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Post via Email

1. Log in into email account or Microsoft Outlook.
2. Type the following into To field: list-name@lists.msudenver.edu
3. Add the desired subject and the body of the email.

NOTE

1. **DO NOT** do the following because this may increase the size of your email, which may result in cutting it off or failure of delivery. If you have Lyris List administration rights you can test the email out before sending it to the list.
   - Send your email formatted with HTML.
   - Attach any executable (.exe) or picture files.
2. **DO NOT** forward emails from one list to another.
Log into Lyris List

Lyris lets Lyris List administrators work with their lists either by sending commands in email messages or through a web interfaces. For the most tasks, we recommend the web interface.

Access to login window

1. When you point your browser to the Lyris Administrator interface (https://list-l.msudenver.edu/), you'll see a login window.
2. The same exact appearance of the window will show in different browsers. Here are some examples:

   Internet Explorer, Mozilla Firefox, Safari

3. For User Name or Name field, enter the email address you use as list administrator, typically username@msudenver.edu (be sure included @msudenver.edu)
4. When you enter this information and click OK or Log In, you'll be taken to the Lyris ListManager administrator interface.
Overview the Lyris ListManager administrator interface

1. When you have logged in, you will be taken to the Lyris ListManager home screen. Hiding in the upper right corner are the tools for logging out, changing which list you’re working with, or logging in as a different user.

2. The interface view is depended on your administrative privileges
   - If you have administrative privileges for more than one list, you may see a screen showing all of your lists. Click on the name of the list you want to administer now.
   - If you use different emails or user names for different lists, you will see the only lists with the same combination of user name and password.
   - If you wish to administer lists with different combination of user name and password, you need log out and log back in with that combination.

3. See the topics listed to the left (on this page) for information on navigating and using the web interface
Logging Out

If you are using a public computer, be sure to log out and completely exit your browser before leaving the computer. If you do not log out, it is possible that the next user will be able to access the Lyris ListManager administrator interface without typing in your password.

1. Click Log Out (in the upper right corner of the browser window).
2. Close (exit) your browser.

Change Lists

1. Click on the list name.
2. You will see a screen showing all the lists for which you have administrative rights. They have the same log in and password you logged in with.
3. Click on the name of the list you want to administer now.

Change Login

Some list administrators will use different email addresses as their login for different lists. Changing to a different user is a streamlined version of logging out and then logging back in.

1. Click Utilities
2. Click Login Status.
3. Hover over Change Login and change your login.
Reset Your Password

In the steps described below, you'll be typing your new password into a web page. We're using a secure server, so everything should work as advertised, but the web can be a dangerous place. Here are a couple of things you can do to protect your password:

• Make sure the URL (web address) listed in your browsers address box points to an address at https://list-L.msudenver.edu/ in both steps 2 and 4 below.
• Make your Lyris password a strong password.

If you lose, forget, or otherwise want to change the password you use to manage a Lyris-based Lyris List, it's easy to do, but it requires some back and forth communication with SERVICE CENTER's Lyris List servers and has time limits for security reasons, so don't start the process unless you'll have access to the web and your email for the next half hour.

1. Click on this link https://list-l.msudenver.edu/emailpassword.tml. A web page with a Lyris header will open.
2. Type in your email address (the one you always use with Lyris) and click **Submit**.

3. Soon (maybe a few seconds, maybe a few minutes) you'll receive an email message from **Lyris ListManager** containing a clickable (or cut-and-pasteable) link. This link is unique to your request and will expire after one hour. If you miss the deadline, don't worry. Just start over at step one.

   ![Password reset notification](image)

   **NOTE**

   *If you administer more than one Lyris List from the email address you entered in step one, you will use your new password for all of those lists.*

4. When you click on the link in the email message, another web page will open, asking you to type in your new password twice, and reminding you that the password you enter will replace your password on **ALL MSUDENVER Lyris Lists** you administer. All of them. Type in your new password twice and click **Reset Password**

   ![Password reset confirmation](image)
Join or Leave Lyris List

Join or Subscribe a Lyris List

1. You send an email message to join-listname@lists.msudenver.edu where listname is the name of the list you want to join or subscribe.
2. You can leave the body and subject fields blank.

A short time after sending this message, you may receive a confirmation request. Follow the instructions in the request (which involves replying to the message or clicking on a web link). The confirmation process helps ensure that only people who want to join a list receive the list's messages.

**NOTE**

*Please note that you may not be added to the Lyris List immediately, as lists can be configured in a number of ways:*

- **Some Lyris Lists** have open membership: anyone can join just by using the "join" command and then confirming.
- **Some Lyris Lists** have private membership: you can use the "join" command, but it serves as a request to join, which must then be approved by a list administrator.
- **Some Lyris Lists** have closed membership: only list administrators can add new members; the "join" command will not work, and the list's administrators will not be notified that you tried to join. You should contact the list administrators to discuss whether you can join the list.
Leave or Unsubscribe Lyris List

1. You send an email message to leave-listname@lists.msudenver.edu where listname is the name of the list you want to leave or unsubscribe
2. You can leave the body and subject fields blank.

Contact a list administrator

You send a message to owner-listname@lists.msudenver.edu where listname is the name of the list you want to join.
For example: owner-z_admin_test@lists.msudenver.edu
Turn off Receiving a Copy of Email

When you sent the email through Lyris List it will send a copy of that email to your email address by default. You can turn off this feature by following these steps:

1. Log in to the Lyris administrator web interface.
2. On the left, click Members.
3. Click View Members.
4. Click the address of the member you want to work with. (You can sort the list of members by any of the columns on this screen by clicking once on the tiny up and down triangles next to each column name.)
5. Once you select the member's address, the **Edit Member** dialog box will show up. Select the Tab **Advanced Settings**

6. Select **No** in the **Receive copy of Own Postings** which is the last option at the bottom of the **Advance Settings Tab**. This will turn off sending you a copy of the email when you send one.
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