

message asking you to return a message to the list server. If you do not, you are removed from the list.

Query the list server

If after several days you do not think your request has been filled, you may want to query the list server. To find out what your status is, send:

set TEST-L

End your subscription

To stop your subscription, send:

unsub TEST-L

You do not need to include your name in this command.

List commands

It is important to familiarize yourself with a few list commands in order to facilitate your participation in lists. The chart on the other side of this document provides a short list of commands for the most common list server software. The following examples pertain to *ListProc*. Replace TEST-L with the name of your list.

Temporarily suspend your subscription

If you plan to be out of town for awhile and don't want an overflowing e-mail "box" when you return, send:

set TEST-L mail postpone

When you return, you restore your regular mail setting by sending:

set TEST-L mail ack

Receive messages in digest form

If you want to receive all messages for each day as one mail item, send:

set TEST-L mail digest

Get an index of archived messages

To get the index of a list—a list of subjects, senders' names and e-mail addresses, and message dates—send:

index TEST-L

Once you have requested (and received) an index, you may request files. See **Get an archived file** for details on how to do this.

Get an archived file

To get a specific file from the archive, send:

get TEST-L *filename*

where *filename* is the name of the file you wish to receive. See **Get an index of archived messages** for information on finding out which files have been archived.

Get additional help

For a list of *ListProc* commands, send:

help

How to find lists

While your colleagues may be your best source for information about lists in your field, this Web site allows keyword searching for lists:

<http://www.liszt.com>

In addition, most list servers provide a list of lists (3000+) if you send:

list global

You need to record the two necessary addresses for the lists that interest you:

where to subscribe, (such as *listproc@ukans.edu*) and where to send messages intended for subscribers (such as *test-l@ukans.edu*).

Discover netiquette

Many lists have unwritten rules of etiquette. You may want to read a list for several days before contributing; this is known as *lurking*. Most groups expect you to:

- include certain information in the subject,
- sign your name to messages,
- remember a list is a public forum, so be considerate of others, and
- learn to use your e-mail program so your messages are easy to read.

Notes and hints

A complete user's manual for *ListProc* is available via FTP at info.cren.net/listproc/userman.rtf. You may also download this document directly at

<http://www.cren.net/listproc/docs/index.html>.

The document will be in **rtf** format, which means you can open it using a standard word processing program such as *WordPerfect* or *Microsoft Word*.

This *in Brief* was prepared by Carine Ullom, Academic Computing Services for University of Kansas faculty, students, and staff.

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Go to the Help Center (Room 202, Computer Center).

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Send your questions by e-mail to question@ukans.edu.

If you find an error or would like to make a comment about this document, please call 864-0460 or send e-mail to editor@ukans.edu.

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Electronic Discussion Groups: Meet others with common interests via e-mail

This *in Brief* will help if you . . .

- have an e-mail account
- want to learn to participate in e-mail discussion groups
- want to learn how to find discussion groups of interest
- want to see who's thinking what in your area of interest

Other *in Brief* flyers address related topics:

- (401) *Becoming a list administrator: A guide to ListProc on KU multiuser systems*
- (307) *E-mail on KU multiuser systems: Introduction to Pine*

Electronic discussions

Two popular types of electronic discussion groups are Usenet newsgroups and “list server” lists. Both allow people to meet electronically to discuss common interests. One major difference is that newsgroup messages are stored for a period of time and can be read at any time by anyone. Messages posted to lists, on the other hand, are sent directly to the e-mail “boxes” of all list participants and cannot be read by those not subscribed to the list. See the following *in Briefs* for information on participating in Usenet newsgroups: *Free Agent* (IBM-compatible), *Newsatcher* (Macintosh) or *Tin* (multiuser).

To participate in either type of discussion, you need an e-mail address. All KU faculty, students, and staff can obtain an e-mail address on either the EAGLE or FALCON multiuser system. Online signup is available at <http://www.ukans.edu/account.htm>.

