



## DCN Mailing List (list-serv) Prospective Users's Information Sheet

### What is a DCN mailing List?

#### Definition

**The tool that DCN uses for its nonprofit community lists is called Mailman.**

**Mailman is a list-serve.** It is an electronic mailing list software application. It will store a set of email addresses for members of a group. The sender of a message to the group can send one email to all subscribed members of the group. Member names do not appear on the email.

#### FAQ

**The Mailman application** resides on the DCN server, you do not need it on your computer.

**Mailman List management** is via a web interface with your List's unique password

**Mailman messages** are composed in your mail program and sent to your unique Mailman List address to be dispatched to all subscribers. You can have several Lists. All are free.

#### Instructions

- When your organization has applied for and been authorized use of a DCN Mailman list, you will receive an email from the RAC telling you to contact the Web Team chair. Wait for this email so that you can send the Web Team your ID instructions. The team will then set up your group's List(s).

- Very large lists can be used with this service. Pre-existing electronic mailing lists can be added as a group and a list of subscribers can also be exported from Mailman into a file such as a spreadsheet.

-Note: every DCN SimpleSite has the option to use a built-in form for people to subscribe to the Mailman list. They can also use the form to unsubscribe (remove themselves from the list).

For specifics:

Basic Usage: Tutorials <http://groups.dcn.org/mpdocs/>

Quick Reference: <http://staff.imsa.edu/~ckolar/mailman/mailman-admin-quickref-0.2.html>

Your e-newsletter: <http://groups.dcn.org/mpdocs/how-to/e-mail-newsletter-resourcee>

Management Advice: <http://www.list.org/mailman-admin.pdf>

**Why choose to use DCN resources?** [ <http://www2.dcn.org/dcn/an/20110128> ]

More than 200 local groups have chosen to use DCN's common (shared) web platform set of resources/tools rather than the various free, commercial programs/tools because:

- the DCN tools are easy to use and learn, DCN maintains online help pages and tutorials, the DCN Web Team will provide individual help via email, DCN's volunteers offer free training and classes several times a year, and nonprofit staff or volunteers transitioning from one group to another can move smoothly into using the familiar DCN Internet/Web tools.

RAC Web Site: [www.dcn.org/rac/](http://www.dcn.org/rac/) DCN Office (530) 750-1170 or [admin@dcn.org](mailto:admin@dcn.org) Web Team: [msmosaic@dcn.org](mailto:msmosaic@dcn.org)