NCB Website Web Manager's Reference Email

MAINTAINING POSTMASTER DISTRIBUTION LIST
DALE MAGUIRE

1. Login entry point: http://www.ovh.co.uk
   ➢ Customer id: ps4217-ovh
   ➢ Password: (provided separately)
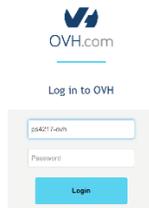
2. SELECT: 'Web Control Panel' option from command line
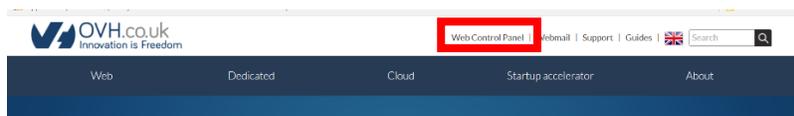
3. SELECT: 'Emails': natocharitybazzar.org from Control Panel Menu (left side window panel)
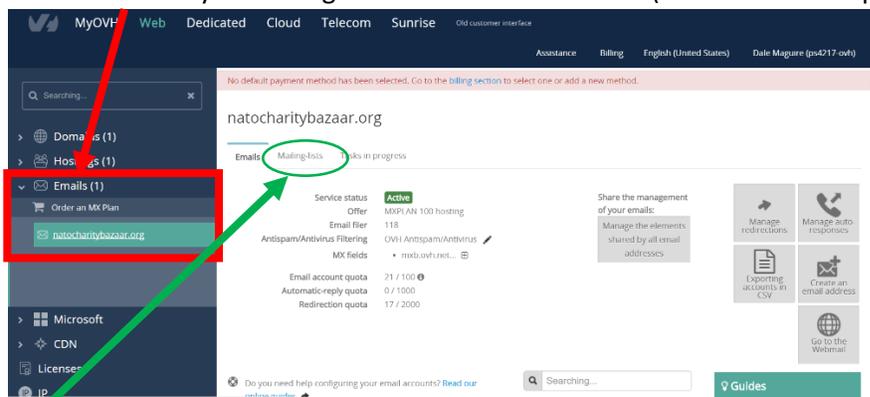
4. SELECT: 'Mailing Lists' tab
5. Select 'subscriber' field of desired email distribution list
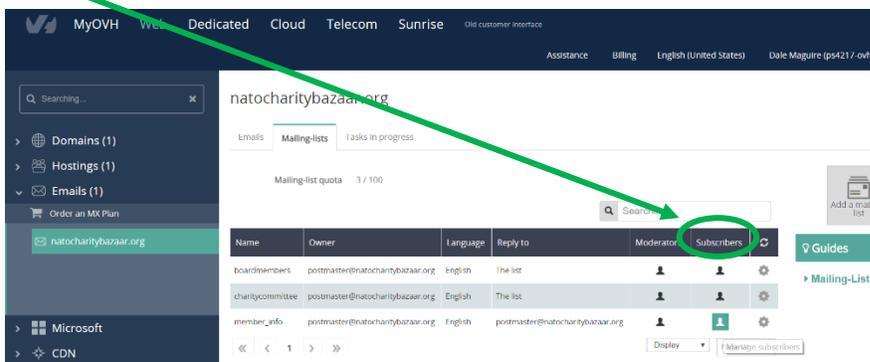
6. Updating the distribution list
    a. Adding member email addresses
    1. SELECT:'Add subscribers'
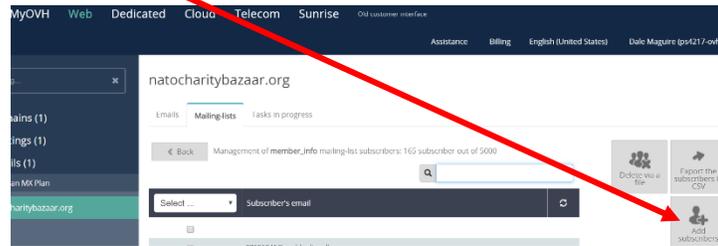
  2. Add desired email address(es) in the 'Add subscribers' box
