

Using LLPOA-eNews

LLPOA-eNews is a “do-it-yourself” communications system for Lake Lansing property owners to easily communicate with each other. The Lake Lansing Property Owner’s Association (LLPOA) sponsors LLPOA-eNews through its website and only those who participate in the system get the messages.

To participate, property owners must sign up – and keep their own email information up to date. This is the “do-it-yourself” part of the system.

How it Works

First, subscribe to LLPOA-eNews. Only those who subscribe can send and receive messages. Once you subscribe, messages sent through the system will automatically come to you. When you want to send a message to others, simply send an email to LLPOA-eNews@lakelansing.com.

Keep Messages Short and Avoid Attachments

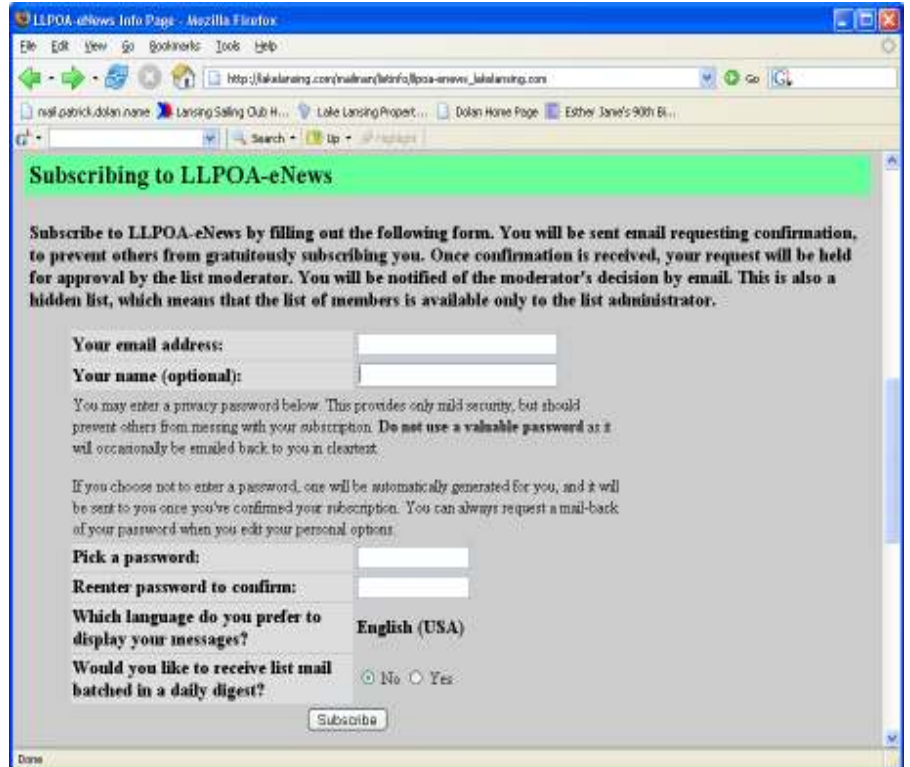
The LLPOA-eNews system has a limit on the size of messages that it will process. To help make sure your messages go through, keep your messages short and don’t include pictures or graphics in your messages. Also, avoid sending attachments.

How to Subscribe to LLPOA-eNews

Any person that owns property on Lake Lansing can subscribe to LLPOA-eNews - and it is easy to do. It involves signing up using an on-line form and then confirming your participation by responding to an email you will receive. You will usually receive the email about confirming within 24 hours of signing up.

Begin by going to the LLPOA web site at www.lakelansing.org. Once at the home page, click on “eMail Lists” in the left hand navigation column under “Activities”. Now, click on “LLPOA-eNews” in the box on the right hand side of the page.

A page of information on LLPOA-eNews will appear. This information has a section titled “Subscribing to LLPOA-eNews” that looks like the illustration to the right.

