

**List Serve's
and
IRC's
By
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What is a list serve - Lyris is a powerful email list server that automatically delivers your newsletters, announcements and discussion lists. Since the 1970s, people have been joining "mailing lists" to talk about their favorite topics via e-mail! Internet mailing lists aren't for ads, as some people mistakenly believe.

Internet mailing lists are (usually) just communities of people sitting around discussing one of their favorite topics by e-mail. For example, fans of bluegrass music can join BGRASS-L, and meet other bluegrass fans, and talk about bluegrass via e-mail.

The mailing list format lends itself to calm, thoughtful, literate, mature discussion, where relationships between the list members actually grow and deepen over an extended period of time. Most Internet experts feel that the mailing list format is the most civilized type of online community.

Open discussion: anyone who is a member of the mailing list can submit information to be distributed to the entire group. In this way, a group discussion can take place.

Announcement lists: Another common type of Internet mailing list is the newsletter or announcement format, where a single writer (the list-owner or moderator) broadcasts a periodical e-mail to a willing audience (and the audience doesn't participate directly.) In most cases, the organization that runs the mailing list controls what information, is sent out.

Moderated forums/discussions: a hybrid of the two types above, where members of the group can submit information to be distributed to the entire group, but submissions need to go through an approval process before they are distributed.

Auto-responders: These are email "robots" which reply to any incoming electronic mail with a specific document. For instance, pricing@your-company.com could send back a product-pricing sheet to anyone who wrote to it.

Joining a Lyris Mailing List: When people want to join a Lyris mailing list, they either send a "subscribe" email message to Lyris, or they fill out the "join" form on the Web, using the Lyris Web Interface. People can contribute to the discussion by sending email to the discussion group email address, which Lyris maintains, or by filling out the "create a new message" form on the web using the Lyris Web Interface. When a new message is contributed, each member of the discussion receives the message in the manner that they specified. Some people receive every message immediately, in their email. Others receive a nightly "digest" of all the messages. Still others elect not to receive any email, and prefer to read the messages on the Web using the Lyris Web Interface. You can also choose to require an administrator to approve (moderate) messages before they are sent to the group, so that you can determine if they are appropriate.

Let's go take a look at how to join a Lyris mailing list using the Lyris Web Interface.

<http://listserv.westvalley.edu/scripts/lyris.pl?>

By clicking on the link above you will be at the West Valley Lyris List Server Home Page. Let's click on the topic West Valley Classes, and then click on the mailing list Flex-2000. Now scroll down a little and click on the Join flex-2000 button. A password has been set as required to join this list. Enter the password (flex) and all the other required information and then click on the save button at the bottom of the screen. You are now a member of the flex-2000 list serve – mailing group, it's as easy as that to join.

If you decide that you would like to have a list on the West Valley Lyris List Server, all you need to do is send me an e-mail at: tom_deslauriers@westvalley.edu telling me what topic and what name you would like for your list serve. You will be the administrator, of the mailing list. Lyris takes care of all the details of making it work for you. Once I have created the list for you I will send you an e-mail and a copy a screen shot similar to the one below.

Mailing List Created



Your mailing list was created.

This mailing list is now available at:

- By email: flex-2000@listserv.westvalley.edu
- Over the web: [click here](#)
- As a secure newsgroup: <news://listserv.westvalley.edu/flex-2000>

As the administrator of the list you can go in and change any of the settings. The List Administrator menu lets you control all of the functions for a single mailing list. You can change the mailing list settings, add, remove and edit members, review moderated messages, and view the log.

* The list administrator main menu lists all the things you can do.

* You can edit your mailing list settings. Lyris provides many features and options with mailing lists. This screen affects such things as whether your list is moderated, is private or open to the public. You can also define whether this mailing list is a discussion forum, or a one-direction "announcements" list.

* You can affect members of your mailing list. You can add, delete or edit members of your list. This is also where you define who are the List Administrators for your mailing list.

