

AACOM ListManager Instructions

Introducing many web-based features of your AACOM email list.

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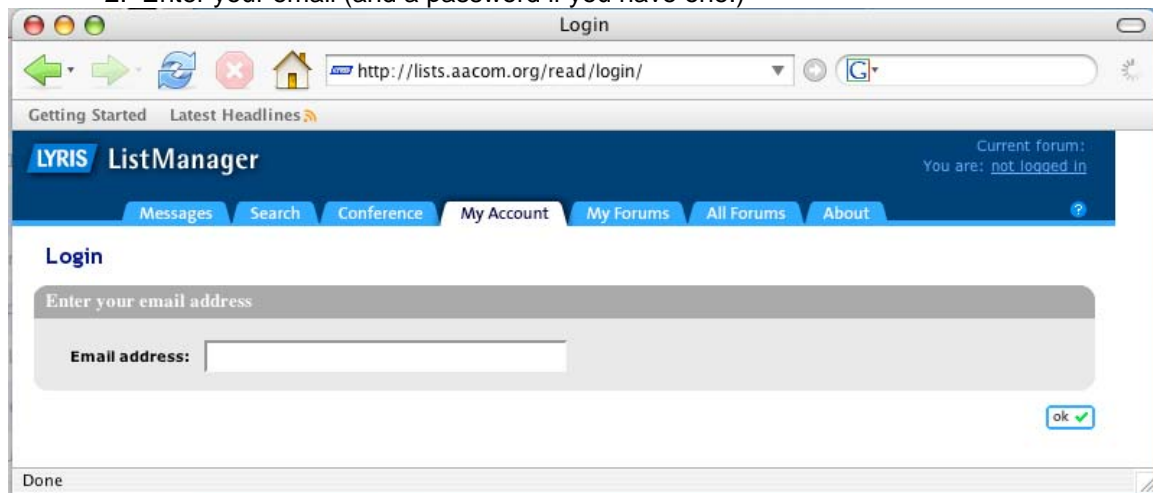
- How to send a message
- How to Login and Review Messages
- You can switch from getting emails instantly to once per day (or not at all)
- Add a password to your account
- You can chat and collaborate off-list in real-time
- You can review open/public groups and subscribe to them
- Who to contact regarding technical problems

A) How to send a message to an email list

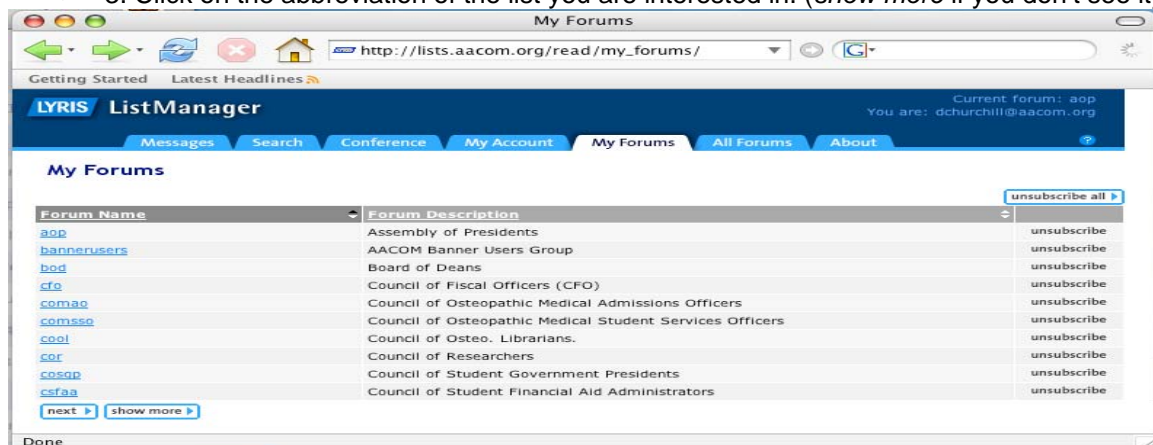
1. Send an email to list-abbreviation@lists.aacom.org, where list-abbreviation is the abbreviated name of your list, (for example some-tech@lists.aacom.org)
2. You must be subscribed to the list with an email address that exactly matches the "from" email address

B) To Login and Review Past Messages

1. Click on <http://lists.aacom.org/read/login/>
2. Enter your email (and a password if you have one.)



3. Click on the abbreviation of the list you are interested in. (*show more* if you don't see it)



- 4. You should see the message subjects and senders (*show more to see older messages*)