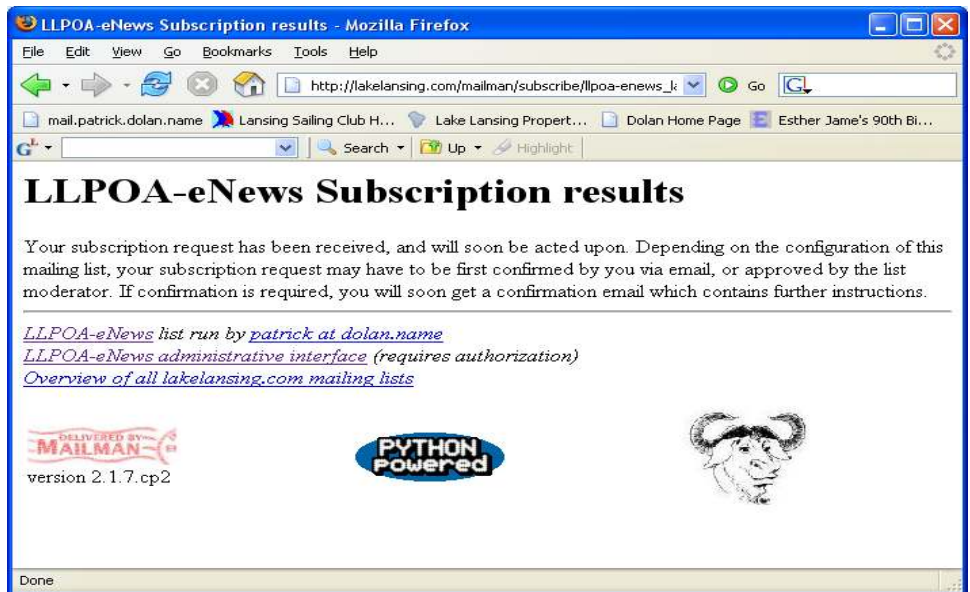


The screenshot shows a web browser window titled "LLPOA-eNews Info Page - Mozilla Firefox". The address bar shows the URL "http://lakelansing.com/training/info/llpoa-eNews_lakelansing.com". The page content includes a green header "Subscribing to LLPOA-eNews" and a text block explaining the subscription process: "Subscribe to LLPOA-eNews by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator." Below this is a form with the following fields: "Your email address:" (text input), "Your name (optional):" (text input), a privacy password section with a text input and a "Pick a password:" label, a "Reenter password to confirm:" label, a language selection dropdown set to "English (USA)", and a radio button selection for "Would you like to receive list mail batched in a daily digest?" with "No" selected. A "Subscribe" button is at the bottom.

In this section, enter the information requested:

Your email address	Enter the eMail address that you will be using to receive and send messages to LLPOA-eNews.
Your name	Entering your name is optional, but helps the LLPOA-eNews Administrator maintain the list.
Pick a password	Entering a password is optional. If you do not enter a password, one will be created at random and sent to you after you have confirmed your subscription.
Reenter password to confirm	If you entered a password, enter it again to confirm it.
Which language do you prefer to display your messages?	LLPOA-eNews uses only English, so you are not given options for this.
Would you like to receive list mail batched in a daily digest?	If "no" is selected, any message sent to LLPOA-eNews will automatically be sent on to all subscribers. If "yes" is selected, all messages will be collected during the day and sent as one message.

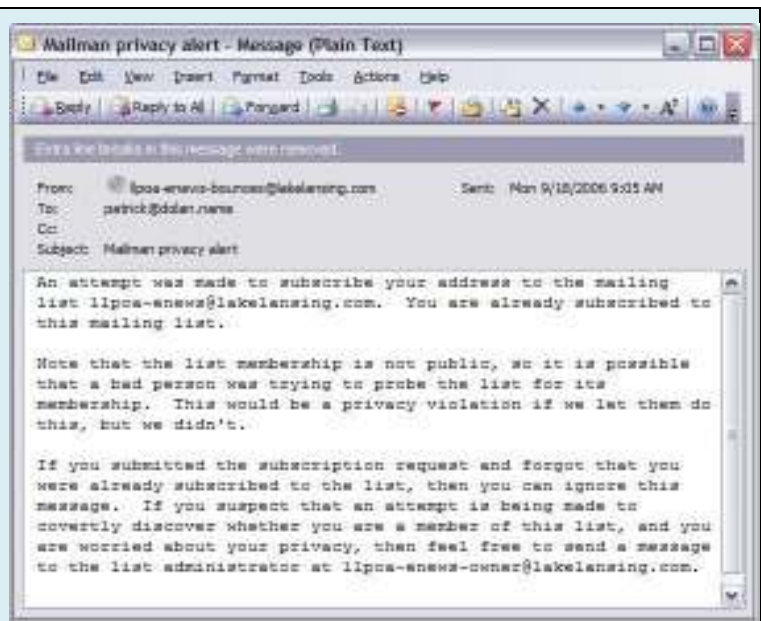
When all the boxes in this section are complete, click the "Subscribe" box. You should soon see a page that looks like the picture at the right.



