

Bulk Mail Procedure for "The Dome" Newsletter

There are two ROHAN accounts set up for the purpose of sending out Bulk Mail for *The Dome* newsletter. The main ROHAN account for *The Dome* bulk mail files is:

Username: domenews
Password: maillist

The ROHAN account for bounced messages is:

Username: domertn
Password: returnmail

Required Files

Three files are needed in the **domenews** ROHAN account to do a bulk mailing - the address file, the message itself, and the configuration file.

Address File

For the address file, a comma delimited file of the email addresses is required. There is currently an address file in the **domenews** ROHAN account called **domenews_address.csv**.

To edit the file, download it to your CPU. Edit it in Excel as needed (columns are in the following order: firstname, lastname, email address)

Save file as a .csv file (Windows version) and FTP file to ROHAN account **domenews** replacing the current **domenews_address.csv** file.

Mail Message File

Mail message can either be a text file or an html file. Text files will have no formatting such as italics, bold, links, etc. HTML files are the

preferred method as they can be formatted appropriately. If using the html format, be sure the configuration file is designated as an html file.

Once the mail message has been written and formatted, FTP the file called xxxxx.html (where xxxxx.html is the actual name of the file) to ROHAN account **domenews**.

Configuration file

A configuration file is required to tell ROHAN the details of how to send the bulk mailing (file type, file name, subject, from, etc.). The configuration file in the **domenews** account is currently called **samplemsg.cf**. The file can be downloaded to your CPU and edited in a text editor, then FTP'd to the **domenews** account.

The current configuration file called **samplemsg.cf** looks like this:

```
$message="samplemsg.html";  
  
$address="domenews_address.csv";  
  
$from="SDSU Library and Information Access  
<noreply\@rohan.sdsu.edu>";  
  
$subject="The Dome";  
  
$typehdr="HTML";  
  
$logtag="lib-TestMsg03";  
  
$waituntil="NOW";  
  
$verbose="yes";
```

Following is an explanation of each field.

*If you do not want to use a field, comment it out by putting a # sign before the \$ sign.

<code>\$message="xxxxx.html ";</code>	Replace xxxxx.html with the name of the mail message file
<code>\$address=" domenews_address.csv ";</code>	The address file.
<code>\$from="SDSU Library & Information Access <noreply\@rohan.sdsu.edu>;"</code>	This will display in the From: field of the email. A noreply email address is put in this field so users cannot reply.
<code>\$subject="The Dome";</code>	This will display in the Subject field of the email.
<code>\$typehdr="HTML";</code>	This says the message will be in html format. To send a text email, add a # before the \$ sign to comment this field out.
<code>\$logtag="lib-TestMsg02";</code>	Enter a unique message ID to track the email
<code>\$waituntil="NOW";</code>	Leave NOW unless you want to send the email at a specified time, then enter "1500" for 3 pm
<code>\$verbose="yes";</code>	Enter a # before the \$ sign if you do not want to see the progress of the email as it sends.

Sending Message via Bulk Mail

When the three necessary files have been edited and uploaded to ROHAN account **domenews**, the message can be sent out using the following steps.

SSH to ROHAN to the **domenews** account.

At the ROHAN prompt, enter:

bulkmail samplemsg.cf (samplemsg.cf is the name of the configuration file).

If the verbose is set to "yes", the email addresses will scroll as the messages are delivered. If you do not want to see this, comment out the Verbose line in the configuration file following the instructions above in the Configuration file section.

Returned Mail

After the mail is sent, the undeliverable emails are returned to ROHAN account **domertn**. Check this account using an email reader for the undeliverables. Email Robert Neiderjohn and Mark Lester with a list of the email addresses that were returned. Upon their approval, delete the undeliverable email address from the address file for future mailings.