

## Mailing List Command List

<u>Command</u>	<u>Explanation</u>	<u>Examples</u>
Subscribe	<p>Adds the user to the mailing list.</p> <p>If the subscribe address is not specified then the sender address is used.</p> <p>If the subscribe group is not specified then the user is added to the default group "HUMS".</p>	<p>Subscribe            Subscribe john@email.com            Subscribe john@email.com hums</p>
Unsubscribe	<p>Removes the user from the mailing list.</p> <p>If the unsubscribe address is not specified then the sender address is used.</p> <p>If the unsubscribe group is specified, the user is only removed from that group. If no group or ALL is specified, then the user is removed from all groups in the mailing list (and moved to the removed members list).</p>	<p>Unsubscribe            Unsubscribe All            Unsubscribe john@email.com            Unsubscribe john@email.com hums</p>
Modify	<p>Finds the address old@email.com in the mailing list and changes it to new@email.com.</p> <p>To update an entire domain specify an asterisk as the user portion (requires confirmation), e.g. Modify *@oldname.com *@newname.com</p>	<p>Modify old@email.com            new@email.com            Modify *@oldname.com            *@newname.com</p>
Vacation On/Off/90	<p>Turns vacation mode on or off. When vacation mode is enabled then sending is disabled for the member (i.e. they will not receive any messages we send using the database). If a number is specified instead of "On" then the vacation will automatically expire after the specified number of days (e.g. "Vacation 30" would disable sending for the user for 30 days and then automatically re-enable it).</p>	<p>Vacation On            Vacation On john@email.com            Vacation 365            Vacation Off</p>
SubscribeInfo	<p>Responds with a message to the sender describing their subscription details.</p> <p>If a group name (eg hums) is not specified then information on all the member's subscriptions is returned.</p>	<p>SubscribeInfo            SubscribeInfo hums</p>

### Notes:

1. Commands are not case-sensitive. E.g. Subscribe is the same as SUBSCRIBE
2. We have configured the software to acknowledge when users subscribe or unsubscribe, sending can be disabled for a message by adding "Silent" to the command, e.g. Unsubscribe john@email.com Silent
3. Synonyms can be used for Subscribe (Add, Join), Unsubscribe (Remove) and Modify (Change, Update) but not for SubscribeInfo.
4. A number of words have been declared to be ignored by the parser in Subject line; these include re:, from, please, [SEC=UNCLASSIFIED] and [SEC=UNOFFICIAL]. It is best to remove all extra words from the Subject line and separate each word with white space - example  
 subscribe [SEC=UNCLASSIFIED][SEC=UNOFFICIAL]. will not work, but  
 subscribe [SEC=UNCLASSIFIED] [SEC=UNOFFICIAL] should.