

# Controls Group Mailing List Instructions

## Controls Group Mailing List Instructions

### References

- [Controls Group Mailing Lists](#)

### Manuals

- [Mailing List User's Guide](#)
- [Mailing List Owner's Guide](#)
- [Mailing List Administration](#)

Majordomo Email Lists			
List Name	Distributes To	Instruction	
[ controls-hardware	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-HARDWARE">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-HARDWARE</a> ]		add user
[ controls-lcls-project	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-LCLS-PROJECT">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-LCLS-PROJECT</a> ]	controls-software-b280,users	add to "Distributed To" or add user
[ controls-software	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE</a> ]		add user
[ controls-software-dbinstall	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-DBINSTALL">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-DBINSTALL</a> ]		do NOT add user. (Archive only)
[ controls-software-ops	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-OPS">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-OPS</a> ]		add user
[ controls-software-release	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-RELEASE">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-RELEASE</a> ]	controls-software, controls-software-ops, users	add to "Distributed To" or add users
[ controls-system-release	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SYSTEM-RELEASE">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SYSTEM-RELEASE</a> ]	controls-software-release	add to "Distributed To" only
[ controls-software-b5	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-B5">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-B5</a> ]		add user
[ controls-software-b280	<a href="http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-B280">http://www.slac.stanford.edu/cgi-bin/lwgate/CONTROLS-SOFTWARE-B280</a> ]		add user

### Cheetsheet for Mailing List Administration

Before adding an individual to any of the mailing lists obtain a list of the members of that mailing list first, and any of the mailing lists that are subscribed to within that mailing lists. For example, if a users requests to be added to **controls-software-release**, issue an email to majordomo with the body of the email that includes

**who controls-software-release**  
**who controls-software**

Scan these lists to see if the users has already been added to one of these lists, or if a typo had been made in an attempt to add this users eariler. In addition, after adding a user to one of the mailing lists, issue a **who <mailing list>** to majordomo and verify that you have added this user correctly. Check carefully for typos as this is very easy to do. In addition, user **MUST** be added with the extention **slac.stanford.edu**. So adding the users **luchini** would require that the users name be specified in full to majordomo as **luchini@slac.stanford.edu**.

#### Adding user to a mailing list

**approve <password> subscribe <mailinglist> <unix username>@slac.stanford.edu**

#### Members of a list

**who <mailinglist>**

#### Removing user from a mailing list

Members can remove themselves from a mailing list by sending the following message in the body of an email to majordomo@slac.stanford.edu

**unsubscribe <mailinglist> <username>@slac.stanford.edu**

#### VMS Distribution Lists

**do not modify, rather modify corresponding majordomo list. Click [ [here](#)Controls Group Mailing Lists ] to findout corresponding list.**