

Enews

Frequently Asked Questions and Quick “How-To”

Broad Answer to ALMOST ALL QUESTIONS:

enews subscriptions are designed to be “self-service.” You login to a newsletter control website using your email address (the address where you receive enews) and your password (the one you picked or were assigned). At that point you can change passwords, change email addresses, drop your subscription, and locate and view an archive of every enews email previously sent.

To access the control website: go to <http://www.royaloakschools.com/portal/enews>, you should see three columns, the first is a description of all the subscriptions available, the next column is a “link” to the newsletter control website where you login (or if you've never subscribed, you can sign-up by entering an email address and password).

That said, click-by-click instructions for various common enews subscription activities can be found by clicking on a topic below:

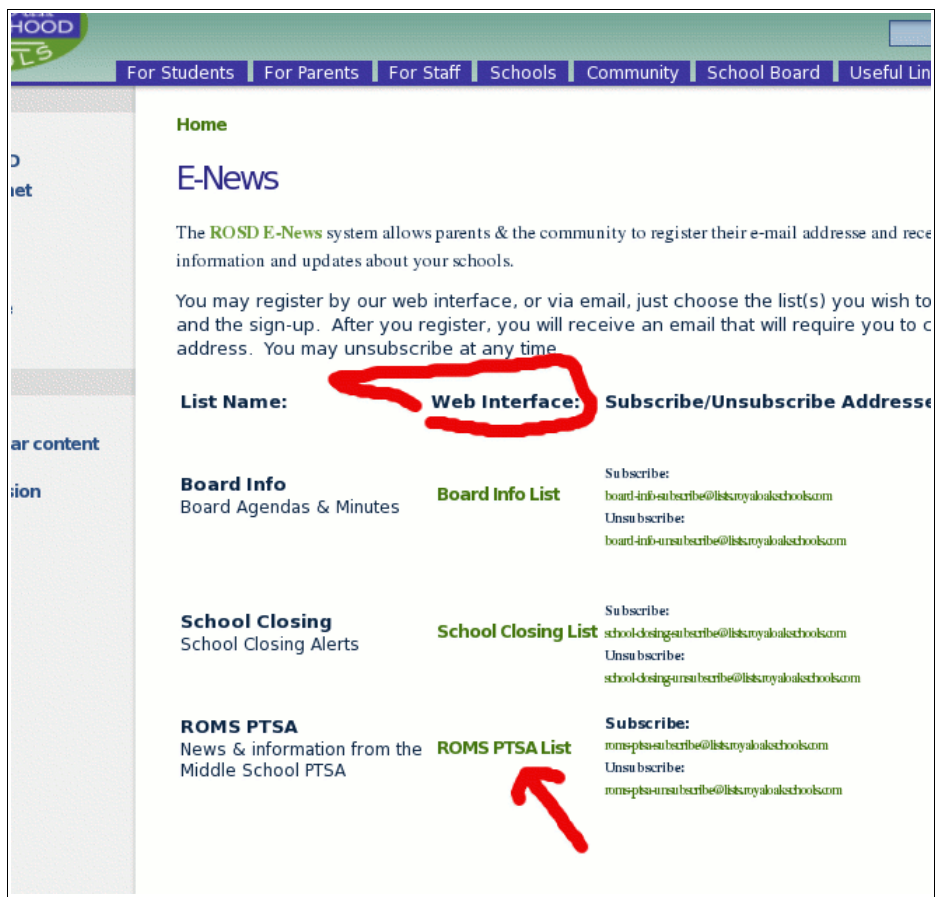
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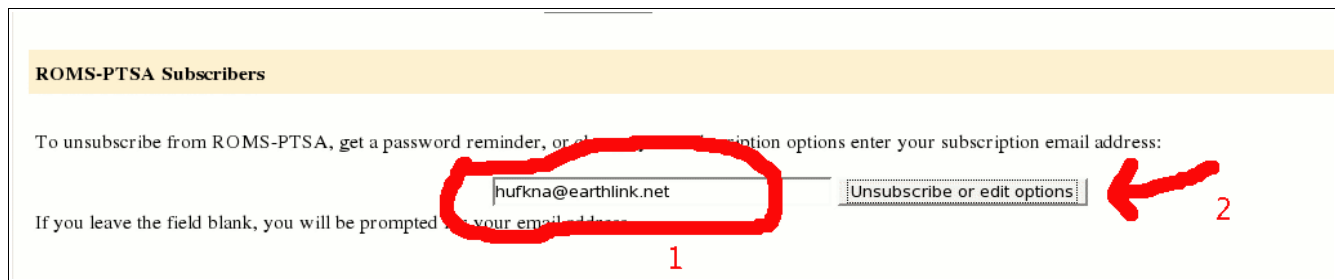
Q: I'm moving and don't want to get enews anymore, how can I stop it?