Messages

Getting Started Latest Headlines

LYRIS ListManager Current forum: some
You are: dchurchill@aacom.org

Messages Search Conference My Account My Forums All Forums About

Messages [create new message](#)

Date	Subject	Replies	Author
2005-12-16 11:16:00	NYT Text here-->RE: RE: RE: RE: Oh my -- price, return, and more	7	Scott Helf
2005-12-15 09:34:00	ACTION ALERT - Medicare Physician Payments	0	Michael Dyer
2005-12-14 21:02:00	RE: Women's Health Training Programs	1	Wunsch, Marty
2005-12-13 17:39:00	Revised Conference Report on FY 2006 L/HHS Appropriations	0	Michael Dyer
2005-12-12 17:54:00	Re: Cognition, Memory, Metrics FW: [AERA-GSL] Interdisciplinary Predoctoral Traineeship Opportunities	0	Charles J Smutny III, DO, FAAO
2005-12-12 17:20:00	RE: Cognition, Memory, Metrics FW: [AERA-GSL] Interdisciplinary Predoctoral Traineeship Opportunities	0	Scott Helf
2005-12-12 16:55:00	Re: Cognition, Memory, Metrics FW: [AERA-GSL] Interdisciplinary Predoctoral Traineeship Opportunities	0	Charles J Smutny III, DO, FAAO
2005-12-12 14:24:00	Re: Cognition, Memory, Metrics FW: [AERA-GSL] Interdisciplinary Predoctoral Traineeship Opportunities	0	Helen Keefe
2005-12-12 12:00:00	RE: RE: [BULK] Re: Cognition, Memory, Metrics	4	Mark A. W. Andrews, Ph.D.
2005-12-12 11:54:00	Physician Workforce Conference	0	John Gimpel

[next](#) [show more](#)

Done

C) You can switch from getting emails instantly to once per day

- 1. Log in or Click on the “my forums” tab to select the email list you would like to change
- 2. Click on the abbreviation of the list you are interested in.

My Forums

Getting Started Latest Headlines

LYRIS ListManager Current forum: aop
You are: dchurchill@aacom.org

Messages Search Conference My Account My Forums All Forums About

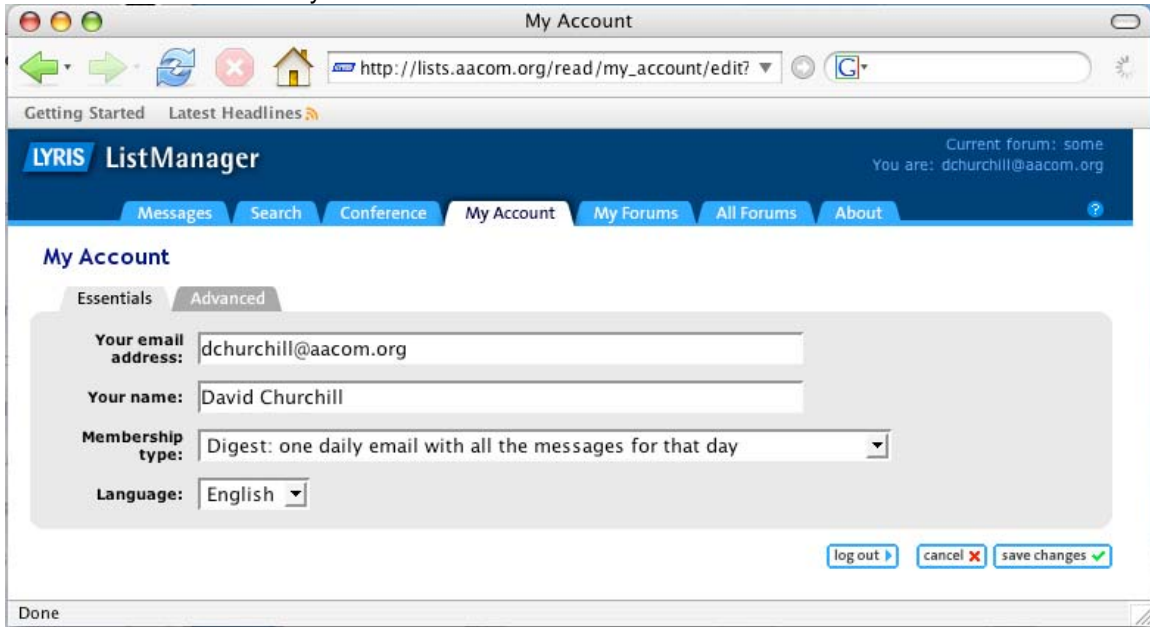
My Forums [unsubscribe all](#)

