

Subscriber Management (using JiscMail website)

There are two places on the JiscMail website you can use to manage your subscribers:

1. List Management > Subscriber management
2. List Reports > Subscriber Reports

The type of list you run will vary how subscriptions added to your list, for all list types a list owner can add/remove subscribers. The options are: lists settings allow subscribers add themselves, list settings allow subscribers to make a request to join but a list owner has to approve the request and also list settings require the list owner to add all subscribers.

1. 'Subscriber Management' menu to Search, Add and Remove subscribers.

- Log in to the JiscMail website
- Go to List Management > Subscriber Management

This is the subscriber management page where you can search and add a single subscriber (A) or bulk add subscribers to your list (B), or remove a subscriber (C) from your list.

The screenshot shows the JiscMail website interface for managing subscribers. At the top, it indicates the user is logged in as 'jim.silca@gmail.com (Owner)' and provides links for 'Basic Mode | Edit Page'. The main header includes the JISCM@il logo and the tagline 'Email discussion lists for the UK Education and Research communities'. A navigation menu contains 'List Management', 'Subscriber's Corner', 'Email Lists', 'JISCMail Tools', 'Preferences', and 'Log Out'. The current page title is 'Subscriber Management (JISCMAIL-TRAINING)' with a 'JISCMAIL-TRAINING Home' link. A 'Select List:' dropdown menu is set to 'JISCMAIL-TRAINING JISCMail Training List' with an 'Update' button. Below this are two main sections: 'Single Subscriber' and 'Bulk Operations'. The 'Single Subscriber' section has a sub-header 'JISCMAIL-TRAINING' and a sub-section 'Examine or Delete Subscription'. It features a 'Name or Address:' input field with a search button 'Search in JISCMAIL-TRAINING' and a 'Clear' button. Below this is the 'Add New Subscriber' section with an 'Email Address and Name:' input field, a search button 'Add to JISCMAIL-TRAINING', and a 'Clear' button. It also includes radio buttons for 'Send Email Notification' (selected) and 'Do Not Notify the User'. At the bottom, there is a link to 'Review List Members: In Browser | By Email'.

Subscriber Management using List Management > Subscriber Management

A. Search for a subscriber

- Put the email address of the subscriber you wish to find in the 'Search or Examine' box and click the Search button.

- If the subscriber is a member of your list you will see their subscription settings for your list.
- If the subscriber is not a member of your list, their email will be automatically added to the 'Add New Subscriber' box.
- To add them to your list click the "ADD to LISTNAME" button

B. Add a one subscriber to your list (without searching)

- Enter the email address of the subscriber you wish to add in the Add New Subscriber and click 'Add to' button.
- When they have been added, blue text at the top of the screen will confirm the request has been successful.
You have added 1 new subscriber to your list.

C. Remove a subscriber from your list.

- Follow the first 3 steps for 'Search for a subscriber'
- At the Subscription Management page use the Delete button at the bottom of the screen to unsubscribe from your list.

You have removed 1 subscriber from your list

Subscriber Management

View or Set Subscription Options

Notification Options:
 Send Email Notification
 Do Not Notify the User

Name: Andrew Brown
 Email Address: AndrewBrown@example.com
 Subscribed Since: 27 Nov 2013

Subscription Type:
 Regular [NODIGEST]
 Digest (traditional) [NOMIME DIGEST]
 Digest (MIME format) [NOHTML MIME DIGEST]
 Digest (HTML format) [HTML DIGEST]
 Index (traditional) [NOHTML INDEX]
 Index (HTML format) [HTML INDEX]

Mail Header Style:
 Normal LISTSERV-style header [FULLHDR]
 LISTSERV style, with list name in subject [SUBJECTHDR]
 "Dual" (second header in mail body) [DUALHDR]
 sendmail-style [ETTFHDR]
 Normal LISTSERV-style (RFC 922 Compliant) [FULL42]

Acknowledgements:
 No acknowledgements [NOACK NOREPRO]
 Short message confirming receipt [ACK NOREPRO]
 Receive copy of own postings [NOACK REPRO]

Miscellaneous:
 Mail delivery disabled temporarily [NOMAIL]
 Address concealed from REVIEW listing [CONCEAL]
 User is exempt from renewal/probing [NORENEW]
 User may bypass moderation [EDITOR]
 All postings sent to list owner for review [REVIEW]
 User may not post to list [NOPOST]

Buttons: Update Delete New Search Delete From All Lists

Subscriber settings for Andrew Brown, use the Delete button to remove their subscription from your list

D. Bulk add several subscribers to your list (do not remove any)

- Select the 'Bulk Operations' tab
- Create a list of subscribers to add to your list in excel, ensuring that in column1 you put the subscriber email address, a space and their full name (first name last name). If you

want to send each subscriber confirmation of their subscription then in Column 1 put the word ADD and in Column2 put the subscriber email address, a space and their full name. Save as a .csv file

- Ensure the option to 'Add imported addresses' is selected
- Browse for your .csv file and Import
- Blue text will be displayed to confirm the request has been carried out.