* If you made your mailing list moderated (submissions require approval), you approve or reject those moderated messages.

* The documents choice lets you create text documents for use inside Lyris. For example, you can define the contact information for your technical support department, and reference it every time it's appropriate (for each mailing list, for instance). You can also have multiple language version of the same document—Lyris will display the right one.

* Action phrases tell Lyris to look for certain words and respond by mailing the document you specify. For instance, you may want to prohibit swearing. Also, you can set up a "document robot" which responds to certain phrases (such as "sales info" or "price list") by sending back the appropriate document.

* You can create auto-responders with Lyris. An auto-responder is an email address that always responds by sending a document. For instance, set up a "prices@yourcompany.com" auto-responder that sends out price list to anyone who emails to it.

* You can look at incoming or outgoing mail. See Incoming Mail and Outgoing Mail.

* You can view the log that displays various operating information.

E-groups

Another popular way to have a list server is to go to e-groups on the Internet and set one up yourself. Its very easy and simple, you just answer a few questions and it will be set up, and ready to use in a matter of minutes. They are located at the following URL: <http://www.egroups.com>

What is E-Groups – It provides a gathering place on the Internet for your group to send and receive emails, schedule meetings, share files and photos, or have private group chats. Any kind of group - fan clubs, alumni groups, sports teams, families, or friends - can use eGroups.com. Completing the registration at e-groups is a very simple process. Once you supply a couple pieces of information and click on the create group button at the bottom of the screen you will be sent an e-mail so they can make sure that they can get through to you, the e-mail message will have a validation number, this number will be required to complete your registration.

Things you can do at e-groups:

There are many great ways for your group members to share information, exchange photographs and files, coordinate activities and more! Schedule your next get together and send a reminder email message to the group using the Calendar. Create an address book for all of your members using the Database. Share photos from your last gathering by uploading them to the Vault.

If you have a web site, e-group allows you to set it up so people can join the group directly from your web site, with a personalized subscription box.



Subscribe to flex-2000

Enter your e-mail address:

[flex-2000 archive](#)

A group hosted by [eGroups.com](#)

You can also set group policies, monitor subscriptions and customize your group web site with easy to use management tools that are available to you at e-groups.

How to subscribe:

There are three ways to subscribe to a group: via e-mail or via the web on the group's home page, or from a personalized subscription box you place on your Web Page.

To subscribe via e-mail:

Send an e-mail to: groupname-subscribe@egroups.com where "groupname" is the name of the group to which you wish to subscribe.

To subscribe via the group's home page:

1. Go to the group home page, lets go their <http://www.egroups.com/list/flex-2000/>
2. Go to the group info page
3. Click on the "Join" button, and then follow the instructions to complete subscription. You can choose to receive messages via e-mail (in individual or daily digest format) or only by accessing them via the web on the group's home page.



To subscribe via your personalized subscription box you place on your Web Page

- 1. Go to the Web Page.**
- 2. Fill in your e-mail address as requested and click on the Join Button.**

Subscribe to flex-2000

Enter your e-mail address:



[flex-2000 archive](#)

A group hosted by [eGroups.com](http://www.egroups.com)

The ABC's of IRC

What's different about IRC chat, then say AOL or ICQ chat?

IRC differs in the fact that it is very dynamic. Once you have connected to a server. Your client registers your nickname with the server. Nicknames are like handles you go by while on IRC. These handles may be limited to 8 characters on some networks, and up to 32 on others.

IRC can be thought of as a large house, with many, many rooms. These rooms are called "channels". Channels are prefixed by either a +, &, or most commonly a #. Each of these symbols mean different things. For example, a channel on whales would most likely be called #whales.

Channels are run by "Operators", who are denoted by an @ sign usually. Channel operators, or "ops" have to the ability to kick, ban, and make other people operators. They can also set topics, and change modes.