Troubleshooting

If you click the "Subscribe" box – and get the results page pictured above – but then receive an email similar to the one at the right, you are already subscribed. See the Section below on "Managing Your LLPOA-eNews Account".

If you have difficulty subscribing, please send a message to webmaster@lakelansing.org asking to be subscribed to the list and the webmaster will help you.



Can I Get a Reminder of My LLPOA-eNews Password

Yes. Go to the LLPOA web site at www.lakelansing.org. Once at the home page, click on “eMail Lists” in the left hand navigation column under “Activities”. Now, click on “LLPOA-eNews” in the box on the right hand side of the page.

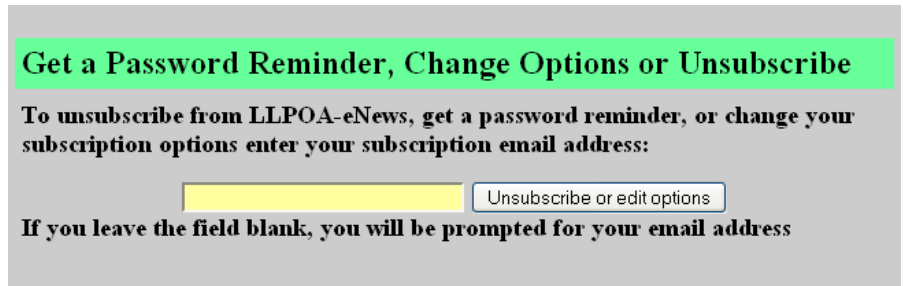
A page of information on LLPOA-eNews will appear. This information has a section titled “Get a Password Reminder, Change Options or Unsubscribe” that looks like the illustration to the right.

Enter your email address in the box and click the “Unsubscribe or edit options” button.

On the next page, look for the section “Password Reminder”. It will look like the illustration to the right.

Click the “Remind” button.

You should soon receive a reminder of your password in your email box.

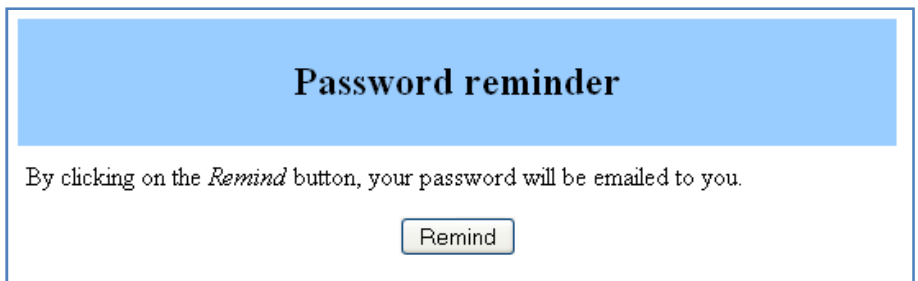


Get a Password Reminder, Change Options or Unsubscribe

To unsubscribe from LLPOA-eNews, get a password reminder, or change your subscription options enter your subscription email address:

Unsubscribe or edit options

If you leave the field blank, you will be prompted for your email address



Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

Remind

Changing Your Email Address and Managing Other LLPOA-eNews Options

You may want to change your email address for LLPOA-eNews or manage other options available to you. Start by signing in to your LLPOA-eNews Account. Go to the LLPOA web site at www.lakelansing.org. Once at the home page, click on “eMail Lists” in the left hand navigation column under “Activities”. Now, click on “LLPOA-eNews” in the box on the right hand side of the page.

A page of information on LLPOA-eNews will appear. This information has a section titled “Get a Password Reminder, Change Options or Unsubscribe” that looks like the illustration to the right.