A: Unsubscribe.

1. go to <http://www.royaloakschools.com/portal/enews>



2. Under the heading labeled “Web Interface:” click on one of the lists to which you want to unsubscribe (for this example, I clicked on “ROMS PTSA List”).
3. Scroll down until you see:



Type your subscription's email address in the box, and then click on the button labeled “Unsubscribe or edit options”.

4. Take your pick of methods -- **Method 1**: if you know your password, enter it in the box, click on "Log In" and continue with the next step of these instructions. Otherwise (**Method 2**), just click on the button labeled "Unsubscribe" and follow the instructions. You will receive an email (just like a piece of enews) that will ask you to "confirm" your decision (you're done with this FAQ/HowTo).

ROMS-PTSA list: member options for user jeff knaggs@ m .com

In order to change your membership option, you must first log in by giving your membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Method 1, Login and unsubscribe

Password:

Method 2, unsubscribe via email (doesn't require password)

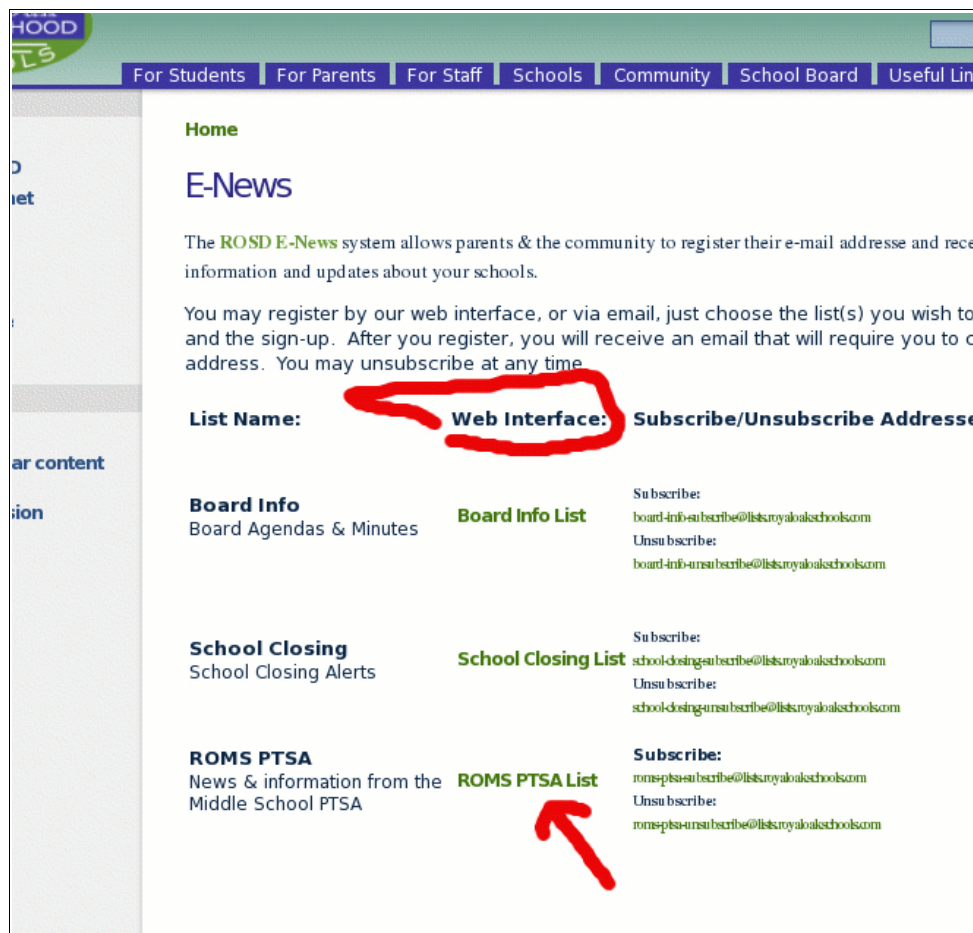
By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

