Simple Guide to Using ACOR Carcinoid List

Introduction

The ACOR Carcinoid List is a web-based forum for those interested in or coping with neuroendocrine tumors and specifically carcinoid cancer. Most communications are discussions amongst patients and family caregivers, but occasionally physicians contribute their insights. The web address for the Carcinoid List is:

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http://listserv.acor.org/scripts/wa-acor.exe?A0=carcinoid
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ACOR lists were created in the mid-90's using a technology called 'LISTSERV' (the ACOR lists currently run on LISTSERV version 1.8e). LISTSERV is an electronic mailing list management tool that enables people with common interests to correspond via e mail. People who are interested in a specific topic on ACOR can subscribe to a list that deals with that topic. Once subscribed, they can easily converse, via e mail or using a web browser, with others who share that interest, or simply receive announcements about it.

Mailing list management on ACOR is automated using commands sent via email. For example you could send a mail to the address 'listserv@listserv.acor.org' with the command 'SUBSCRIBE ONCONEWS' (followed by your name) and you would be registering to join the ACOR Onconews group. The LISTSERV system recieves these commands and responds accordingly, usually acknowledging via email. Consider this email you might receive after quitting membership in the ACOR Onconews group.
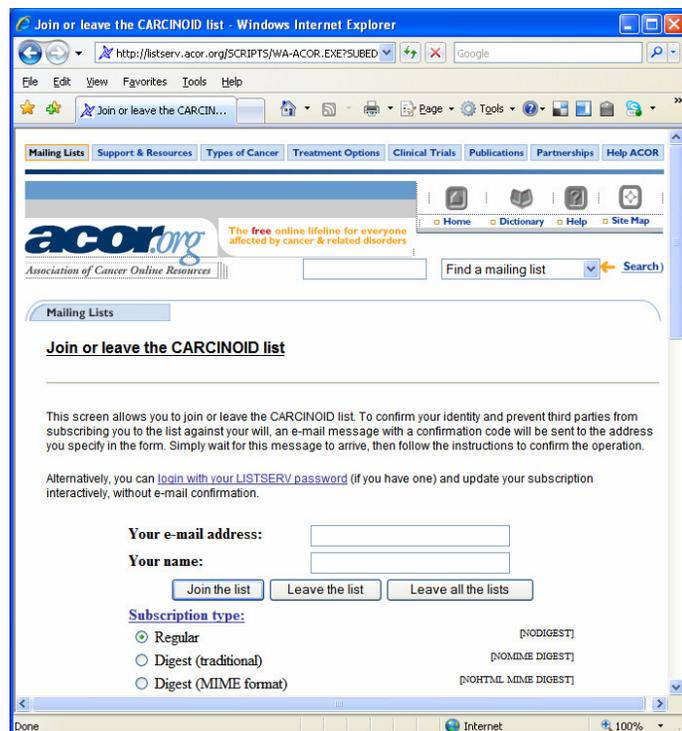
```
Your command:
                        SIGNOFF ONCONEWS
requires confirmation. To  confirm the execution of  your command, simply
point your browser to the following URL:
http://LISTSERV.acor.org/SCRIPTS/WA-ACOR.EXE?OK=D679F0F5&L=ONCONEWS
```

Now if this sounds tedious or antiquated, you are right. But other than responding to confirmation messages when you join or leave a group, usually you will interact entirely within the web interface.

Subscription

Let's say that what you want to do is join the ACOR Carcinoid List as a new member. The procedure is similar for joining any ACOR list and it's called 'subscription'. Here's how it is done.

1. Open your browser and navigate to the website (http://listserv.acor.org/scripts/wa-acor.exe?A0=carcinoid). You can also find the Carcinoid list from the ACOR home page by selecting 'Mailing Lists' on the menu, browse to those lists starting with 'C' and find 'Carcinoid'.

2. Click on the link labelled 'Join or leave the list'. You will see the subscription screen (shown at right). Enter your email address and a name. You may use your real name or a nickname.

3. Scroll down the page and select from the options provided. It is recommended that if you will be principally viewing from the web interface you select the 'Index (HTML format)' subscription type. Below are listed the recommended settings.

Subscription type: Index (HTML format)
Mail header style: LISTSERV-style, with list name in subject
Acknowledgements: Receive copy of own postings
Miscellaneous: none
Topics: all

Tip: The so-called 'Regular' subscription type will send you an email every time a member posts to the list. This can become an annoyance as the volume of emails can easily flood your inbox. For that reason, you should select one of the Index or Digest options instead.

4. Click on the button 'Join the list'. You will see an acknowledgment page and recieve an email from ACOR to confirm the subscription request.

