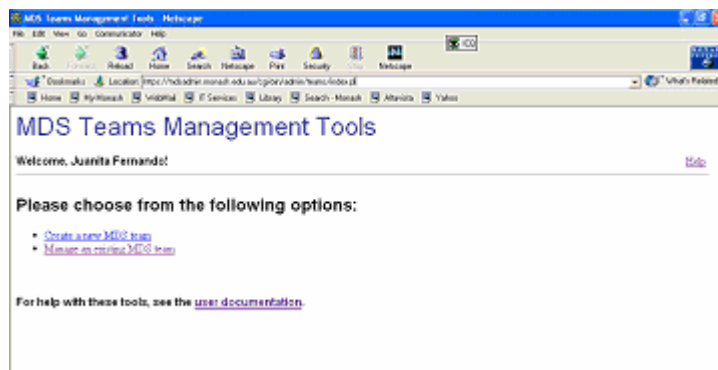


Management tools for mailing lists in MDS

1. Open your **Netscape Communicator** web browser and type the following address into the location bar- <https://mdsadmin.monash.edu.au/cgi-bin/admin/teams/index.pl>
2. The page for managing the LDAP mailing list is illustrated below:



3. Click on the *Managing an existing MDS Team* link and the window shown below is displayed. If you know the name of the group, type it into the *Find group* dialogue box. If you do not know the name of your group, type an asterisk (*) into the box, and click on the *Find* button. All the teams you own, as well as other teams that you "own" through memberships, will be displayed. Scroll through the list until you can select the list you wish to amend. Click on the list name and the window shown below will open.

Editing team properties -

Welcome, Juanita Fernando!

General **Mail**

Name:

Description:

Group Members:

Owner: [Juanita Fernando](#)

[Sue Panckridge](#)
[it-support-mgrs](#)

MDS/MMS Admin
Maintained by ITS Direct
Report problems to ITS.Helpdesk@med.monash.edu.au
Monash University ABN 12 397 614 012 - [Contact Us](#)
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4. You can access the mail properties editing page from the main edit page by clicking on the link labelled 'Mail' near the top left corner of the page and a list of properties appears, as per the illustration below.

Editing team mail properties - phimr2

Welcome, Juanita Fernando!

General Mail

Mail Group Information

Email address of this group

* Primary Email Address:
(e.g., hr@example.com)

Alternate Email Addresses:
(one per line, e.g.
personnel@example.com
hr@example.com)

Mail properties include:

- Primary Email Address
- Alternative Email Addresses
- Send Errors To
- List of CC Recipients

The email address used when creating the team will appear in the 'Primary Email Address Field'. The other fields, with the exception of *List of CC Recipients* are self explanatory.

IMPORTANT: The only mail property you ever need to change is *List of CC Recipients*. All other changes should be logged on the web based IT Jobdesk at <http://it.med.monash.edu.au/itjobdesk/> - your username and AuthCate (email) password are required to log IT work.

DO NOT ALTER THE PRIMARY EMAIL ADDRESS OR ALTERNATE EMAIL ADDRESS OR THE LIST WILL NOT WORK

5. Scroll down the page until you can see *the List of CC Recipients* dialogue box, as per the illustration.



- 6.1 In order to add to the email addresses in the mailing list, simply left click your cursor into the dialogue box, press *Enter* and commence typing in the new email address. It is important to note that you can only type a single address in per line; if you are adding more than 1 address, press the *Enter* key after each address to ensure you commence on a new line.

6.2 To edit an email address in the list, simply overtype it;

6.3 To delete an email address, simply highlight it and press the *Del* key.

6.4 Once you have completed all of the changes required, click on the *Change* button to update the list.

7. Important Step No change will take place on the list until you click on the *Change* button located near the right hand bottom corner of the *List of CC Recipients* dialogue box.

Changes take place in **real time**, i.e. they are effective immediately you click on the *Change* button.

8. Close Netscape Communicator to complete the job.