January 23, 2017

NCB Website Web Manager's Reference Email

MAINTAINING POSTMASTER DISTRIBUTION LIST DALE MAGUIRE

- 1. Login entry point: <u>http://www.ovh.co.uk</u>
 - Customer id: ps4217-ovh
 - Password: (provided separately)

OVH.com	
Log in to OVH	
ps4217-ovh	
Peseword	
Login	

2. SELECT: 'Web Control Panel' option from command line



3. SELECT: 'Emails': natocharitybazzar.org from Control Panel Menu (left side window panel)

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- 4. SELECT: 'Mailing Lists' tab
- 5. Select 'subscriber' field of desired email distribution list

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6. Updating the distribution list

- a. Adding member email addresses
 - 1. SELECT: 'Add subscribers'

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- 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)

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	Add subscribers	English
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St	Upload a file with one email address per line (not separated by commas, etc.)	
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- 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

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- b. DELETING member emails from the distribution list
 - 1. Search for desired email address within the list



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4. Verify email address is no longer on the list (search)

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