

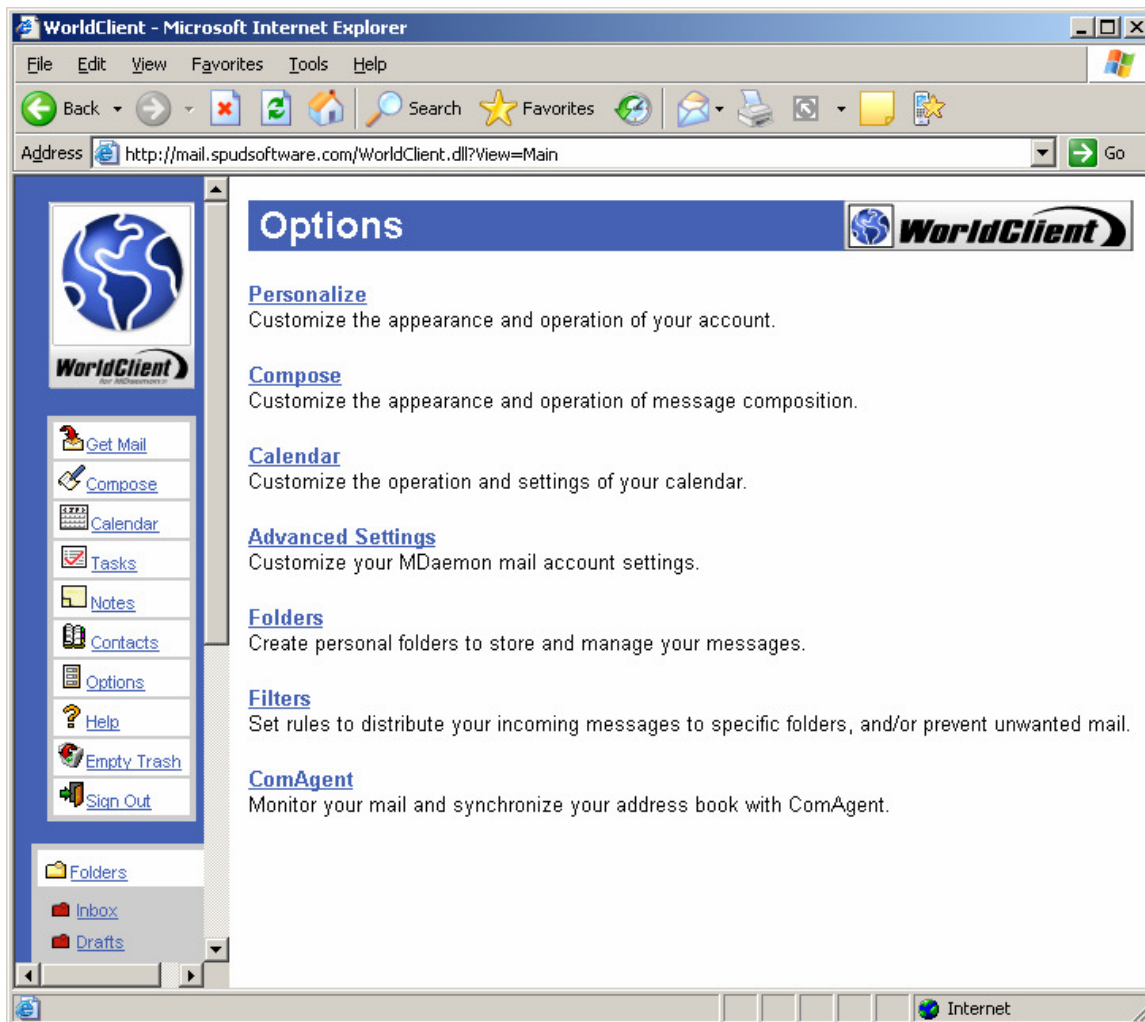


## Creating mailing list within World Client

Open web browser and log onto World Client with a valid domain administrator account.

Select Options from the left menu.