5. Scroll around in the configuration information until you find the section "Unsubscribing from ...". Click in the "Yes, I really want to unsubscribe" box, then click on "Unsubscribe."
-
-

Q: How do I sign-up, subscribe, start-receiving, Etc. to enews?

A: Go to the enews website, pick the list you want, enter the email address where you want enews items sent; optionally, choose/create a password. Very shortly thereafter, you will receive an email (at the address you used) requesting confirmation of your subscription.

1. Go to <http://www.royaloakschools.com/portal/enews> . Under the heading labeled “Web Interface:” click on one of the lists to which you want subscribe (for this example, I clicked on “ROMS PTSA List”)



2. Fill in the form, you pick your own password. Click "Subscribe" when done.

ROMS-PTSA Info Page - Mozilla Firefox (on Izdun)

File Edit View Go Bookmarks Tools Help

http://lists.royaloakschools.com/mailman_public/listinfo/roms-ptsa

VoipSpeak.net - Tut... Fedora Weekly News Community Support Fedora Core 6 National Gardening ...

ROMS-PTSA -- Royal Oak Middle School PTSA

About ROMS-PTSA

English (USA)

News & Information from the Royal Oak Middle School PTSA

To see the collection of prior postings to the list, visit the [ROMS-PTSA Archives](#).

Subscribing to ROMS-PTSA

Subscribe to ROMS-PTSA by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

Subscribe

Done

You must fill in email address

You must click "Subscribe" when you're done!

3. Soon there after, you'll get an email (to the address you entered in the form) that looks like the following:

confirm 85df4935b5679e32da4c4705875eea46

roms-pts-request@lists.royaloakschools.com **Fri, Nov**
<**roms-pts-request@lists.royaloakschools.com**>
Reply-To: roms-pts-request@lists.royaloakschools.com
To: hufkna@gmail.com

Mailing list subscription confirmation notice for mailing list
ROMS-PTSA

We have received a request from 165.121.213.226 for subscription of your email address, "hufkna@gmail.com", to the roms-pts@lists.royaloakschools.com mailing list. To confirm that you want to be added to this mailing list, simply reply to this message, keeping the Subject: header intact. Or visit this web page:

http://lists.royaloakschools.com/mailman_public/confirm/roms-pts/85df4935b5679e32da4c4705875eea46

Or include the following line -- and only the following line -- in a message to roms-pts-request@lists.royaloakschools.com:

confirm 85df4935b5679e32da4c4705875eea

Note that simply sending a `reply' to this message should work from most mail readers, since that usually leaves the Subject: line in the right form (additional "Re:" text in the Subject: is okay).

If you do not wish to be subscribed to this list, please simply disregard this message. If you think you are being maliciously subscribed to the list, or have any other questions, send them to roms-pts-owner@lists.royaloakschools.com.

4. YOU MUST CONFIRM YOUR SUBSCRIPTION as described in the email. You have the option of picking between three different confirmation methods (all are described in the email):
- Method 1: just click "Reply" (in most email programs) and then "Send",
Method 2: click on the web link line (<http://list.royaloakschools.com>.....) in the email and follow the directions on the subsequent web pages, or
Method 3: compose a new email whose entire contents are the confirm command (cut-n-paste the line from the email).

Q: When I subscribe am I going to start getting all kinds of junk (SPAM) email because I've submitted my email address?

A: No!

Your email address is not sold or transferred to anyone.

When information is posted to an enews list, *your* email address is only published in *your* email.

Other subscribers on the list do not see your email address

Even if a "spammer" were to subscribe to the list he/she would not see your email address.

Q: Why do I have to “subscribe” and have a “password” for something as simple as an email newsletter?

A: Unfortunately, not every body on the Internet is a nice person and/or is an ethical company.

