

GUIDELINES FOR USING COMFOOD

Important: Please save this message for future reference

The following commands allow you to administer all COMFOOD commands and functions on your own. In case of problems or for other assistance in using this COMFOOD Elist, you may contact hjoseph@tufts.edu.

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1. What is COMFOOD?

COMFOOD is a server sponsored by the Community Food Security Coalition. COMFOOD is hosted by the Agriculture, Food & Environment Program at the Friedman School of Nutrition Science & Policy at Tufts University, Boston, Massachusetts.

COMFOOD is unmoderated - any subscriber may post an item directly to all others on the list. Subject matter posted should be appropriate to the purposes of the list (see www.foodsecurity.org/list.html), and of interest to multiple subscribers.

Netiquette: Customary netiquette is expected (e.g., no spamming, advertising, flaming). Please respect the opinions of others and help to maintain a level of professionalism in your exchanges.

2. Posting to COMFOOD

Note: Commands may be sent in UPPER or in lower case.

* To reach ALL PERSONS on the list, send your email posting to:

comfood@elist.tufts.edu

* To reply only to the person posting, reply only to that person's address.

POSTING FREQUENCY: Please be considerate with your posting frequency and content – remember that your message goes to almost 1000 subscribers. “Reply” postings should be of interest to multiple subscribers, not just the original sender.

Reply with Caution!



Always check the "To:" line after you use the reply feature of your email program and ensure the message is destined for the correct address (either the list or an individual). A hasty reply can mean embarrassment to both the sender and the recipient - it has happened in the past, and it could happen again - do not let it happen to you.

COMFOOD ADMINISTRATIVE COMMANDS

3. Logging In and Password

You must be logged into the Tufts Elist system to use COMFOOD administrative functions (such as subscribing, unsubscribing and Digest). Two things are required: your email address and a password. You will need to proceed as follows to obtain a password:

PASSWORD: To obtain a password (for all non-Tufts subscribers):

1. Navigate on your Web browser to: <http://elist.tufts.edu/>
2. **Scroll down** towards the bottom and locate the Login section. Locate the blue box that reads  (Note: you will not see Comfood listed until you log in using a password)
3. Click this **Send me a password** link. 
4. **Type** your email address.

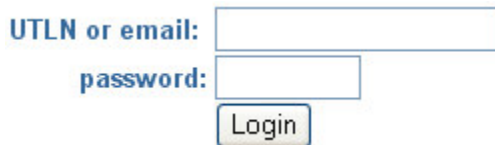
Your email address :



5. Click **Send me my password**. *A password will be sent immediately to your email address.*
6. Once you receive a password, you can change it (if you prefer) to an easier to remember sequence. (The system will provide a link to change it. Hold onto this email and your email password).

LOG IN:

1. Navigate on your Web browser to: <http://elist.tufts.edu/>
2. **Scroll down** and locate the Login information in the lower left-hand corner of the page. (Note: you will not see Comfood listed until you log in using a password)



UTLN or email:

password:

3. In the **UTLN or email field**, enter your email address
4. In the **password** field, enter your email password.
5. Click **Login**. *Your address will display in the upper right-hand corner of the Elist homepage.*

4. COMFOOD ADMINISTRATIVE FUNCTIONS

a. Subscribing to the COMFOOD mailing list

To join or subscribe to COMFOOD:

1. Check to make sure that you are **logged in**.
2. At the bottom under **Search lists**, type **Comfood** in the empty box.
3. Comfood@elist.tufts.edu will appear in the top corner
Community Food Security
4. You will see a blue box like the following (without the Review option)



1. Click **Subscribe** [Subscribe](#). The “Do you really want to subscribe...” dialog box appears.
2. Click **OK**. You are subscribed to the list and a welcome message will arrive in your inbox.
3. Once you have joined COMFOOD you may unsubscribe at any time (see next section). Under List Info, a list of options appears – [Subscriber options](#), [Unsubscribe](#), [Archive](#), and [Post](#). These are described below:

b. Unsubscribing from COMFOOD

When you want to leave Comfood for any reason, you must unsubscribe from it. You may re-subscribe at any time (see previous section).

1. Navigate to: <http://elist.tufts.edu/>
2. Click the link for the list you wish to be removed/unsubscribed from.
3. Click **Unsubscribe** [Unsubscribe](#). The “Do you really want to unsubscribe...” dialog box appears.
4. Click **OK**. You are unsubscribed from the list and a removal message is sent to your inbox. You can save that as an easy link to re-subscribe later.

c. Changing your email address on COMFOOD:

1. Navigate to: <http://elist.tufts.edu/>
2. Log in
3. At the top of the page, click on **Preferences**. This will provide you a template to change your email address.

OR:

4. Follow the procedures above (b) to **Unsubscribe** your prior email address
5. Follow the procedures above (a) to **Subscribe** using your new email address


d. Subscriber Options (digest, etc.):


Once you have subscribed to a list, you have the ability to customize your subscription.