Forum Name	Forum Description	
aop	Assembly of Presidents	unsubscribe
bannerusers	AACOM Banner Users Group	unsubscribe
bod	Board of Deans	unsubscribe
cfo	Council of Fiscal Officers (CFO)	unsubscribe
comao	Council of Osteopathic Medical Admissions Officers	unsubscribe
comsso	Council of Osteopathic Medical Student Services Officers	unsubscribe
cool	Council of Osteo. Librarians.	unsubscribe
cor	Council of Researchers	unsubscribe
cosgp	Council of Student Government Presidents	unsubscribe
csfaa	Council of Student Financial Aid Administrators	unsubscribe

[next](#) [show more](#)

Done

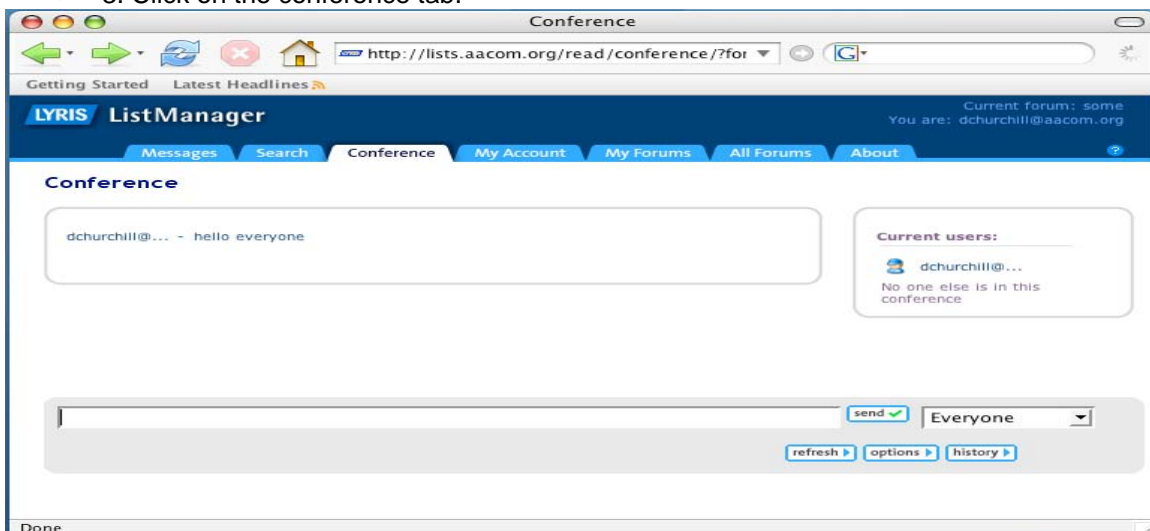
- 3. Click on the “my account” tab



- 4. Under membership type, select “Digest: One daily email containing all messages”
 - Other settings:
 - Normal: Sends messages as they are written
 - Digest: One email per day, containing all of the daily msgs
 - Mime Digest: use if digest garbles the text or attachments
 - Index: Sends an email with subjects only (you can still read messages on the web)
 - No email: setting will turn off the email (you can still read messages online)
- 5. Finally, press the “save changes” button.

D) You can chat and collaborate off-list in real-time

- 1. Log in or Click on the “my forums” tab to select the email list you would like to change
- 2. Click on the abbreviation of the list you are interested in.
- 3. Click on the conference tab.



- 4. Type messages! (Remember to be constructive and keep it professional.)

