file
              Global /xyz                     -> All known lists whose name or
                                                 title contains 'xyz'
```

```
              SUMmary <host>                   -> Membership summary for all
                                                  lists on specified host
              SUMmary ALL                      -> For all hosts (long output,
                                                  send request via mail!)
              SUMmary TOTAL                    -> Just the total for all hosts


Query         listname                         Query your subscription options
                                               for a particular list (use the
                                               SET command to change them)
              *                                -> Query all lists you are
                                                  subscribed to on that server


REGister      full_name                        Tell your name to LISTSERV, so
                                               that you don't have to specify
                                               it on subsequent SUBSCRIBE's
              OFF                              Make LISTSERV forget your name


REView        listname <(options>             Get information about a list
              BY sort_field                    -> Sort list in a certain order:
                 Country                          by country of origin
                 Date                             by subscription date
                 Name                             by name (last, then first)
                 NODEid                           by hostname/nodeid
                 Userid                           by userid
              BY (field1 field2)               -> You can specify more than one
                                                  sort field if enclosed in
                                                  parentheses: BY (NODE NAME)

              Countries                        -> Synonym of BY COUNTRY
              Topics                           -> Include breakdown of
                                                  subscribers per topic
              LOCal                            -> Don't forward request to
                                                  peers
              Msg                              -> Send reply via interactive
                                                  messages (BITNET users only)
              NOHeader                         -> Don't send list header
              Short                            -> Don't list subscribers
              ALL                              -> List both concealed and non-
                                                  concealed subscribers (list
                                                  owners/site maintainers only)


SCAN          listname text                    Scan a list's membership for a
                                               name or address


SEArch        listname word1 <word2 <...>>     Search list archives
        or:   word1 <word2 <...>> IN listname
              FROM date1                       -> From this date
```

```
              TODAY                         -> From today
              TODAY-7                       -> In the last 7 days
        TO   date2                          -> To this date
        WHERE
          SUBJECT CONTAINS xxxx             -> Only this subject
        AND/OR
          SENDER  CONTAINS xxxx             -> Only this author
                                            Complex boolean operations are
                                            supported, see database guide


  STats   listname <(options>              Get statistics about a list (VM)
          LOCal                             -> Don't forward to peers




Informational commands
----------------------
Help                                        Obtain a list of commands


INFO        <topic>                         Order a LISTSERV manual, or get
            <listname>                      a list of available ones (if no
                                            topic was specified); or get
                                            information about a list


Query       File fn ft <filelist> <(options>  Get date/time of last update of
                                            a file, and GET/PUT file access
                                            code
            FLags                           -> Get additional technical
                                               data (useful when reporting
                                               problems to experts)


RELEASE                                     Find out who maintains the
                                            server and the version of the
                                            software and network data files


SHOW        <function>                      Display information as follows:
            ALIAS node1 <node2 <...>>       -> BITNET nodeid to Internet
                                               hostname mapping
            BITEARN (VM only)               -> Statistics about the BITEARN
                                               NODES file
            DISTribute                      -> Statistics about DISTRIBUTE
            DPATHs host1 <host2 <...>>      -> DISTRIBUTE path from that
                                               server to specified host(s)
            DPATHs *                        -> Full DISTRIBUTE path tree
            FIXes (VM only)                 -> List of fixes installed on the
                                               server (non-VM see LICENSE)
```

```
            HARDWare or HW                       -> Hardware information
            LICense                              -> License/capacity information
                                                    and software build date
            LINKs node1 <node2 <...>>            -> Network links at the BITNET
                                                    node(s) in question
            NADs node1 <node2 <...>>             -> Addresses LISTSERV recognizes
                                                    as node administrators
            NETwork (VM only)                    -> Statistics about the NJE
                                                    network
            NODEntry node1 <node2 <...>>         -> BITEARN NODES entry for the
                                                    specified node(s)
            NODEntry node1 /abc*/xyz             -> Just the ':xyz.' tag and all
                                                    tags whose name starts with
                                                    'abc'
            PATHs snode node1 <node2 <...>>      -> BITNET path between 'snode'
                                                    and the specified node(s)
            POINTs <ALL | list1 list2...>        -> Graduated license point
                                                    information for planning
            STATs                                -> Usage statistics
                                                    (default option)
            VERSion                              -> Same as RELEASE command
            (no function)                        -> Same as SHOW STATS


    Commands related to file server functions
    -----------------------------------------
    AFD                                          Automatic File Distribution
            ADD    fn ft <filelist <prolog>>     Add file or generic entry to
                                                 your AFD list
            DELete fn ft <filelist>              Delete file(s) from your AFD
                                                 list (wildcards are supported)
            List                                 Displays your AFD list