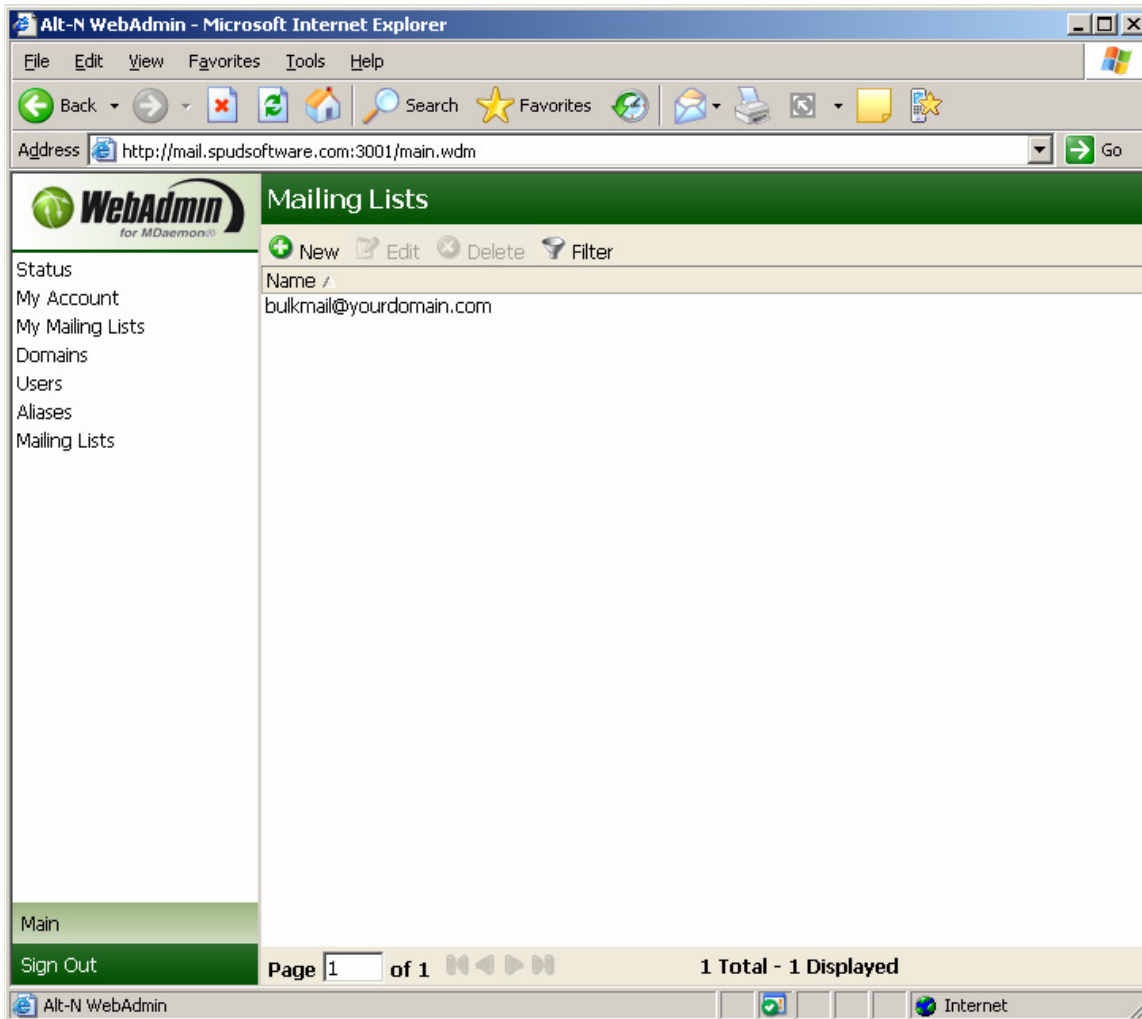
Select Advanced Settings from the right menu listing.





Select Mailing Lists from the left menu choices.

- If the Mailing Lists option does not appear, then you will need to log on as a domain administrator.





Select New to create the mailing list.  
Type the email address to be used as the new mailing list.  
Ex. bulkmailer@yourdomain.com  
Select the Save button to continue.

The screenshot shows a web browser window titled "Alt-N WebAdmin -- Web Page Dialog". The window has a menu bar with "Options", "Members", "Subscription", "Notification", "Security", and "Digest". Below the menu bar are "Save" and "Cancel" buttons. The main content area is divided into two sections: "List Addresses" and "List Properties".

**List Addresses**

Name:  @    
List's "Reply-to" Address:   
Leave Reply-To field blank and replies will be directed back to poster

**List Properties**

The list is private (non-members cannot post)  
 The list is hidden from the global address book(s)  
 This list responds to EXPN and LIST requests  
 Messages have list name in subject (ie.. Subject: [LISTNAME] text)  
 Messages have thread numbers in subject (ie.. ...Subject text {5})

Delivery precedence level for this list's traffic  (0 - 99)  
Use this as a guideline: 10 = urgent, 50 = normal, 80 = bulk

Replace To: field with  N/A  list's name  member's full name  
 Include " ListMember" in TO: field

Don't distribute messages larger than  KB (0 = don't care)

At the bottom of the window, the address bar shows "http://mail.spudsoftware.com:3001/modalframe.wdm?file=maillist\_options.wdm" and the status bar shows "Internet".

Make changes to the settings if required, defaults are usually sufficient.  
Scroll down the page and select the Save changes button to finish.



To add members to the list, select the Members tab from the window.  
Type in the full Email Address and the Real name, then select Save.

Alt-N WebAdmin -- Web Page Dialog

Save Cancel

List Member

Email address:

Real name:

Type:  Normal  Digest  Read Only  Post Only

http://mail.spudsoftware.com:3001/modalfram Internet

You may also import a list of addresses from a CSV file, just select import...

Alt-N WebAdmin -- Web Page Dialog

Import Cancel

Import list members

Select CSV file:  Browse...

Each entry must be on its own line and all of its fields must be separated by commas. Furthermore, the first line of the file (the baseline) must list the names of the fields and the order in which they appear in the remaining lines. One of the fields must be called "Email" and contain an email addresses. Optional fields include "FullName", "ReadOnly", "PostOnly", and "Digest". All other fields will be ignored by the importer.

For example:

"Email", "FullName", "ReadOnly", "PostOnly", "Digest"  
"frank@altn.com", "Frank Thomas", "0", "1", "0"

http://mail.spudsoftware.com:3001/modalframe.wdm?file=maillist Internet

Once the mailing list has been created, to use, just send a message addressed to the email address of the mailing list, all members within the list will receive the email.