

## THE RSARS E-MAIL LIST SERVER (GENERAL)

### USERS' HANDBOOK



**Please remember that this service is not peculiar to RSARS in that there are no restrictions as to who can join and send and receive messages: neither is the traffic moderated.**

- If you wish to join the mailing list:-

**1.** First check that your E-mail program is configured correctly to the extent that the "From:" field in your outgoing mail contains your correct E-mail address. (Most E-mail programs do this automatically, but if registration fails, then it is worth the scrutiny).

**2.** If you wish to join the General e-mailing list please

EITHER:

send an E-mail message as follows:-

[members-request@rsars.org.uk](mailto:members-request@rsars.org.uk)

with the single word **JOIN** in the body of the message (put nothing in SUBJECT nor include any SIGNATURE).

OR

you can use the web access at <http://www.rsars.org.uk/emaillist> and select the Subscribe option.

- To leave the list please send a message to [members-request@rsars.org.uk](mailto:members-request@rsars.org.uk) with the single word **LEAVE** in the body of the message

OR

again you can use the web access at <http://www.rsars.org.uk/emaillist> and in this case select the Unsubscribe option.

- To obtain further information by E-Mail, send a message to [members-request@rsars.org.uk](mailto:members-request@rsars.org.uk) with the single word **HELP** in the text.

### **Synonyms of the Commands**

Most of the commands have a number of synonyms which you can use to effect the same command. They all take the same syntax as the commands given in the examples above.

You may find it useful to use some of them if they are used by other lists to which you are a subscriber.

Here is a list of the commands and their synonyms (if they have any):

help:

join subscribe,sub

leave unsubscribe,unsub,leave,signoff,remove

Once you are subscribed to the mailing list you will automatically receive the circulating traffic on that list. If you wish to email the whole of the subscribers to a list simultaneously then address your messages to:-

[members@rsars.org.uk](mailto:members@rsars.org.uk)

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**PLEASE NOTE THE DIFFERENCE BETWEEN THE TWO ADDRESSES ABOVE (members-request@rsars.org.uk and members@rsars.org.uk). Sending a JOIN/LEAVE/HELP message to the latter means that ALL SUBSCRIBERS (in excess of 250) will receive the cryptic one-word message and it will not achieve the desired end!**

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Sometimes if you perform a "Reply to" action (if your e-mailing composition supports this) to a message received by you which was sent to the whole of the subscribers on a list, your reply may go to all those subscribers: please therefore use your discretion and reply direct to an individual where this is warranted and would be preferable. Your software Options may enable you by default to reply automatically only to the individual sender with the alternative of taking a positive step to reply to the group where the subject matter warrants it. **Care on your part will enhance the day-to-day workings of the system.**

As the RSARS CALL BOOK (first published in 1999) inevitably goes out of date between re-issues you can obtain a list of Members who have specifically asked that it be known that they are available via e-mail on request AT ANY TIME (either as hard copy printout or as an emailed text file) from the [Webmaster](#)

A tip regarding the EASYMAIL facility as a source of E-mail addresses:

If you download the page from this web site (easymail.htm), anticipating seeing the equivalent of the Editor's E-mailers' List and "save as" decoded ascii or .txt format you will be disappointed.

If you "Save as" **.htm** format and then open the same in your Browser, off line, you will be able to chose from the VIEW item on your top menu bar "Source" and will see the HTML language from which you can abstract by copy/paste or other means the Members' E-mail addresses and transfer them into your own Address Book if that is your preference.

Even this is a tortuous way having regard to the complexity of HTML and its tags and attributes etc. so the nifty trick is to RIGHT-click on a Member's callsign on the page (saved to your hard drive and used off-line): your drop-down Menu will then give you the opportunity to "Copy Link" which you can then paste into your Address book - accuracy is of course guaranteed this way - no slip-ups with missing fullstops, hyphens etc. - do a manual removal or a "replace" of the "mailto:" element of course.

**Handbook updated 1st March 2005**

(Please note that the RSARS Digital website and associated mail list have been discontinued due to lack of material and demand and further that the E-mail ARCHIVE LIST is no longer available.)

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