The CNS-L Guide

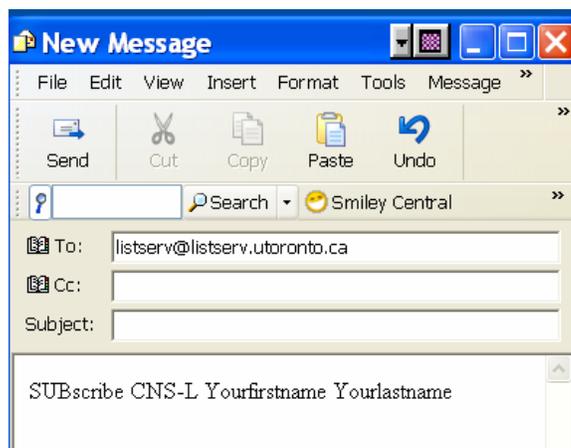## What is a LISTSERV® and why is it capitalized?

LISTSERV® is a trademark for a product distributed by the company L-Soft International. It is a system that makes it possible to create, manage and control electronic mailing lists via the internet. It's always capitalized because that is the trademark brand. CNS-L is the specific name of the CNS LISTSERV® set of mail subscribers.

How do I subscribe or unsubscribe to CNS-L

You interact with the LISTSERVER (the computer that manages the LISTSERV®) by sending it email. You'll need to do this to start, stop, or hold your subscription or to create other commands to manage your mail from the LISTSERV®.

- To talk to the listserver, you want to send mail to the LISTSERVER, not to everyone on CNS-L. Send a regular mail message to: listserv@listserv.utoronto.ca
- In the body of the note, use the following commands: **NOTE: Do not include the explanatory comments in (   ) below.**

  o SUBscribe CNS-L Yourfirstname Yourlastname (Join the list)
  o UNSUBscribe CNS-L (Leave the list. Your name is not required)

New Message

File   Edit   View   Insert   Format   Tools   Message   »

Send   Cut   Copy   Paste   Undo

Search · Smiley Central

To: listserv@listserv.utoronto.ca
Cc:
Subject:

SUBscribe CNS-L Yourfirstname Yourlastname

How do I post a message to CNS-L:

Once you have subscribed, you can either create a new message or respond to others using your usual email application.

- Send mail message to: CNS-L@listserv.utoronto.ca
- When you post a message, it is helpful if you sign it and add your email address. As example: Pat Lyon (pat.lyon@utoronto.ca) Many CNS-L subscribers have mail headers which don't display the origin of the note.

How do I manage the mail that I get from the LISTSERV or get help?

Here are a list of commands that you would insert in the body of an email sent to the listserver at
listserv@listserv.utoronto.ca

- o SET CNS-L REPRO (To get a copy of your own mail to CNS-L-default set up for this list)
- o SET CNS-L NOREPro (Set it back to NOT getting a copy of your own mail)
- o SET CNS-L DIGests (You get the day's mail in one large note with a table of contents, rather than note-by-note. A good option if you don't like dealing with large quantities of incoming mail.)
- o SET CNS-L NOMAIL   (Temporarily stop getting mail from CNS-L-much like having the post office hold your mail. You're still subscribed. Useful when going on vacation)
- o SET CNS-L MAIL   (Start your CNS-L mail coming again, or if your mail= option is set to DIGests, start your mail coming note by note again)
- o SET CNS-L CONCEAL   (If you don't want your name to appear on the REVIEW list)
- o INDex CNS-L   (Get a list of files you can retrieve from the CNS-L listserver)
- o GET CNS-L filename   (Get a file from the CNS-L listserver)
- o Query CNS-L   (Review your optional settings on CNS-L)
- o HELP   (Get a brief summary of listserv commands)
- o INFO REFCARD   (Get more information on listserv commands)

Can I retrieve an archive of the list?

You may want to retrieve an archive of messages sent during a certain period of time. This is useful if there was a conversation that you didn't think you would use at the time, but want to retrieve when it became important.   All contributions to CNS-L are automatically archived every month. You can get these archive files by requesting the log file you want. As example, to get the September and October 1998 logfiles, you would send a message to the LISTSERVER and in the body of the note, you would say:

GET CNS-L LOG9809
GET CNS-L LOG9810

How do I communicate with the list manager?

Just send an email to her at this addresss: Pat Lyon (pat.lyon@utoronto.ca)

For more information about subscription options, send a "QUERY CNS-L" command
to LISTSERV@LISTSERV.UTORONTO.CA.