Quick Guide on how to subscribe to the IUFRO Mailing Lists

To show you how to subscribe and send messages to the group we will take the Division 1 mailing list as example. You may need to slightly modify the steps taken for other lists.

Step 1 – Joining a list

Go to the overview of all available IUFRO Mailing Lists:
http://www.iufro.org/science/iufro-mailing-lists/overview/

=> Click on the List Name (first column on the left) of your choice. In our example the orange Division 1 link.

A web page (the list's information page) will open:
Read the text
Scroll down to the grey boxes
Enter your email address and your real name and choose a password
Then click the "Subscribe" button

You will then get a message that your subscription was received and will be acted upon soon.

**Step 2 – Confirming your intention to join**

Check your email account for new messages. Look out for a message with the subject line "confirm" followed by a combination of letters and numbers. Open this email, it is save to do so. See below for a preview of this email.

You will be asked to confirm that you really want to join. This is to prevent others from subscribing with your address. If you wish to join => click on the blue link in the email.

[If you changed your mind just disregard or delete the message.]

This is how this email looks:

Once you have clicked on the blue link a web page will open, see below:

Choose whether you entered your name.

 Decide on whether you want to receive digests:
 The automatic setting "No" means that you will receive list mails individually.
 If you change this to "Yes" the messages will be grouped into 1 big mail (digest) once a day.

Click on the "Subscribe to list" button
You will then be shown an online confirmation, see below:

**Subscription request confirmed**

You have successfully confirmed your subscription request for *georgi@iufro.org* to the div1 mailing list. A separate confirmation message will be sent to your email address, along with your password, and other useful information and links.

You can now proceed to your membership login page.

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**Note:** we recommend *not* to proceed to the membership login page now. This might confuse you. You can change your settings at a later point of time.

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**Step 3 – Getting started**

Go back to your email program. You will soon receive a welcome email.

Please take the time to **read** this email and keep it as it contains all relevant information you will need.

Please do **not reply** to this welcome email as your reply would be sent to **ALL** members of the list.

You are now **almost** ready to send your first mail to the group. As you have been successfully added to the list you will also start to receive emails from the other members of the group.

**BEFORE you write your first mail to the group** please visit:


These pages will help you to get started and give you some **crucial information** on what is considered impolite on mailing lists.

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**Step 4 – Your first post**

Once you have read about the Do’s and Don’t’s on mailing lists and have had a look at the answers to the Frequently Asked Questions (FAQ) – particularly those under the heading newcomers - you are ready for your first post.

Please open your email program.

To **start a discussion** create a new mail and copy and paste the address of your group in the “To” field. In case of Div. 1 this email address is: [div1@lists.iufro.org](mailto:div1@lists.iufro.org)

[The email address of other groups will be sent to you in the welcome message you receive after subscription. For more information visit this page: [http://www.iufro.org/science/iufro-mailing-lists/faq-mailinglists/#c12114](http://www.iufro.org/science/iufro-mailing-lists/faq-mailinglists/#c12114) - please copy and paste this link if needed]

Then enter a descriptive subject line such as “How to use this new tool for the communication within Div. 1” and proceed as with any other email.

Once you click the “Send” button your email will be sent automatically to **everybody** who decided to join the Div. 1 mailing list.

**Note:** To keep email traffic down all lists will be moderated in the first couple of days. This means that your mail is first sent to the moderator who needs to approve it.
Once approved your messages is forwarded to all list members and shown in the archive. In our case the archive of Div. 1.

If your message is rejected the moderator will contact you.

To reply to a message from another group member open the email in question and proceed as with any other email.

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You are welcome to join as many IUFRO mailing lists as you like.

If you wish to join an additional group repeat the steps 1 to 4 described above for any list you are interested in.

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If you want to change your mail delivery settings or need help please visit the Frequently Asked Question section: http://www.iufro.org/science/iufro-mailing-lists/faq-mailinglists/

If this does not answer your question contact the list administrator at: admin@lists.iufro.org