Lists are often called listserv lists—for one of the common list server software packages, *LISTSERV*. Other list server software includes *Majordomo*, *ListProc*, *Mailserv*, and *Mailbase*. Both *LISTSERV* and *ListProc* are in use at KU, although *LISTSERV* is being phased out and all newly created lists use *ListProc*.

What is a list?

In this document, a list refers to a collection of e-mail addresses similar to a mailing list. The list is given a name. For example, ANTHRO-L might describe a discussion list for those interested in anthropology.

To send a message to everyone on the list, only a single message need be sent to the list server. The list server then distributes the message to all subscribers. In turn, as a subscriber, you receive copies of messages sent to the list (this may be hundreds of messages on

popular lists). If this seems overwhelming, most list servers have options that let you get a digest—where one day’s messages come as a single message.

List server basics

Participation in any list requires a basic understanding of the list server process. Each list you join uses two e-mail addresses—one communicates with the list processor and one communicates with other list members.

The first, the address of the list processor, is used for subscribing and unsubscribing, changing your subscription settings, checking the status of your subscription, etc. Messages to this address are sent in the form of commands and must have a very specific format (however, the commands themselves are not case sensitive). The second is that of the list. Messages sent to this address are distributed to subscribers.

For example, to participate in TEST-L, a list created for practice purposes at KU, the two addresses are *listproc@ukans.edu* and *test-l@ukans.edu*. The first is for sending commands to the list processor; the second is for sending messages to list participants. It is imperative that you understand the distinction between these two

addresses. It is considered poor “netiquette” to send list server commands to list members.

Lists can be moderated or unmoderated; the most common is unmoderated. On an unmoderated list you see all contributions sent to the list exactly as they were written—no one directs the discussion. On moderated lists, messages are reviewed (and sometimes edited) by the moderator. This ensures appropriateness of content before the message is distributed to the entire list.

Subscribe and unsubscribe

To get your name and e-mail address on a list, you correspond via e-mail with the list server—a machine, not a person. A few lists do not allow this automatic subscription. Instead, you send an e-mail message to the moderator of the list, asking to subscribe. The examples in this document pertain to automated lists.

All commands discussed here are sent to the list server. For TEST-L, that is *listproc@ukans.edu*. When you send a message, send *only* the words shown in the examples, placing them in the body of the message. Thanking the list server or signing your name, for example, may cause the list server to reject

your message. If you have an e-mail signature automatically added to your messages, delete it or turn off that feature before sending your message.

In the following examples, replace TEST-L with the name of your list.

Subscribe to a list

To subscribe, send:

sub TEST-L *Firstname Lastname*

Substitute the names by which you wish to be identified for *Firstname* and *Lastname*. *ListProc* takes the e-mail address from your message.

Some lists do not allow you to post messages to them from an e-mail address other than that from which you subscribed. It is therefore wise to send your subscribe message from the e-mail account through which you plan to participate in the list.

Most list servers send a confirmation that your request has been filled. This may take a few minutes or several days. You should save this response; it usually includes a welcome message and valuable information about the group, such as how to unsubscribe. Some lists require you to confirm your registration annually. You may receive a

Interacting with the most common list servers

Action	LISTSERV	Majordomo	ListProc
Subscribe to a list	sub <list> firstname lastname	subscribe <list> <address>	subscribe <list> firstname lastname
Stop your subscription	signoff <list>	unsubscribe <list> <address>	unsubscribe <list> or signoff <list>
Ask about your status	query <list>	not available	set <list>
Stop messages during vacation	set <list> nomail	not available	set <list> mail postpone
Restart messages after vacation	set <list> mail	not available	set <list> mail ack
Receive messages as digest	set <list> digest	not available	set <list> mail digest
Get index of archived messages	index <list>	index <list>	index <list> [/ <password>] [-all]<="" td=""> </password>]>
Get files from the archive	get <filename> <list>	get <list> <filename>	get <list> <filename> [/ <password>] [parts]<="" td=""> </password>]>
Get information about a list	not available	info <list>	information <list>
Get help	help	help	help [<topic>]