5. You must reply to the email acknowledgement by clicking on the link provided for validation. Alternatively, you may replying to the email itself with the command 'OK' in the message body. This command must appear as the first line of your email (but it is not case sensitive), and the subject line as well as any other mail content is ignored.

Using the List

Once you're signed up with the ACOR Carcinoid List as a new member, you'll get daily updates by email such as the following. This example is in the Index HTML format.

The panel in the lower right of this image is the HTML formatted email with a list of posts made (in this example on 3 March 2009). You can easily scan to see items of interest. To view any of the posts in the list, you can simply click onto the index number and your browser will open to display the full message. From there you can navigate as normal to view recent discussions, search for specific subjects, etc.

You can of course make your own posts and reply to posts in the web interface. If you want to post via email (or even mobile phone), send your message to 'carcinoid@listserv.acor.org'.

Changing Your Preferences

If you are already an ACOR Carcinoid List member and you find that you receive too many mails from the list, you should change your preferences. This is quite simple.

1. Open your browser and navigate to the website (http://listserv.acor.org/scripts/wa-acor.exe?A0=carcinoid). You can also find the Carcinoid list from the ACOR home page by selecting 'Mailing Lists' on the menu, browse to those lists starting with 'C' and find 'Carcinoid'.

2. Click on the link 'Join or leave the list (or change settings)' and you will see the subscription screen. Enter your email address and a name. You may use your real name or a nickname.

3. Scroll down the page and select from the options provided. It is recommended that if you will be principally viewing from the web interface you select the 'Index (HTML format)' subscription type. Below are listed the recommended settings.

    Subscription type: Index (HTML format)
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    Topics: all

    Tip: The so-called 'Regular' subscription type will send you an email every time a member posts to the list. This can become an annoyance as the <u>volume of emails can easily flood your inbox</u>. For that reason, you should select one of the Index or Digest options instead.

4. Click on the button 'Join the list'. You will see an acknowledgment page and recieve an email from ACOR to confirm the joining request.

5. You must reply to the email acknowledgement by clicking on the link provided for validation. Alternatively, you may replying to the email itself with the command 'OK' in the message body. This command must appear as the first line of your email (but it is not case sensitive), and the subject line as well as any other mail content is ignored.

Changing Your Email Address or Suspending Mail

If you are already an ACOR Carcinoid List member and you need to change your email address, just follow the same procedure as above.

Tip: If you want to <u>suspend list mail</u> notifications, you can set your subscription no mail (using the instructions given above), and then set it back to mail when you are ready to get messages again. You can still access the archives event though you are getting no mail, so you could keep up with the list using the web even if you were away from your mail.

Changing Your Password

If you are already an ACOR Carcinoid List member and you need to change your password, just follow this procedure.

1. Open your browser and navigate to the website (http://listserv.acor.org/scripts/wa-acor.exe?A0=carcinoid). You can also find the Carcinoid list from the ACOR home page by selecting 'Mailing Lists' on the menu, browse to those lists starting with 'C' and find 'Carcinoid'.

2. Click on the link 'Join or leave the list (or change settings)' and you will see the subscription screen. Click on the link that reads 'login with your LISTSERV password'. This will bring you to another screen, and there you will see a button to 'Change Password'.

3. You are now at the screen to 'Change your LISTSERV Password' (like the image above). Complete the fields for email address, old password and new password.

4. Click on the button 'Change password'. You will see an acknowledgment page and recieve an email from ACOR to confirm the joining request.

5. You must reply to the email acknowledgement by clicking on the link provided for validation. Alternatively, you may replying to the email itself with 'ok' in the message body.

> **Tip:** If you forget your password, you can send email to the address 'listserv@listserv.acor.org' with the command 'PW CHANGE newpassword' (putting your desired password in place of 'newpassword'). This command must appear as the first line of your email (but it is not case sensitive), and the subject line as well as any other mail content is ignored. Be sure that the reply address of your email is the same as the email address you use for ACOR. You do not need to supply the old password, but you must reply 'OK' to the validation request that is sent to you.

Managing Multiple Lists

If you have been around the ACOR community for a while, you may be subscribed to a few other lists besides the Carcinoid List. To review which list you actually belong to, you can send email to the address 'listserv@listserv.acor.org' with the command 'LISTS'. Again, this command must appear as the first line of your email (but it is not case sensitive), and the subject line as well as any other mail content is ignored. Be sure that the reply address of your email is the same as the email address you use for ACOR.

Getting Help

You may first want to review the FAQ (http://www.acor.org/faqs/lists), which has answers to many common questions. If you are an ACOR Carcinoid List member and you need assistance, write to the list owners. You can reach them by sending email to 'carcinoid-request@listserv.acor.org'.

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