You have added several subscribers to your list (without removing any).

2. 'Subscriber Reports' menu to Search, Add and Remove subscribers

- Go to List Management > List Reports > Subscriber Reports
- OR from your List Dashboard (image below), click the [View] button under the subscribers column.

| List Name ▲ | Subscribers | Send | Subscription | Change-log | Notebook | Owner |
|----------------------------------|--------------|-------------------|------------------|---------------|--|-------------------------------|
| JISCMAIL-TRAINING [Configure] | 10 [View] | Private [Edit] | Closed [Edit] | Yes [Edit] | Yes. E:\LIST-LOGS\JISCMAIL-TRAINING, Monthly, Private [Edit] | Jim.Silca@GMAIL.COM [Edit] |

The Subscriber reports screen displays your subscribers, their settings and their subscription date. You can use the Report Columns menu to display other information in the table.

Subscriber Reports (JISCMAIL-TRAINING)

Select List: JISCMAIL-TRAINING JISCMail Training List [Update]

Report Columns (Check All | Uncheck All)

- Mail Style
- Mail Status
- Restrictions
- Subscription Date
- Ask
- Repro
- Header Style
- Topics
- Conceal
- HTML
- MIME
- Renew

Report Format: On Screen

Search Options: Search for Subscribers: [Search]

Subscriber Management: Add Subscriber: nancy@xyz.com (Nancy Travis) [Add Subscriber]

| Subscriber Names | Mail Style | Mail Status | Restrictions | Subscription Date |
|--|------------|-------------|--------------|-------------------|
| <input type="checkbox"/> RitaScarlet@EXAMPLE.COM Rita Scarlet | Regular | Mail | Post | 27 Nov 2013 |
| <input type="checkbox"/> PamQuartz@EXAMPLE.COM Pam Quartz | Regular | Mail | Post | 27 Nov 2013 |
| <input type="checkbox"/> OscarPink@EXAMPLE.COM Ozzy Pink | Regular | Mail | Post | 27 Nov 2013 |
| <input type="checkbox"/> NeilOrange@EXAMPLE.COM Neil Orange | Regular | Mail | Post | 27 Nov 2013 |

Subscriber Report for Jiscmail-Training list

A. Add a one subscriber to your list

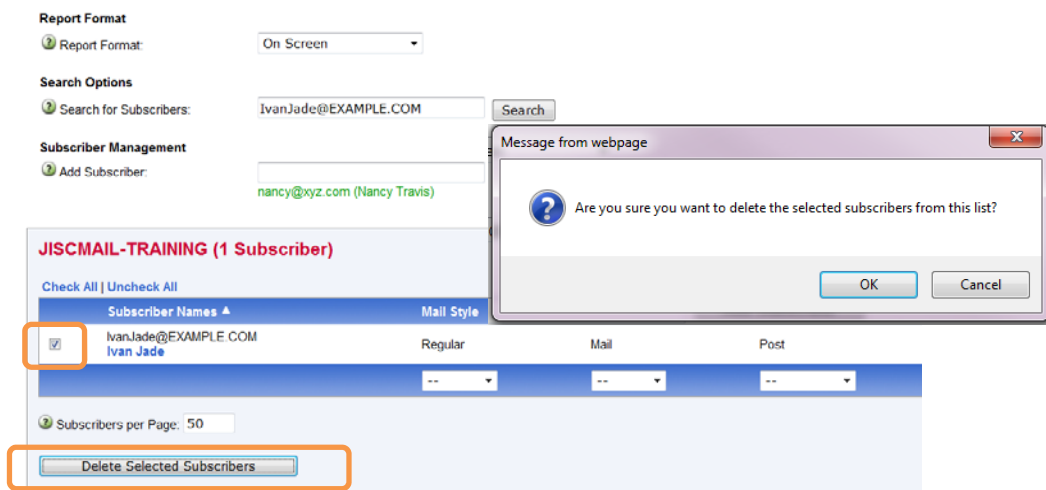
- Put the email address of the subscriber you wish to add in the 'Search for Subscribers' box and click the Search button.

- A match will display their entry in the table below will show their settings for your list.
- If the subscriber isn't a member of your list, the message *There are no subscribers matching the search criteria* will be displayed on the screen.
- To add them to your list, remove the information in the 'Search for Subscribers' box and add it to the Add Subscriber box and click the *Add Subscriber* button
- Confirmation will be displayed on the page when they have been added to the list.

You have added 1 new subscriber to your list.

B. Remove a subscriber from your list

- Follow the instructions to search for a subscriber OR scroll down the list of subscribers in the table – browser options to 'Find in page' will also work.
- Select the checkbox next to the subscriber you wish to remove (or multiple subscribers)
- At the bottom of the page select *Delete Selected Subscribers*
- A dialogue box will check your request, *OK* to confirm



Deleting a subscriber from the list

You have removed 1 subscriber from your list