

IT clinic IT_WB04

WebBoard – Configuring Your Account – Email options

To display the **More** Options menu, click the **More** button on the WebBoard menubar. The first three items on the menu let you change how your account is set up. You can edit your user profile, select which conferences will send you email when new messages are posted, and subscribe to mailing lists for one or more conferences.

EDITING YOUR USER PROFILE

This first item displays the **User Profile** form on which you can enter and change personal information such as your address, hobbies, or signature. (Anything you type in the **Signature** box will be automatically added to all messages that you post to the board). WebBoard displays this information whenever a WebBoard user clicks on your name in a posting or user search list. In addition to this information, your user profile also lets you choose certain modes of operation:

- Whether or not to accept pages
- Frames or non-frames mode
- Full topic view or single message view mode
- Reverse order of topics
- Mailing list as non-digest, digest, or digest/zipped modes

The default settings will be the most suitable while you get used to WebBoard.

SETTING UP EMAIL NOTIFICATION

If you like, WebBoard will notify you by email when new messages are posted in specific conferences. The message is sent once a day when new messages are present. The time the email is sent is determined by the WebBoard administrator. You set up email notification on a per conference basis (by default it is off). For example, let's say you're writing your master's thesis on snowy egrets and need up-to-date information on the latest discoveries. Well, you can choose to receive email notification for the Ornithology conference your university has set up. When someone posts a new message or topic to that conference, you receive an email notification so that you can check it out right away.

To receive email notification, follow these steps:

1. From the WebBoard menubar, select **More**. The More Options menu opens.
2. Click **Email Notify**. The Email Notification Status form opens. The list displays all the conferences on the current board.
3. To receive email notification when new messages are posted to one of these conferences, check the box next to the name of that conference.
4. Click **Save** when you complete your selection(s).
5. To return to the More Options menu, click **More Options**.

PARTICIPATING THROUGH EMAIL

With WebBoard 3.0's mailing list support, you can keep in touch by email. WebBoard sends you all messages posted to the conferences you choose and then posts your email responses (either new topic or reply messages).

There are two main benefits of email participation.

You don't have to remember to visit the WebBoard site. Most people remember to check their email but forget to check WebBoard for new messages. By receiving all messages in email, you don't have to worry.

You can immediately know when messages are posted to important conferences. Since mailing lists are on a per conference basis, you can subscribe to the conference mailing lists that most affect you. Then you receive messages as they are posted and don't have to constantly check the board for new ones. You may still decide to go to the board to read and reply but you know there is something waiting for you.

This sheet tells you how to set up your WebBoard account to receive mailing lists and then how to post messages to conferences via email. It also tells you what you will miss by participating through email.

SETTING UP MAILING LIST SUPPORT

Before you can participate in WebBoard through email, you have to complete a few setup items. You must first select a format for receiving email from WebBoard and then you must subscribe to specific conference mailing lists.

Selecting a mailing list format

You can receive WebBoard messages by email in one of three formats:

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|----------------------|---|
| Non-digest | This format sends individual messages as they are posted. This format is best if you want to participate in conferences on a real-time basis by responding . |
| Digest | This format saves up all the messages from a conference for a day and sends them in a single email. The digest email starts with an index list of all messages in the email so you can get a quick overview of what happened. This format is best if you want to primarily read the discussion and only respond occasionally. |
| Digest/ZIPped | This option is to save connection time for people who login via a modem. You do not need this on the University network. |

The format you select for the mailing list format is set in your user profile and is applied across all conferences.

To verify or change your mailing list format, you must edit your user profile. (See page 1 of this sheet).

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SUBSCRIBING TO CONFERENCE MAILING LISTS

Choosing a mailing list format is only the first step. Next you must decide which conferences you want to receive by email and then subscribe to their mailing lists. Note that not all conferences may have mailing lists; setting up mailing lists is the responsibility of the WebBoard administrator, board manager, or conference moderator. If a conference does not have a mailing list and you would like to receive email for that conference, contact the WebBoard administrator.

To subscribe to one or more conference mailing lists, follow these steps:

- Select **More** from the WebBoard menubar. The More Options menu appears.
- Click **Mailing Lists** from the menu. The Mailing Lists page appears.
- Check the box following the conference name to subscribe to its mailing list. Repeat for each conference you wish to subscribe to. The name of the mailing list is in parentheses following the Conference name.
- To unsubscribe to a mailing list, uncheck the box.
- Click **Save** to complete the subscription process. WebBoard responds with an Edits Saved message. You will now start receiving the email for the conferences you selected.

Important: To receive email from WebBoard, the email address you put in your WebBoard user profile must exactly match the Reply-To email address used by your email program. If these addresses don't match, WebBoard will not let you post messages via email. The Reply-To address is sometimes called the Return Address.

WHAT AM I MISSING?

The following WebBoard features are not available through email:

1. Editing messages
2. Deleting messages
3. Sending or receiving file attachments
4. Subscribing or unsubscribing to conference mailing lists
5. Searching user databases
6. Searching message databases
7. Create a new user account
8. Editing your user profile
9. Marking messages read
10. Administrative, management, or moderator privileges

Email participation is a great feature of WebBoard, but it is only one feature. To use WebBoard to its fullest, we encourage you to open your browser and point it to the WebBoard site.