In the interests of security and privacy, enews uses a very simple; yet, very effective (!) method to protect your email address from both the general population on the Internet and other subscribers to enews.

The same simple mechanism protects you from jokesters/pranksters anonymously signing you up to a bunch of lists you have no interest in.

The simple mechanism is that NOBODY but you, and people you allow, have access to receiving your email; so, by sending you a mail containing a “secret” and having you respond to the email with that “secret,” the system verifies that (a) you really are the person that owns that email address, and (b) you really do want to receive enews.

Think of the process as a “secret handshake.”

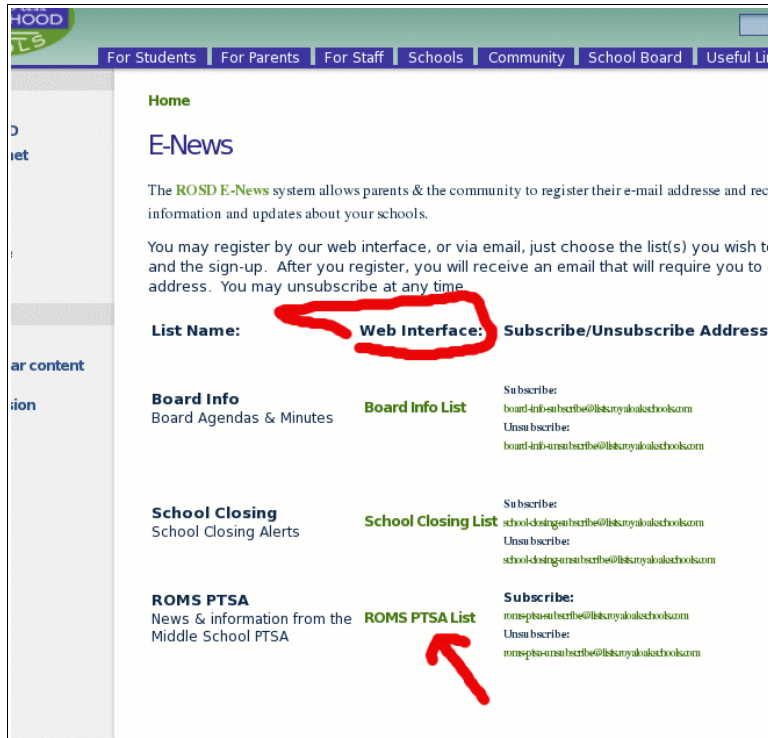
Q: Can students subscribe to enews? What about teachers? How about Grandpa?

A: Yes. Yes. And, Yes! There are no restrictions on the person(s) that may subscribe to the lists.

Q: I lost my password what do I do?

A: Using the enews web site for the list, you request that your password be emailed to you.

1. go to <http://www.royaloakschools.com/portal/enews>
2. Under the heading labeled “Web Interface:” click on one of your subscribed lists (for this example, I clicked on “ROMS PTSA List”)



3. Look for the “Subscribers” section near the bottom of the window/page. You may have to scroll down a little. Type your email address into the text-box and then click on the button labeled “Unsubscribe or edit options” (In my opinion, the button is poorly labeled).

subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

ROMS-PTSA Subscribers

To unsubscribe from ROMS-PTSA, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

4. At the resulting page, scroll around until you find the “Password reminder” section; click on the “Remind” button. Wait, just a little while, and then go access your email to find the email with your password.

Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

[ROMS-PTSA list run by webmaster at rovalooschools.com](#)
[ROMS-PTSA administrative interface \(requires authorization\)](#)

