This document briefly covers the basic usage of our listserv interface. After reviewing this document if you still have any questions please email listserv@valleyair.org. If you would like more information regarding functionality and features of the mailman software package please refer to this document.

Subscribing to an Email List

To receive email from any of our email lists you can click on the name of the list and enter your email address. Including your name is optional and if you can leave the password fields blank if you would like our server to randomly generate one for you.

A confirmation email will be sent to you immediately following your subscription request. Follow the link provided in that email to confirm your subscription request. Following your confirmation you will receive a welcome email from the list you subscribed to which will include your chosen or randomly generated password.
Editing Email List Options

If you are already subscribed to an email list, you can edit your account settings such as password, mailing options, etc, or unsubscribing. To access your email list account, simply click on the name of the list on our listserv homepage http://lists.valleyair.org/mailman/listinfo or http://lists.valleyair.org and at the bottom of the page you will see an empty box and a button labeled "Unsubscribe or edit options" like in the picture below:

Enter the email address you are subscribed with into this box and click on the button. This will take you to a screen with 3 options allowing you log in to your account, unsubscribe from the currently selected email list, or to send a password reminder to your subscribed email address.

Logging in to your Account

If you want to log in to your account simply put your password in the first box and click on 'Log in'.
Unsubscribing

Underneath the login box is a button to unsubscribe your email address from the currently selected email list. The title in the blue box at the top of the page will indicate which list you have selected. You can also unsubscribe while logged into your account:

When you unsubscribe, you will receive a notice from [listname]-bounces@lists.valleyair.org letting you know that you have successfully been unsubscribed. Unsubscribing will remove your email address and name from the emailing list for the particular list that is indicated in the title above the ‘unsubscribe’ button, and you will no longer receive email from this emailing list. If you wish to only temporarily stop receiving listserv emails, you can change your mail options accordingly without unsubscribing.
Password Reminder

If you have forgotten your email list account password you can click on the ‘Remind’ button at the bottom of this page and a reminder email will be sent to the email address that you are subscribed with.

Changing Your Password

In order to change your password you must log in to your email list account, and use the form indicated on the left. Do not use an important password for listservs because when it is sent to you as a reminder it is not sent securely.

By default your password will be sent to you once a month as a reminder. If you would like to change this setting, further down the page under Subscription Options you can change this setting. Selecting “No” will turn the automatic password reminder off. The “Set Globally” checkbox will make the change true for all emailing lists you are subscribed to:

After making changes click the “Submit My Changes” button.
Subscription Mail Delivery Options

After logging into your account you can change some of the ways you receive your email. An alternative to unsubscribing is simply disabling delivery of email from any or all lists that you are subscribed to. You can halt email delivery by setting your ‘Mail delivery’ option to ‘Disabled’.

You can take this further and apply it to all email lists that you are subscribed to by checking the “Set globally” box as well.

Digest Mode allows you to receive many posts bundled together in a single email; you can set ‘Digest Mode’ to ‘On’. This is not recommended for Valley Air District emailing lists because our lists do not allow posting except by list Administrators. Things that are posted by Administrators are usually time sensitive and may be missed, or HTML may be used when posting and Digest delivery currently only supports plain text emails.

Digest Mode is usually used on emailing lists that allow members to post to the list regularly which would normally overwhelm your inbox if you were to receive an email for every post. We recommend leaving this feature off. Some lists have Digest Mode explicitly disabled by the administrator. You will know if it has been disabled if you receive the message “The list administrator has disabled digest delivery for this list, so your delivery option has not been set. However your other options have been set successfully.”

Remember to click the “Submit My Changes” button at the bottom after making changes to your settings.
Changing Your Email Address / Name

After having logged in to your account you can change your email address or display name with the form shown here in this image. If you are abandoning an old email address completely it’s recommended that you click the “Change globally” box underneath the button to make sure that your email is changed for all lists that you’re subscribed to. This global change checkbox also applies to your display name.

Once you have made the change, you will see the message “Member name successfully changed.” This confirms that your settings have been made.