Topics are lines in channels that usually tell what the current conversation is about. For example, you may join the channel #whales, and find the topic to be: "Topic for #whales: New breed of White Whale found off coast of Norway, set by Whalelover". Topics always tell who they are set by.

Channel "preferences" or "modes" are different flags a channel has. Most comonly these are t, n, s, m, v, l, p, and k. These all stand for various things and are either set on by a + sign, or off by a - sign.

Now you know the basics about IRC, make sure you check out the IRC Primer and the clients for accessing IRC, at the Home page for IRC programs which is located at: <http://www.irc.net/>

It has several different client programs that you can download. IRC is not the only virtual chat-space you can access today.

All the major providers have similar chat areas or programs that you can use. American On-Line has AOL Instant Messenger. There also is a program called ICQ, which AOL now owns also. These programs and many like it allow users to chat one on one or with groups of people.

What Is Instant Messaging?

Instant messages are an online conversation between two or more people who have AOL Instant Messenger or America Online software. Instant messages are private and free. The AOL Instant Messenger is a free software program that lets you:

- See when your friends are online**
- Exchange instant messages with them**
- Participate in group chat rooms**
- Trade files such as pictures, invitations or documents**
- Find new friends**
- Get customized news and stock quotes**
- Search the Web**

It takes about 10 minutes to download this free program over a standard, 28.8 computer modem and telephone line. The installation process takes about three minutes, and it's easy to add your friends' screen names to your Buddy List. Then you're all set to send instant messages!

AOL Instant Messenger Home Page is located at: <http://www.aol.com/aim/>

You don't have to download the AOL Instant Messenger client to send instant messages. With Quick Buddy, you can send instant messages directly from a Web browser, such as Netscape Navigator or Microsoft Internet Explorer. It's private and free. To use Quick Buddy, you must have an AOL screen name or be a registered AIM user.

What is ICQ?

ICQ is a revolutionary, user-friendly Internet tool that informs you who's on-line at any time and enables you to contact them at will. With ICQ, you can chat, send messages, files and URL's, play games, or just hang out with your fellow 'Netters' while still surfing the Net. ICQ lets you choose the mode of communication you wish to employ. Regardless of the application, be it chat, voice, message board, data conferencing, file transfer or Internet games, ICQ will get your entire message across in real time.

ICQ supports a variety of popular Internet applications and serves as a Universal Platform from which you can launch any peer- to- peer application (such as Microsoft NetMeeting or Netscape CoolTalk). It can also be used in a multiple-user mode, so groups can conduct conferences or just 'hang out' on-line. The program runs in the background, taking up minimal memory and Net resources. While you work with other applications, ICQ alerts you when friends and associates log in, allowing you to work efficiently while maintaining a wide range of Internet functions at your fingertips.

Among the functions available are: chat, message, e-mail, and URL and file transfer. All these functions are consolidated into one easy-to-use program that integrates smoothly into desktop systems.

ICQ's home page is located at: <http://www.icq.com/>

How does it work?

It's simple. When you install ICQ, the program asks you to register at a server, which is connected to a broad network of servers spanning the Internet. At the time of registration, you receive a unique ICQ number, also known as a UIN (Universal Internet Number). In addition, ICQ gives you the option of entering personal information along with your ICQ#. This allows other ICQ users to recognize you when you log on. Once you've registered, you can compile a selected list of friends and associates.

ICQ uses this list to find your friends for you. Meanwhile, ICQ waits quietly in the background without interrupting any other applications in use. As soon as you log onto the Internet, ICQ automatically detects the Internet connection, announces your presence to the Internet community and alerts you when friends sign on or off.

Once you know who's on, all it takes is a click of an icon to initiate chat, implement URL transfers, send messages, exchange files, or launch any external peer-to-peer applications.

Some other sites that offer their own version of Instant Messenger programs:

Yahoo -- <http://messenger.yahoo.com/>

Msn -- <http://messenger.msn.com/>

PowWow -- <http://www.tribal.com/>

Excite -- <http://www.excite.com/communities/pal/>