Done

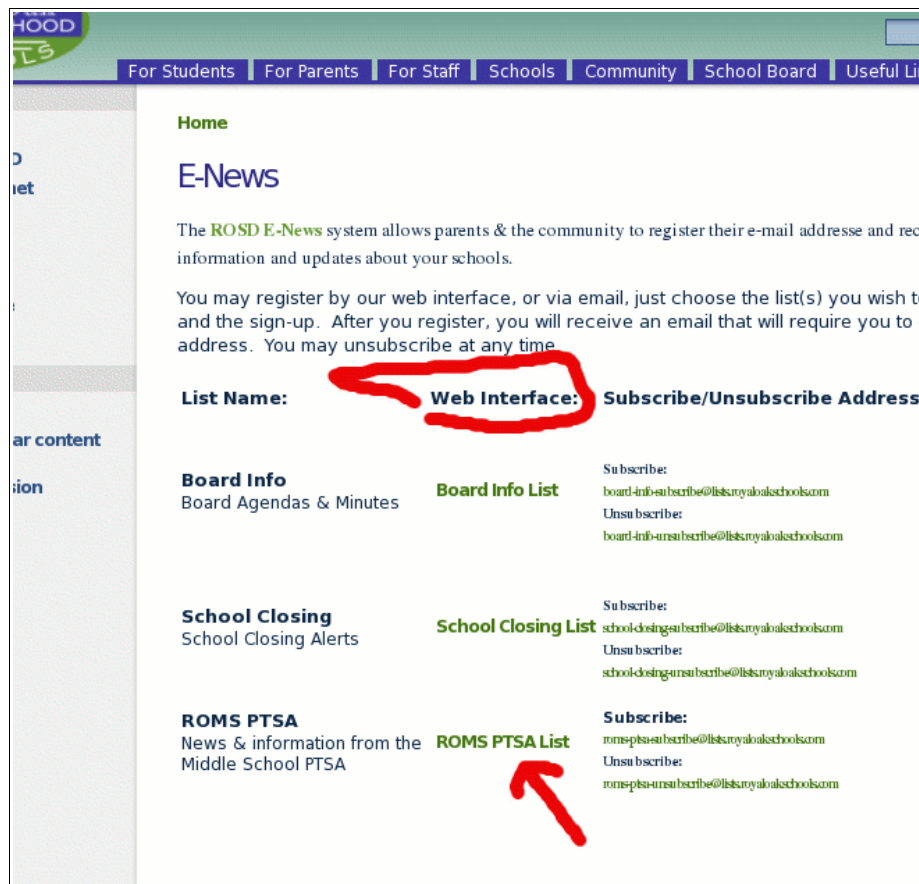
Q: I lost my password and I changed my email address since I originally subscribed, what do I do?

A: Just re-subscribe using your *new* email address. When your *old* email address is no longer “valid,” the software that manages the enews subscriptions will eventually throw its copy of the *old* address (and associated information) away.

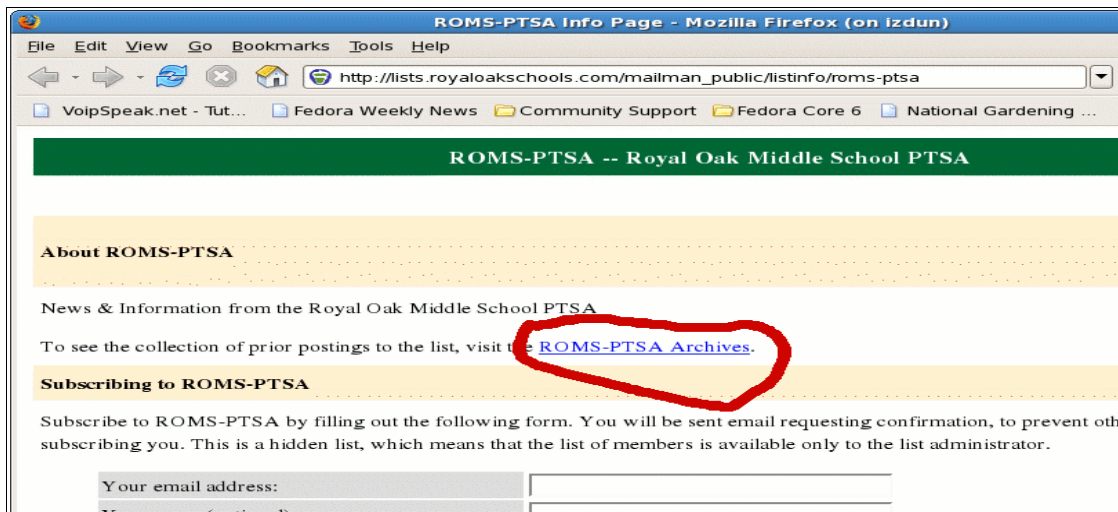
Q: I deleted one of the mailings from enews, can I recover the information (retrieve the email)?