            For node administrators:
            FOR user ADD/DEL/LIST etc            Perform requested function on
                                                 behalf of a user you have
                                                 control over (wildcards are
                                                 supported for DEL and LIST)


    FUI                                          File Update Information: same
                                                 syntax as AFD, except that FUI
                                                 ADD accepts no 'prolog text'


    GET     fn ft <filelist> <(options>          Order the specified file or
                                                 package
            PROLOGtext xxxx                      -> Specify a 'prolog text' to be
                                                    inserted on top of the file
```

```
GIVE         fn ft <filelist> <TO> user    Sends a file to someone else


INDex        <filelist>                    Same as GET xxxx FILELIST
                                           (default is LISTSERV FILELIST)


PW           function                      Define/change a "personal
                                           password" for protecting AFD/FUI
                                           subcriptions, authenticating PUT
                                           commands, and so on
             ADD firstpw                   -> Define a password for the
                                              first time
             CHange newpw <PW=oldpw>       -> Change password
             RESET                         -> Reset (delete) password


SENDme                                     Same as GET


Other (advanced) commands
-------------------------
DATAbase     function                      Access LISTSERV database:
             Search DD=ddname <ECHO=NO>    -> Perform database search
                                              (see INFO DATABASE for more
                                               information on this)
             List                          -> Get a list of databases
                                              available from that server
             REFRESH dbname                -> Refresh database index, if
                                              suitably privileged


DBase                                      Same as DATABASE


DISTribute   <type> <source> <dest> <options>  Distribute a file or a mail
                                           message to a list of users (see
                                           INFO DIST for more details on
                                           the syntax)
             Type:
             MAIL                          -> Data is a mail message, and
                                              recipients are defined
                                              by '<dest>'
             MAIL-MERGE                    -> Data is a mail-merge message.
                                           See the Advanced Topic Manual to
                                              LISTSERV for specifics.
             POST                          -> (non-VM only) Same as MAIL
                                            except that the message is pre-
                                           approved. See the Advanced Topics
                                           Manual to LISTSERV for specifics.
             FILE                             -> Data is not mail, recipients
```

```
                                                 are defined by '<dest>'
              RFC822                          -> Data is mail and recipients
                                                 are defined by the RFC822
                                                 'To:'/'cc:' fields

              Source:
              DD=ddname                       -> Name of DDname holding the
                                                 data to distribute (default:
                                                 'DD=DATA')

              Dest:
              <TO> user1 <user2 <...>>        -> List of recipients
              <TO> DD=ddname                  -> One recipient per line
              Options for the general user:
              ACK=NOne/MAIL/MSG               -> Acknowledgement level
                                                 (default: ACK=NONE)
              CANON=YES                       -> 'TO' list in 'canonical' form
                                                 (uid1 host1 uid2 host2...)
              DEBUG=YES                       -> Do not actually perform the
                                                 distribution; returns debug
                                                 path information
              INFORM=MAIL                     -> Send file delivery message to
                                                 recipients via mail
              TRACE=YES                       -> Same as DEBUG=YES, but file
                                                 is actually distributed
              AV=YES[,FORCE]                 -> Check the message for viruses.
                                                  See the Advanced Topics Manual
                                                   for LISTSERV for specifics.
              DKIM=NO/YES                     -> Sign the message with a
                                                DomainKeys signature.  (default:
                                                   DKIM=NO)


              Options requiring privileges:
              FROM=user                       -> File originator
              FROM=DD=ddname                  -> One line: 'address name'
              PRE-APPROVED=YES                -> Pre-approve message (with
                                                 DISTRIBUTE POST only)


    FOR       user command                    Execute a command on behalf of
                                              another user (for node
                                              administrators)


    SERVE     user                            Restore service to a disabled
                                              user


    THANKs                                    Check the server is alive


    UDD                                       Access the User Directory
```

```
                                              Database (there are 18 functions
                                              and many sub-functions, so the
                                              syntax is not given here)


     File management commands (for file owners only)
     ------------------------------------------------
     AFD/FUI                                  Automatic File Distribution
                    GET fn ft <filelist>      Get a list of people subscribed
                                              to a file you own


     GET            fn FILELIST <(options>    Special options for filelists:
                    CTL                       -> Return filelist in a format
                                                 suitable for editing and
                                                 storing back
                    NOLock                    -> Don't lock filelist (use in
                                                 conjunction with CTL)


     PUT            fn ft <filelist <NODIST>> Update a file you own
                    <CKDATE=NO>               -> Accept request even if
                                                 current version of the file
                                                 is more recent than the
                                                 version you sent