Enter your email address in the box and click the “Unsubscribe or edit options”

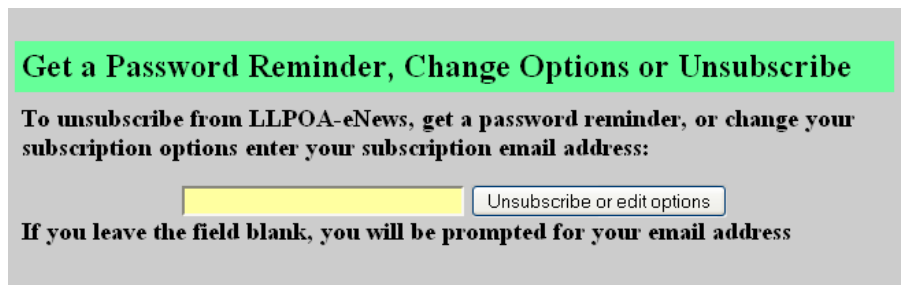
button. On the next page you will be asked for your password. Enter your password and press the “Log in” button.

The LLPOA-eNews Mailing List Membership Configuration page will appear.

Changes You Can Make

The Membership Configuration Page permits you to:

- Change your Email Address
- Enter or Change your Name
- Change Your Password
- Manage Your Subscriptions Options



Get a Password Reminder, Change Options or Unsubscribe

To unsubscribe from LLPOA-eNews, get a password reminder, or change your subscription options enter your subscription email address:

Unsubscribe or edit options

If you leave the field blank, you will be prompted for your email address

Change Your Email Address Enter or Change Your Name

To change your email address or to enter/change your name, look for the section titled “Changing your LLPOA-eNews membership information”. It looks like the illustration on the right.

Enter your new email address if that is what you want to change. Then enter it a second time.

We encourage you to enter your name if you haven’t already – or change your name if appropriate. Having your name helps the webmaster and system monitors do a better job of maintaining the system.

If you belong to more than one LLPOA eMail List, you can click in the box for “Change globally” and this change will also be made for the other LLPOA eMail Lists you participate in.

When everything is to your satisfaction, press the “Change My Address and Name” button.

Changing your LLPOA-eNews membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at lakelansing.com, turn on the *Change globally* check box.

New address:

Again to confirm:

Your name (optional):

Change globally

Change Your Password

The LLPOA-eNews system will automatically create a password for you. However, you can always set your own password.

Look for the section marked “Your LLPOA-eNews Password”. It will look like the illustration on the right.

Enter the new password twice in the boxes under “Change Your Password”, then click the “Change My Password” button.

If you belong to more than one LLPOA eMail List, you can click in the box for “Change globally” and this change will also be made for the other LLPOA eMail Lists you participate in.

Your LLPOA-eNews Password

Forgotten Your Password?

Click this button to have your password emailed to your membership address.

Change Your Password

New password:

Again to confirm:

Change globally.

Manage Your Subscription Options

This communication system permits you to manage other options relating to your subscription. For example, if you go on vacation and don’t want email while away, you can disable mail delivery.

Look for the section marked “Your LLPOA-eNews Subscription Options”, similar to the illustration on the right. The options are explained. Mark any changes you want and click the button for “Submit My Changes” at the bottom of the options section.

Your LLPOA-eNews Subscription Options

Current values are checked.

Note that some of the options have a *Set globally* checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on lakelansing.com. Click on *List my other subscriptions* above to see which other mailing lists you are subscribed to.

Mail delivery

Set this option to *Enabled* to receive messages posted to this mailing list. Set it to *Disabled* if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.

Enabled
 Disabled

Set globally

Subscribing With Multiple Email Addresses

If you will be using more than one eMail address to send messages to LLPOA-eNews, you can enter a subscription for each eMail address.

If you do this, you will receive LLPOA-eNews at each of these eMail addresses. However, if you only want one copy, log in to the account for the email address where you don't want to receive LLPOA-eNews and configure "Mail deliver" to be "Disabled". For more help on how to do this, see the section above on "Changing Your Email Address and Managing Other LLPOA-eNews Options"

Sending a message to Property Owners using LLPOA-eNews

It is very easy to broadcast a message to everyone that subscribes to LLPOA-eNews. Simply send the message to LLPOA-eNews@lakelansing.com. If the message is sent from an email address of a subscriber, it will automatically be sent immediately to all subscribers.

If the message is sent from an email address that is not recognized as a subscriber, the message is held until the LLPOA-eNews Moderator can review it. This precaution is taken to reduce the potential for spam being broadcast to subscribers.

Archive of Messages

All messages sent through the LLPOA-eNews system are archived. Only those participating in the LLPOA-eNews system are permitted to view the archives. To see the Archives, click on "e-News Archives" on the LLPOA website at www.lakelansing.org.