A: All pieces of enews are saved in a web site archive. You just need to access the site and find the email you are looking for:

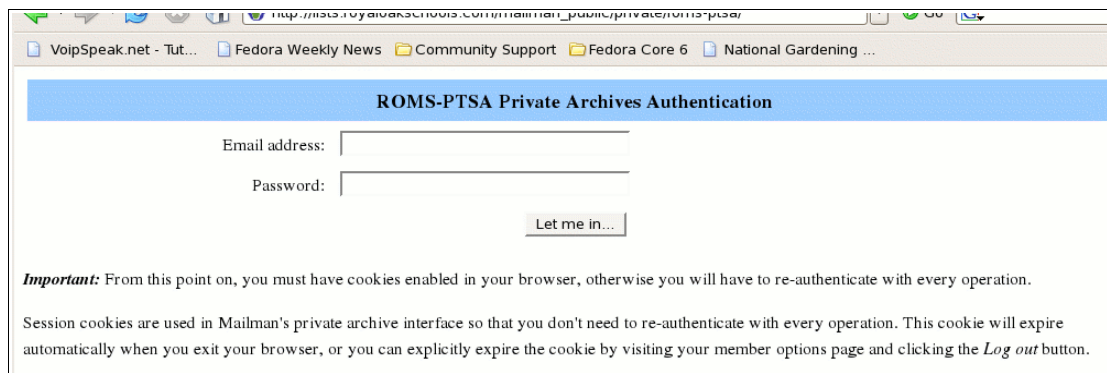
1. go to <http://www.royaloakschools.com/portal/enews>
2. Under the heading labeled “Web Interface:” click on the list that had the message you need (for this example, I clicked on “ROMS PTSA List”)



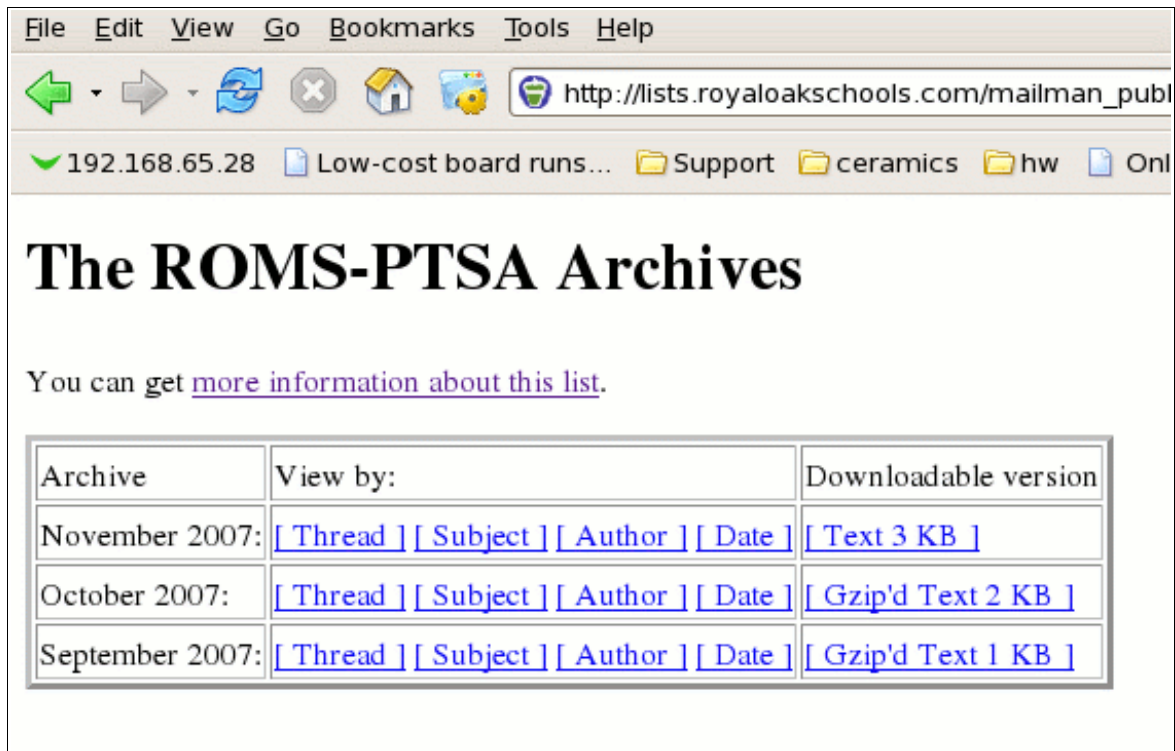
3. Look for a section near the top of the window/page. Look for the About NAME-OF-LIST and a sentence with the phrase "collection of prior postings" . The last few words of the sentence including the word "Archive" is a link (click on it) to the storage area of all the previous postings.