                    <DATE=yymmddhhmmss>       -> Set file date/time
                    <PW=password>             -> Supply your password for
                                                 command authentication
                    <RECFM=F <LRECL=nnn>>     -> Select fixed-format file (not
                                                 to be used for text files)
                    <REPLY-TO=user>           -> Send reply to another user
                    <REPLY-TO=NONE>           -> Don't send any reply
                    <REPLY-VIA=MSG>           -> Request reply via interactive
                                                 messages, not mail
                    <"parameters">            -> Special parameters passed to
                                                 FAVE routine, if any
                    Standard parameters supported for
                    all files:
                    TITLE=file title          -> Change file "title" in
                                                 filelist entry


     REFRESH        filelist <(options>       Refresh a filelist you own
                    NOFLAG                    -> Don't flag files which have
                                                 changed since last time as
                                                 updated (for AFD/FUI)


     UNLOCK         fn FILELIST               Unlock filelist after a GET with
                                              the CTL option if you decide not
                                              to update it after all
```

```
List management functions
-------------------------
Commands that support the QUIET keyword are marked (*)


ADD(*)        listname user <full_name>        Add a user to one of your lists,
                                               or update his name
              listname DD=ddname               -> Add multiple users, one
                                                  address/name pair per line
              listname DD=ddname IMPORT <PRELOAD>
                                               -> Bulk add multiple users, one
                                                  address/name pair per line
                                                PRELOAD option loads addresses
                                                  into memory before adding to
                                                  speed up operation


ADDHere(*)                                     Same as ADD, but never forwards
                                               the request to a possibly closer
                                               peer


CHANGE(*)     listname|* oldaddr|pattern newaddr|*@newhost
                                               Change a subscriber's address
                                               (List owner's version)


DELete(*)     listname user <(options>         Remove a user from one of your
                                               lists, or from all local lists
              listname DD=ddname <BRIEF>       Bulk delete multiple users, one
                                               address per line.  BRIEF option
                                               omits verbose response of who was
                                               deleted.
              Options:
              GLobal                           -> Forward request to all peers
              LOCal                            -> Don't try to forward request
                                                  to closest peer if not found
                                                  locally
              TEST                             -> Do not actually perform any
                                                  deletion (useful to test
                                                  wildcard patterns)


EXPLODE       listname <(options>              Examine list and suggest better
                                               placement of recipients,
                                               returning a ready-to-submit MOVE
                                               job
              BESTpeers n                      -> Suggest the N best possible
```

```
                                                  peers to add
              Detailed                        -> More detailed analysis
              FOR node                        -> Perform analysis as though
                                                 local node were 'nodeid'
              PREFer node                     -> Preferred peer in case of
                                                 tie (equidistant peers)
              SERVice                         -> Check service areas are
                                                 respected
              With(node1 <node2 <...>>>)      -> Perform analysis as though
                                                 specified nodes ran a peer
              WITHOut(node1 <node2 <...>>>)   -> Opposite effect


FREE          listname <(options>             Release a held list
              GLobal                          -> Forward request to all peers


GET           listname <(options>             Get a copy of a list in a form
                                              suitable for editing and storing
                                              list and lock it
              GLobal                          -> Forward request to all peers
              HEADer                          -> Send just the header; on the
                                                 way back, only the header
                                                 will be updated
              NOLock                          -> Do not lock the list
              OLD                             -> Recover the "old" copy of the
                                                 list (before the last PUT)


HOLD          listname <(options>             Hold a list, preventing new
                                              postings from being processed
                                              until a FREE command is sent
              GLobal                          -> Forward request to all peers


LISTs         OWNed                           Send back a list of local lists
                                              owned by the invoker
              MODerated                       Send back a list of local lists
                                              moderated by the invoker


MOVE(*)       listname user <TO> node         Move a subscriber to another
                                              peer
              listname DD=ddname              -> Move several subscribers to
                                                 various peers


PUT           listname LIST                   Update a list header from the
                                              file returned by a GET command


PUTALL        listname LIST                   Similar to PUT but lets you
                                              store the entire list, header
```

```
                                           and subscribers together

Query        listname <WITH options> FOR user  Query the subscription options
                                                of another user (wildcards are
                                                supported)
             *        <WITH options> FOR user  Searches all the lists you own


SET(*)       listname options <FOR user>       Alter the subscription options
             *                                  of another user or set of users
                                                (when using wildcards)
             Additional options for list owners:
             NORENEW/RENEW                  -> Waive subscription
                                               confirmation for this user
             NOPOST/POST                    -> Prevent user from posting to
                                               list
             EDITor/NOEDITor                -> User may post without going
                                               through moderator
             REView/NOREView                -> Postings from user go to list
                                               owner or moderator even if
                                               user is allowed to post