    a. one per line
    b. click green check mark to 'enter' and add more email addresses if applicable (suggestion to save time and ensure accuracy- enter only one address at a time- verify it is added to the distribution list before adding additional emails)
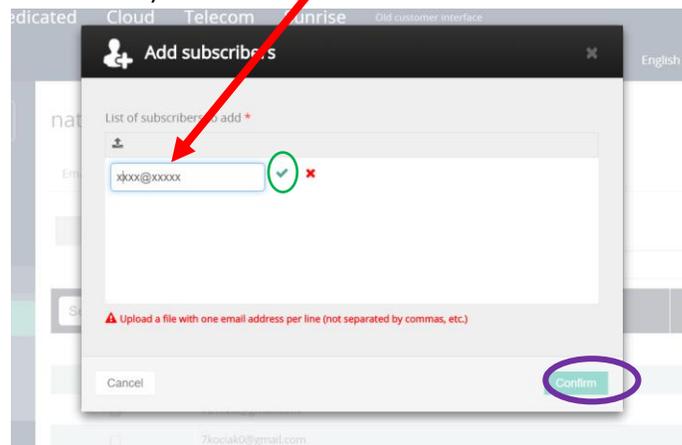
  3. CLICK: Confirm when finished entering desired addresses
  4. Wait for add request to complete
  5. Verify email address is entered correctly on the list
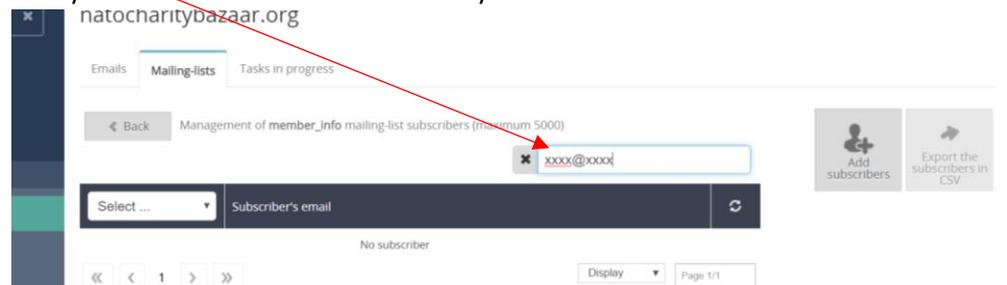
b. DELETING member emails from the distribution list
    1. Search for desired email address within the list
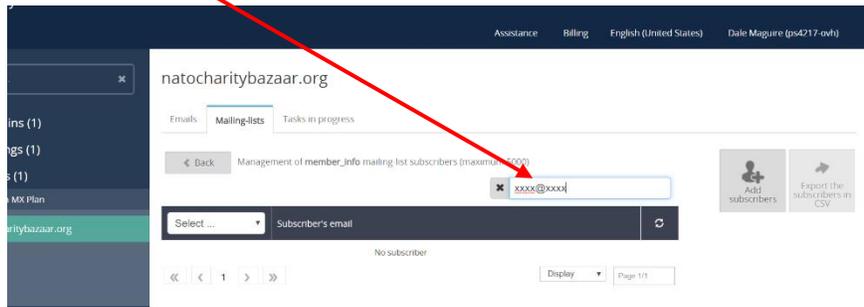
    2. SELECT (CHECK): email to delete
    3. SELECT: 'Delete'
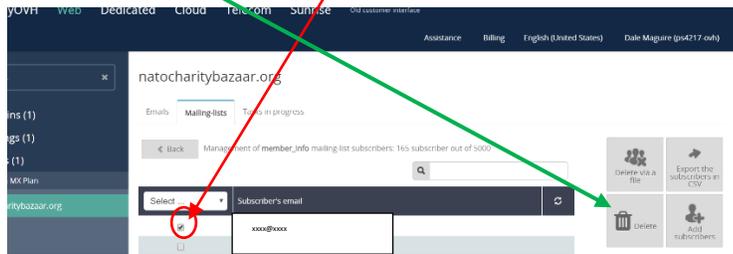
    4. Verify email address is no longer on the list (search)