4. You will be prompted for your email address (if you have more than one email address, always use the email address where the enews is sent). Also enter your password:



5. You may click on any of the available browse methods (date, thread,...) to help find what you're looking for. You may also download an entire month's set of postings as one big text file.



The screenshot shows a web browser window with the following elements:

- Menu bar: File, Edit, View, Go, Bookmarks, Tools, Help
- Address bar: http://lists.royaloakschools.com/mailman_publ
- Navigation icons: Back, Forward, Refresh, Stop, Home, Search
- Location bar: 192.168.65.28, Low-cost board runs..., Support, ceramics, hw, Onl
- Page title: **The ROMS-PTSA Archives**
- Text: You can get [more information about this list.](#)
- Table:

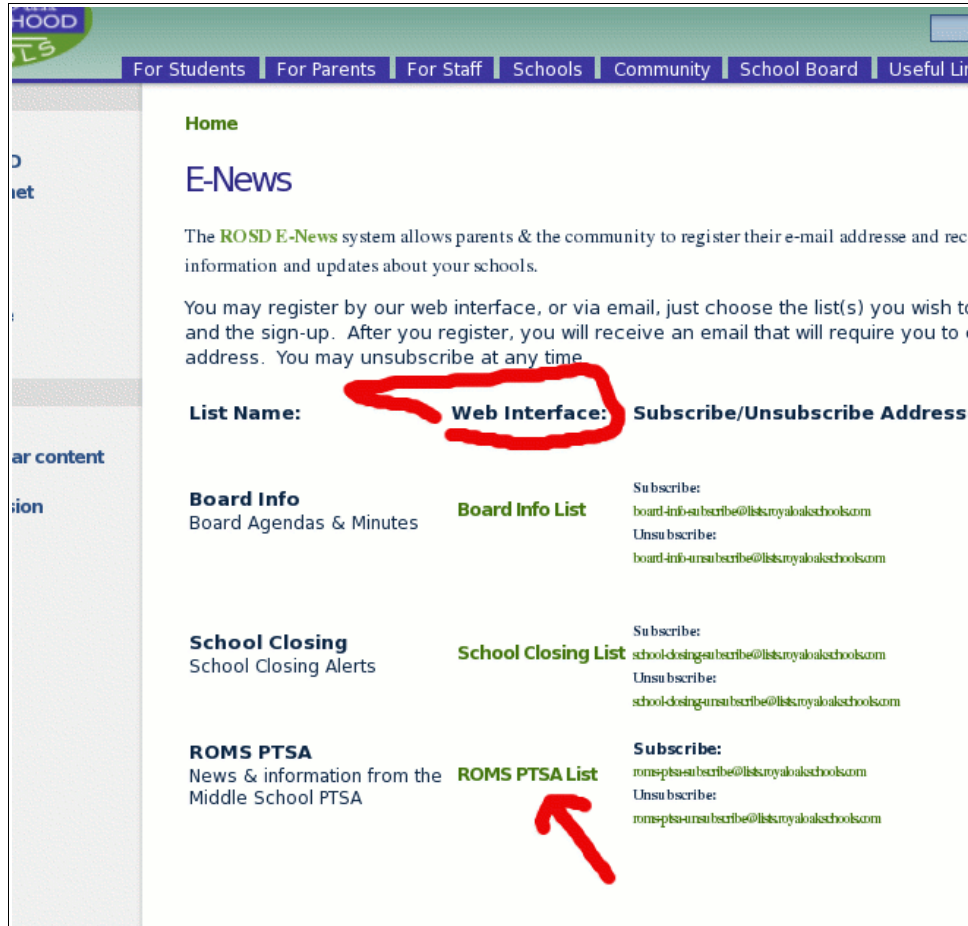
Archive	View by:	Downloadable version
November 2007:	[Thread] [Subject] [Author] [Date]	[Text 3 KB]
October 2007:	[Thread] [Subject] [Author] [Date]	[Gzip'd Text 2 KB]
September 2007:	[Thread] [Subject] [Author] [Date]	[Gzip'd Text 1 KB]

