

# Maine Legislature Mailing List Administration

## Introduction

Our new mailing list server, found at <https://lists.legislature.maine.gov> is a way to facilitate the Legislature's communication with people who have an interest in the work of a legislative committee or other group. The site provides searchable archives of recent messages, RSS feeds and various subscriber options, including message digests and a way to suspend your subscription when you don't want to receive messages for a time.

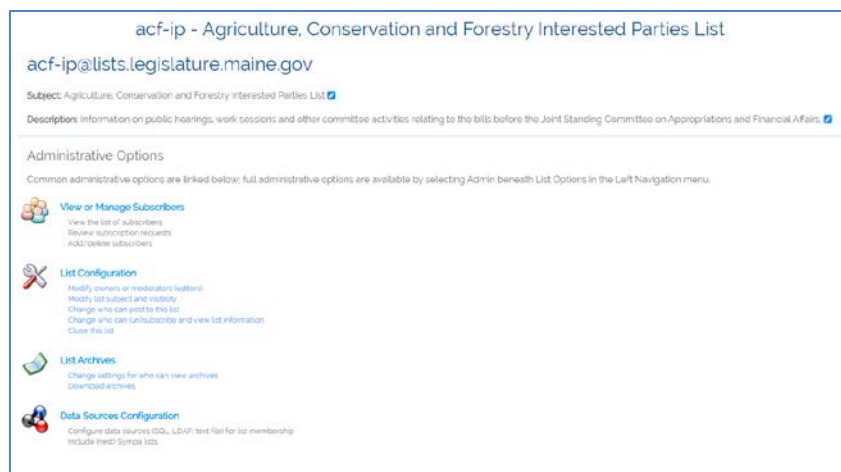
If you have a question about a certain process, then click one of the links below to travel to its related documentation.


- [How to Access the List Management Screen](#)
- [Adding a User to a List](#)
- [Removing a User from a List](#)
- [Posting to a List](#)
- [Verify Content has been Posted to the List](#)

## Managing Lists

The List Management Console for a given list allows for the administration of the List including managing subscribers, configuring the list, accessing the archives, and configuring the data sources. **Only legislature employees have access to this portion of the system.**

1. First you must log into the system using your state email address. For more information on this process consult the Logging in section of the general help documentation.

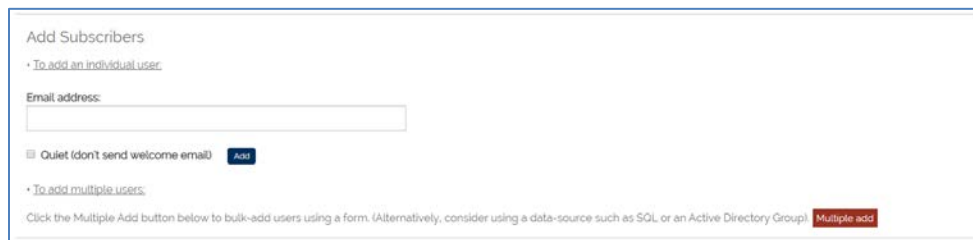


2. Once logged in select a list that you are managing from the **My Lists** option under the  **Account** dropdown menu. For more information on this process consult the Managing My Lists section of the general Help Documentation.

3. The selected List should display a control panel. Most of your list administration work can be reached by this screen.

### Adding a user to the list

1. Click on the list that you would like to add the user too. You will see an administration screen. For more details on this section see [Managing Lists](#) section.
2. Then select **View or Manage Subscribers** to maintain the subscribers list.
3. To Add a Subscriber enter their email address into the Email address input field.
4. Then hit the **add** button.
5. **(Optional):** Check the **Quiet** checkbox if you do not want the system to send an email informing the user that they have been added to the list.



6. The system will then notify you that the subscriber has been added.

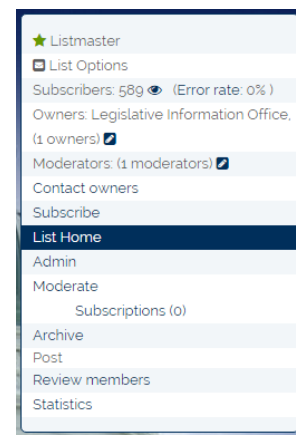
### Removing a user from the list

1. Click on the list that you would like to add the user too. You will see an administration screen. For more details on this section see [Managing Lists](#) section.
1. Then select **View or Manage Subscribers** to maintain the subscribers list.
2. To remove a subscriber scroll down the subscriber table, and select a subscriber, or group of subscribers that you wish to remove from the list.
3. Then select the **Delete selected email addresses** button.
4. **(Optional):** Check the **Quiet** checkbox if you do not want the system to send a deletion email.

### Posting to a List

If you are owner of the list, then simply email the content to the list address, and the content will be propagated to all of the subscribers. Conversely, if you would like to post within the system follow these steps:

2. Click on the list that you would like to add the user too. You will see an administration screen. For more details on this section see [Managing Lists](#) section.



1. Then Select **Post**.

## Verifying Content has been posted to the list

3. Click on the list that you would like to add the user too. You will see an administration screen. For more details on this section see [Managing Lists](#) section.
4. To verify that a post had been presented to the list subscribers, select **List Archives** from the List Management Console.
5. The List Archive can be searched for posts, or posts can be reviewed by date submitted within the Archive List.

The screenshot displays the 'List archive' interface. At the top, there is a search bar with a 'Search' button and an 'Advanced search' button. Below the search bar is a navigation bar with a year selector (2015) and a list of months (01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12). The current view is for '2015/08' with '6 mails'. Navigation buttons include 'Chronological', 'Thread', and page navigation ('<<', '<', 'page 1 / 1', '>', '>>'). The main content area shows a list of messages with dates and subject lines: '15/08/06', '15/08/10', '15/08/11', and '15/08/13'. Each message has a checkbox and a subject line starting with 'externalprintcontractor| Legislature Draft Bill Test'. At the bottom, there are buttons for 'Toggle Selection' and 'Tag messages for deletion'.