

How to create a PLESK mailing list

1. Log into your Control Panel and go to the EMAIL ADDRESSES section
2. Click on the MAILING LISTS tab
3. Click CREATE MAILING LIST
4. Give the list an email address. This is what you will send mail to.
5. Put in your email address and the MAILING LIST ADMINISTRATOR
6. Add the emails you want to receive mail from this list in the SUBSCRIBERS section

You Can copy and paste multiple addresses on separate lines

7. Click OK to create the list

IMPORTANT: By default:

- Anyone can send an email to this address and everyone on the list will receive it.
- If anyone on the list replies, everyone on the list will receive their reply.
- This is good for having a large conversation between a group of employees or friends.

If you wish the mailing list to only allow people to receive your email but not respond to everyone on the list then email Computer Solutions at support@ineedbob.com and ask us to modify the way your list works, we can then convert it to a private list and

- * A password will be needed to send mail to the list
- * People responding to the messages received on the list will only come back to the address you entered as the List Administrator

SEND FROM: Moderators Address

LIST TYPE: Moderated

LIST MODE: Email subs are not permitted

POSTING PERMISSIONS: Post to this list requires a password **[password:]** in subject

(Note: Password Must be enclosed in brackets and colons)

REPLY OPTIONS: Subs reply to moderator's address

LIST SUBJECT PREFIX: Subject Not Altered