E) You can review open/public groups and subscribe to them

- 1. Log in or Click on the “All forums” tab

Getting Started Latest Headlines

LYRIS ListManager Current forum: some
You are: dchurchill@aacom.org

Messages Search Conference My Account My Forums **All Forums** About

Messages :
All Forums

Name	Description	Members Only?	
annualmtg	Annual Meeting Leadership Group	yes	subscribe
aop	Assembly of Presidents	yes	subscribe
bannerusers	AACOM Banner Users Group	no	subscribe
bod	Board of Deans	yes	subscribe
cfo	Council of Fiscal Officers (CFO)	yes	subscribe
comao	Council of Osteopathic Medical Admissions Officers	yes	subscribe
comsso	Council of Osteopathic Medical Student Services Officers	yes	subscribe
cool	Council of Osteo. Librarians.	yes	subscribe
cor	Council of Researchers	yes	subscribe
cosgp	Council of Student Government Presidents	yes	subscribe

next show more

Done

- 2. Click “show More”

Getting Started Latest Headlines

LYRIS ListManager Current forum: some
You are: dchurchill@aacom.org

Messages Search Conference My Account My Forums **All Forums** About

Messages :
All Forums

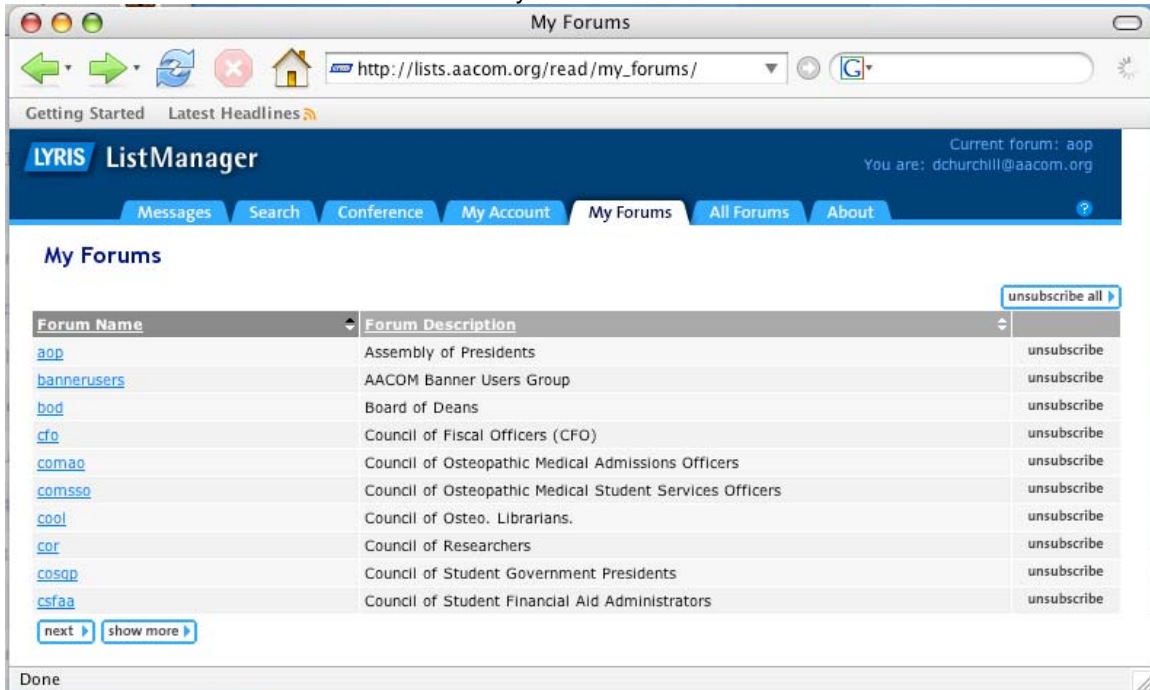
Name	Description	Members Only?	
annualmtg	Annual Meeting Leadership Group	yes	subscribe
aop	Assembly of Presidents	yes	subscribe
bannerusers	AACOM Banner Users Group	no	subscribe
bod	Board of Deans	yes	subscribe
cfo	Council of Fiscal Officers (CFO)	yes	subscribe
comao	Council of Osteopathic Medical Admissions Officers	yes	subscribe
comsso	Council of Osteopathic Medical Student Services Officers	yes	subscribe
cool	Council of Osteo. Librarians.	yes	subscribe
cor	Council of Researchers	yes	subscribe
cosgp	Council of Student Government Presidents	yes	subscribe
csfaa	Council of Student Financial Aid Administrators	yes	subscribe
data	Use of Data Taskforce	yes	subscribe
dev-alum	Development and Alumni	yes	subscribe
ecop	Educational Council on Osteopathic Principles	yes	subscribe
fashp-cfo	FASHP Council of Fiscal Officers	yes	subscribe
fashp-gr	FASHP Council of Government Relation Experts	yes	subscribe
leadership	AACOM Council Leadership	no	subscribe
librarians	Open Community of Librarians	no	subscribe
mac	Marketing and Communications Advisory Council	yes	subscribe
ort	Osteopathic Research Task Force	yes	subscribe
ost-thes	ost-thes	no	subscribe

