



Michigan.gov
Content to Listserv (or email)

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The purpose of this functionality is to allow a piece of content to be sent to an email address such as a listserv, after it has been processed thru workflow.

1. After entering a [piece of content](#) click on the [\(Add\)](#) link under Repeating Information, which is located under the Update button towards the bottom of the screen.

Repeating Information				
(Note: <i>Edit</i> jumps to Edit Extra Information)				
ID	Name	Value	Edit	Delete
(Add)				

2. You should now be at the [Add EXTRA Information](#) screen.

Add EXTRA Information

Value Type: String Number

Name:

Value:

3. Leave the Value Type: set to String.
4. In the Name: field, enter the variable name `LISTSERV_SENT`. **Note: Must be UPPERCASE.**
5. Enter `false` in the Value. This means the `LISTSERV` message or email has not been sent. It will be set true when the message has been sent.

Add EXTRA Information

Value Type: String Number

Name:

Value:

6. Then click the Add button, which add the repeating information values and return you to the Edit Content Item.

Repeating Information				
(Note: <i>Edit</i> jumps to Edit Extra Information)				
ID	Name	Value	Edit	Delete
0	LISTSERV_SENT	false	(Edit)	(Delete)
(Add)				

7. Next the step is to add the Email or Listserv Address address(es) where you want the message to be sent.
8. Click the Add button to open the **Add EXTRA Information** screen again.
9. Leave the Value Type: set to String.
10. In the Name field enter the variable name **LISTSERV_ADDRESS**. **Note: Must be UPPERCASE.**
11. Enter the Listserv address(es) or email address(es) that you wish the send the message to.

Value Type: String Number

Name:

Value:

12. Then click the Add button, which will add the repeating information values and return you to the Edit Content Item screen.

Repeating Information				
<i>(Note: Edit jumps to Edit Extra Information)</i>				
ID	Name	Value	Edit	Delete
0	LISTSERV_SENT	false	(Edit)	(Delete)
1	LISTSERV_ADDRESS	thompsonj@michigan.gov	(Edit)	(Delete)
(Add)				

13. Note: if you are sending the message to multiple addresses you can either repeat steps 6 – 9 for as many addresses needed

Repeating Information				
<i>(Note: Edit jumps to Edit Extra Information)</i>				
ID	Name	Value	Edit	Delete
0	LISTSERV_SENT	false	(Edit)	(Delete)
1	LISTSERV_ADDRESS	thompsonj@michigan.gov	(Edit)	(Delete)
2	LISTSERV_ADDRESS	petersonr@michigan.gov	(Edit)	(Delete)
3	LISTSERV_ADDRESS	nolana@michigan.gov	(Edit)	(Delete)
(Add)				

or add all of the addresses to one value separated with commas.

Repeating Information				
<i>(Note: Edit jumps to Edit Extra Information)</i>				
ID	Name	Value	Edit	Delete
0	LISTSERV_SENT	false	(Edit)	(Delete)
1	LISTSERV_ADDRES	thompsonj@michigan.gov,petersonr@michigan.gov,nolana@michigan.gov	(Edit)	(Delete)
(Add)				

14. To process the mailed content you **must be a Site Admin**, if not contact your site admin to have her/him process the message for you. From the CMA home screen, click the **Process Listserv Content** on the Content Entry menu.

Note: The site, category, and content must all be LIVE, meaning that there is no workflow on the content item or workflow has been completely processed. You will NOT see the article in the list of Processes if the content item is NOT LIVE.

Check Content to Process. Click Content ID to Edit.

Yes/No	Content ID	Title
<input type="checkbox"/>	70165	RJP Email Form Test

15. You should see a screen similar to the one to the left with a list of message(s) that are ready to be processed.
16. To process the message check the Yes/No box of the message you wish to send then click the process button.

17. This will send the message out to the recipients that you added to the list of email addresses and it will change the status of the `LISTSERV_SENT` value to true, which means the message has been processed.

Repeating Information
(Note: *Edit* jumps to Edit Extra Information)

ID	Name	Value	Edit	Delete
0	LISTSERV_SENT	true	(Edit)	(Delete)
1	LISTSERV_ADDRESSES	thompsonj@michigan.gov,petersonr@michigan.gov,nolana@michigan.gov	(Edit)	(Delete)

[\(Add\)](#)

Additional Information:

Posting to a listserv:

1. Messages will be posted using your user ID and email address. You must be cleared to post to a particular list. If you are not, the message will not be sent. Check with your list admin/owner to make sure that you are allowed to post.
2. **List Owners:** The listserv configuration must be set with certain safeguards in place to avoid malicious postings. The best way to protect a list from being exploited it to take the following precautions:
 - a. Configure the list Sender and Reply-To addresses to be either a non-existent e-mail address or a GroupWise Resource to handle responses to the list
 - b. Make sure this address is not an Editor or Owner of the list
 - c. Set the Send option to confirm. This is the best thing to do, although it requires a list owner to confirm every posting to a list, it will prevent anything from being sent that shouldn't be. It can also be used as an approval process for postings.
3. Lists are set up at DMB. To set up a mailing listserv, contact DITService at DITservice@michigan.gov.