

From: Kan Shao

To: DRSG Executive Committee and Members

March 31, 2015

Re: Report on the Proposed Email List System

This report is prepared for our discussion and decision on the adoption of a new email distribution system (i.e. Indiana University Email List System) for DRSG. This report has two parts: (1) summarizing the features of the proposed email list system, mainly based on the testing Paul, Julie and I did on March 10, 2015; (2) proposing the actions we need to take.

Part I. Summary of Features

Administration of the email list

- (1) Owner of the email list has the right to add, remove and review subscriber. Ownership can be granted to current subscribers of the email list. Multiple owners for this list are allowed.
- (2) Moderator of the email doesn't have the right to manage subscribers but can review and approve/reject emails sent to the list. The status of moderator can be granted to the current subscribers (owner or non-owner) of the email list. Multiple moderators for this list are allowed.
- (3) Emails from moderator can be directly delivered to all subscribers on the list without approval.

Security features of the list:

- (1) No one except the owner(s) can review the subscribers of the list.
- (2) Only subscribers can send an email to the list. The email will be reviewed by moderator(s) first. If approved, the email will be delivered to all subscribers and the sender will be notified. If rejected, only the sender will be notified and no other subscribers will receive the email. There is a setting to make the process more secure, i.e., the system can ask the subscribed sender to confirm the email after he/she initially sent the email, after the confirmation moderator(s) will be notified for review and approval/rejection.
- (3) Non-subscribers of the list cannot send an email to the list. No one on the list will receive the email nor will the moderator(s) be notified. The non-subscriber sender will get no information regarding the status of the email.

Methods to join the email list:

- (1) If you are already a DRSG member, you don't need to do anything and your email will be added to the new list.
- (2) If you didn't previously provide your email to the DRSG and want to join the email list, then send your request with your information to DRSG webmaster / executive committee members (recommended method). Your email will be subscribed by the owner of the list.
- (3) Or you can send an email directly to drsg-l-subscribe@indiana.edu. The request will be received by the owner(s) of the list and then provided or rejected.

Methods to unsubscribe from the list:

- (1) Send your request to unsubscribe from the list to DRSG webmaster / executive committee members. Your email will be unsubscribed by the owner of the list.
- (2) Unsubscribe by the subscriber
 - a. Go to <https://list.indiana.edu/>
 - b. Login using your subscribed email address and password. If this is the first visiting the website, then click "First login?" to ask the system to send you a link to your subscribed email address to reset your password.
 - c. Once logged-in, click "Unsubscribe" on the left panel.

Part II. Proposed Actions

1. Send an announcement email to all DRSG members to explain the plan of using a new email list system. This will be the last email to drsg@yahogroups.com.
2. Export and make a backup of a full list of the email addresses of current DRSG members.
3. Disable the email list on Yahoo Groups or completely unsubscribe everyone from the Yahoo Group
4. Subscribe all current DRSG members to the new email list.
5. Send an announcement email to drsg-l@indiana.edu to explain the usage of the new email list system