Done

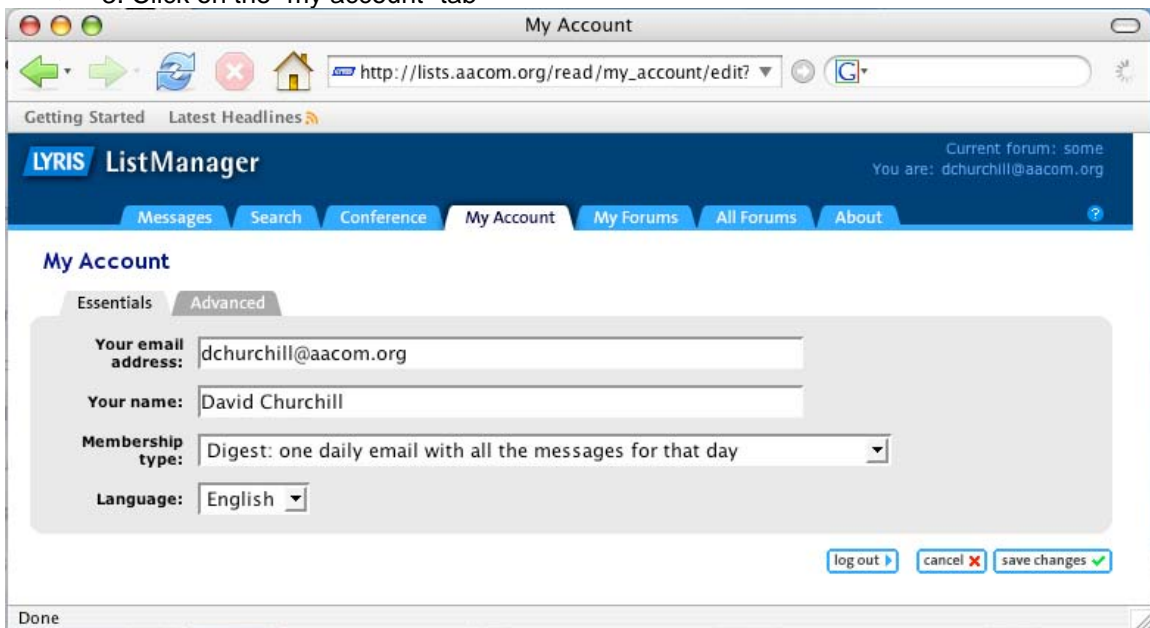
- 3. The “yes/no” column indicates which lists are private and which are public. You may have to scroll down to see a public list.
- 4. To review the lists, click on the abbreviation,
- 5. to subscribe click on subscribe. (If you subscribe to a Members Only list, it will most likely have to be confirmed by the list manager.)

F) How to Create/Change a password

- 1. Log in or Click on the “my forums” tab to select the email list you would like to change
- 2 Click on the abbreviation of a list you subscribe to.



- 3. Click on the “my account” tab



- 4. Click on the “advanced” tab

The screenshot shows a web browser window titled "My Account" with the URL http://lists.aacom.org/read/my_account/ed. The page header includes the LYRIS ListManager logo and navigation tabs: Messages, Search, Conference, My Account (selected), My Forums, All Forums, and About. The user is identified as dchurchill@aacom.org. The "My Account" section has two tabs: "Essentials" and "Advanced" (selected). The "Advanced" tab contains a form with the following fields:

- "Your password:" followed by an empty text input field.
- "See your postings:" followed by a dropdown menu with the selected option "Yes, I want to receive an email copy of my postings".
- "Apply changes:" followed by a dropdown menu with the selected option "'My Account' changes apply to my other subscriptions on this server".

At the bottom right of the form are three buttons: "log out", "cancel", and "save changes".

- 5. Enter a password that you will remember
- 6. “Apply Changes” should be set as above: apply to my other subscriptions
- 7. Click save changes

G) Technical Problems/ Questions?

Email: webmaster@aacom.org

Please include helpful info such as the specific error and list name(s) you are having trouble with.