STats        listname (RESET                    Resets statistics for the list


UNLOCK       listname                           Unlock a list after a GET, if
                                                you decide not to update it
                                                after all


Site management functions
-------------------------


CMS          command_text                       Issue a CMS command and get the
                                                last 20 lines of response sent
                                                back to you, the rest being
                                                available from the console log


CP           command_text                       Issue a CP command and get up to
                                                8k of response data sent to you
                                                (the rest is lost)


DATAbase     function                           Control operation of databases:
             DISAble                        -> Disable interactive database
                                               access, without shutting down
                                               existing sessions
             ENAble                         -> Re-enable interactive access
             SHUTDOWN                       -> Shut down all interactive
                                               database sessions, and
```

```
                                                    disable interactive access


   INSTALL      function                          Software update procedure:
                CLEANUP shipment                  -> Remove an installed shipment
                                                     from the log
                CLEANUP BEFORE dd mmm yy          -> Remove all shipments
                                                     installed before that date
                PASSWORD shipment PW=instpw       -> Confirm installation of a
                                                     shipment, when requested by
                                                     LISTSERV
                RELOAD shipment                   -> Attempt to reload a shipment
                                                     which failed due to a disk
                                                     full condition
                STATus                            -> Get a list of installed
                                                     "shipments"



   LISTs        OWNed <BY> userid@host            Send back a list of local lists
                                                  owned by the address supplied
                                                  (wildcards acceptable)
                MODerated <BY> userid@host        Send back a list of local lists
                                                  moderated by the address supplied
                                                  (wildcards acceptable)


   NODESGEN     <WTONLY>                          Regenerate all LISTSERV network
                                                  tables, or just compile the
                                                  links weight file (debugging
                                                  command)


   OFFLINE                                        Suspend processing of reader
                                                  files and disable the GET
                                                  command


   ONLINE                                         Cancel OFFLINE condition


   PUT          listname LIST                     Create a new list


   PUTC         fn ft <fm|cuu|dirid>              Update a CMS file on one of
                <RECFM=F LRECL=nnn>               LISTSERV's R/W minidisks; note
                                                  that this is similar to SENDFILE
                                                  + RECEIVE or LINK + COPYFILE and
                                                  should NOT be used to update
                                                  file-server files


   PWC          function                          Password file management:
                ADD    user newpw                 -> Define a password for the
```

```
                                                        specified user
            DELete user                      -> Delete password for that user
            Query  user                      -> Query the password of the
                                                specified user


  REGister     name|OFF FOR user             Set a user's SIGNUP FILE entry


  SENDFile     fn ft <fm|cuu|dirid>          Request the server to send you a
                                             file from one of its disks


  SERVE        user OFF                       Permanently suspend access from
                                              an abusive user or gateway
                                              (restore with 'SERVE user')

               user OFF DROP                  Permanently suspend access from
                                             an abusive user or gateway and drop
                                              all further inbound mail from this
                                               sender on the floor
                                              (restore with 'SERVE user')

            LIST                             Return a list of all addresses that
                                              are currently served off or which
                                               are spam-quarantined


  SF                                          Same as SENDFILE


  SHOW         BENCHmarks                     -> CPU/disk/paging benchmarks
               EXECLoad                       -> Statistics about EXECLOADed
                                                 REXX files
               LSVFILER                       -> Statistics about LSVFILER
                                                 file cache
               PREXX                          -> Statistics about PREXX
                                                 functions usage
               STORage                        -> Information about available
                                                 disk space and virtual
                                                 storage


  SHUTDOWN     <REBOOT|REIPL>                 Stop or reboot the server (the
                                             two options are synonyms)


  STOP                                        Same as SHUTDOWN


  Note: some debugging commands and options have been omitted.


  Syntax of parameters
  --------------------
  filelist = 1 to 8 characters from the following set: A-Z 0-9 $#@+-_:
  fformat  = Netdata, Card, Disk, Punch, LPunch, UUencode, XXencode, VMSdump,
```

```
                  MIME/text, MIME/Appl, Mail
    fn        = same syntax as 'filelist'
    ft        = same syntax as 'filelist'
    full_name = firstname <middle_initial> surname (*not* your e-mail address)
    host      = Internet hostname
    listname  = name of an existing list
    node      = BITNET nodeid or Internet hostname of a BITNET machine which
                has taken care of supplying a ':internet.' tag in its BITEARN
                NODES entry
    pw        = A password with characters from the set: A-Z 0-9 $#@_-?!|%
    user      = Any valid Internet address not longer than 80 characters; if
                omitted, the 'hostname' part defaults to that of the command
                originator
```

Index

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