To access subscriber options:


1. On the Elist site, **click on Your Subscriptions, and click onto Comfood@elist.tufts.edu.**
2. In the List info area at the left side of the screen, click **Subscriber Options**. *The options are then displayed.*




Subscriber information includes the date that you subscribed, and  when you last updated your subscriber information. There are two fields that you can customize: the **Reception mode** field and the **Visibility** field. Please ignore the Visibility option.

Reception mode : 



Visibility : 



The Reception mode field defaults to normal. Normal reception means that list members will receive postings to the list as they are sent. You may adjust the manner in which postings are received.

The following is a description of the reception modes available in Elist. These options are mutually exclusive, which means that you can't set two different reception modes at the same time. Certain modes may not be available for specific mailing lists. Some are not recommended though available. We suggest using Normal reception mode or Digest as your best options.

Digest

Instead of receiving individual mail messages from the list, the subscriber will periodically receive batched messages in a Digest (you choose the period). This Digest compiles a group of messages from the list, using the multipart/digest MIME format. The sending interval for these Digests is defined by the list owner.

Summary

Instead of receiving individual mail messages from the list, the subscriber will periodically receive a list of messages. This mode is very close to the Digest reception mode but the

subscriber receives only the list of messages.

Nomail

This mode is used when a subscriber no longer wishes to receive mail from the list, but nevertheless wishes to retain the ability to post to the list. This mode therefore prevents the subscriber from unsubscribing and subscribing later on.

Txt

This mode is used when a subscriber wishes to receive mails sent in both HTML and plain text formats only in plain text format.

Html

This mode is used when a subscriber wishes to receive mails sent in both HTML and plain text formats only in HTML format.

Urlize

This mode is used when a subscriber does not want to receive attached files. The attached files are replaced by a URL leading to the file stored on the list site.

Not_me

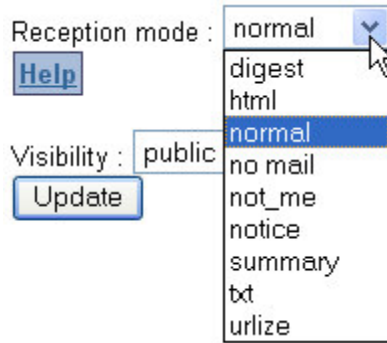
This mode is used when a subscriber does not want to receive copies of messages that he or she has sent to the list.

Normal

This option is used mainly to cancel the nomail, summary or digest modes. If the subscriber was in nomail mode, he or she will again receive individual mail messages from the list.

To change the reception mode:

A. In the **Reception mode** field, click the **dropdown arrow**. *The options are displayed.*



B. **Select** the appropriate option.

C. Click the **Update** button. *The changes are updated.*

e. The Archive



All messages sent to members of Comfood are also saved to a list archive. The archive allows you to revisit postings and discussions. All list messages are saved into the archive as soon as they are posted.

To view the archive, follow these steps:

1. On the Elist site, **click on Comfood**. *The List info page appears.*
2. In the List info area, click **Archive**. *The posted messages are listed.*
3. Click any message you wish to view.

Messages are listed by thread meaning that the initial message and all subsequent responses and responses to responses are grouped together. You may also view the archive by chronological order

To view the message archive by chronological order:

1. Click the **Chronological** link. *The messages sort by date.*



To return to thread view:

2. Click the **Thread** link. *The messages are sorted by topic.*



Searching the Archive

Tufts Elist gives you the ability to search through collected messages in a mailing list. You may be looking for text within the body of a message, looking for a particular sender or date, or information in the subject line.

By default, the search tool will look for matching text in the body of messages.

To search for a word or phrase in the message body:

1. In the search field at the top of the page, **type** the word or phrase.

A search interface showing a text input field containing the word "international" and a "Search" button to its right. Below the input field is a blue underlined link labeled "Advanced search".

2. Click **Search**. *Search results display.*

Advanced Archisearch

To search for a word or phrase in other than the message body or with other criteria:

1. Click **Advanced search**. *The advanced search parameters display.*
2. In the search field, **type** the word or phrase.

A search interface showing a text input field containing the word "special" and a "Search" button to its right.

3. Make your selections.

Search	<input checked="" type="radio"/> this sentence	<input type="radio"/> all of this words	<input type="radio"/> one of this words
Prefer	<input checked="" type="radio"/> newest messages	<input type="radio"/> oldest messages	
Case	<input checked="" type="radio"/> insensitive	<input type="radio"/> sensitive	
Check	<input checked="" type="radio"/> part of word	<input type="radio"/> entire word	
Layout	<input checked="" type="radio"/> 10 results by page	<input type="radio"/> 25 results by page	<input type="radio"/> 50 results by page
Search area	<input type="checkbox"/> Sender	<input type="checkbox"/> Subject	
	<input type="checkbox"/> Date	<input checked="" type="checkbox"/> Body	

4. Click **Search**. *Search results display.*