("Thread," in this context, is a method of grouping a particular set of messages together that is similar to "Subject" but may include some postings with different "subjects" but that were created by subscribers posting messages via the "Reply" or "Reply All" buttons in email programs.)

Q: How do I change the email address on my subscription?

A: You login into the subscription center using your *old* email address. You enter your *new* address into the form. A confirming email will be sent to the *new* address:

1. Go to <http://www.royaloakschools.com/portal/enews> Under the heading labeled “Web Interface:” click on one of your lists (for this example, I clicked on “ROMS PTSA List”)



2. Look for the "Subscribers" section near the bottom of the window/page. You may have to scroll down a little. Type your **old** email address into the text-box and then click on the button labeled "Unsubscribe or edit options" (In my opinion, the button is poorly labeled).

subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

ROMS-PTSA Subscribers

To unsubscribe from ROMS-PTSA, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

3. Look for the "Password" text-box, type in your password and then click the "Log In" button.

http://lists.royaloakschools.com/mailman_public/options/roms-ptsa

192.168.65.28 Low-cost board runs... Support ceramics hw Online Database | R... PDF Editor app.php Volunteer NewsAggregators

ROMS-PTSA list: member options for user jeffaknaggs@gmail.com

In order to change your membership option, you must first log in by giving your membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Password:

4. Find the section labeled “membership Information”, enter your **new** email address (twice). If you have subscribed to more than one enews list, you can click in the box labeled “Change globally” (then after the next step, all your subscriptions (that used your **old** email will be changed). Finally, when done, **make sure to click on** “Change My Address and Name.”

Changing your ROMS-PTSA membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at lists.royaloakschools.com, turn on the *Change globally* check box.

New address: **1**

Again to confirm: **2**

Your name (optional):

4

Change globally **Optional 3**

Q: I want to subscribe to more than one enews topic, do I have to have more email addresses and passwords?

A: No. You can use the same email address and password for every list you want.

Enews is actually designed with the idea that you might want to subscribe to more than one list (topic) and have all your subscriptions go to the same email.

Q: I have multiple email addresses, can I have multiple subscriptions?

A: Yes. You can sign up for different lists with different email addresses and/or subscribe to the same list over and over with different email addresses.

A better question would be “why?” And/or “Should I?” And/or “Are there any drawbacks to....?”

There are many example where you might want to use more than one email address. For example let's presume you have an email address associated with your place of employment and you also have an email address for personal use at home. You might want to subscribe to various enews “lists” as follows:

You want to receive notices of up-coming High School band concerts, so you know you're going to subscribe to “performing-arts.” And you want to know about any district school closures as soon as possible; so, you will subscribe to “school-closing.” But, you don't really want a bunch of extra personal email coming to work; in that case, the suggested configuration for your subscriptions might be:

1. subscribe to “school-closing” twice ! Once with your work email address and once with your home email address. This way you get the email where ever you are.
2. Subscribe to “performing-arts” with just the home email address. You still get all the information, just not at work.

(Obviously, if you use an web based email browser/client this might not be an issue as you can use that email address for all subscriptions).

If you use the same email address for all the different enews lists you care about, then control over passwords, changing email addresses, and other options are all accessed in one place simultaneously....

So, the downside to multiple email subscriptions is simply the hassle of having to manage more than one account if you want to make changes. For example, you can use the same password for each of your different email-address based subscriptions. Subsequently, if you want to change your password, you will need to access the subscription info for each email address that uses that password.