

## Pack 337 Web Services - MANAGING A PACK/DEN EMAIL LIST

### OPENING THE PACK/DEN EMAIL LIST

1. Use Internet Explorer for your browser. You can try other browsers, but may have issues with everything showing.
2. Go to [www.pack337.com/cpanel](http://www.pack337.com/cpanel)
3. Username: packcom Password: (the usual Pack Password)
4. Find the "Email Management Tools" section, and click on "Mailing Lists"
5. Find the mailing list you wish to manage, and click "Modify". Note: If you want to create a new emailing list, email [webmaster@pack337.com](mailto:webmaster@pack337.com) and it will be set up for you.
6. Use the standard Pack password to enter.

### VIEWING & MANAGING MEMBERS (and removing)

1. Click on "Membership Management"
2. Under "Member Management", click on "Membership List"
3. Below, you will see a list of members. You may modify the members name, and if they are moderated/not (mod). When you've made changes, click "Submit" at the bottom
4. If you wish to remove a user, click "unsub", and then SUBMIT.

### ADDING MEMBERS

1. Under "Membership Management", click on "Mass Subscription".
2. Enter emails, one per line in the format: Joe Buck<joebuck@aol.com>
3. His "Submit"
4. Success of subscription will be listed on top of the page.