

Managing Your Subscription

It is every individual's job to manage his or her own subscription to NPSINFO. Do not expect the list owners to manage changes to your e-mail address or other subscription changes for you. With more than 1500 subscribers to NPSINFO (as of June 2005) and growing, list administrators will no longer routinely perform subscription maintenance tasks upon request.

There are two ways to manage your subscription. As both work equally well, selecting which method to use is a matter of personal preference.

1. **You may use EPA's Web interface** for [managing all of its lists](#). Log in by entering your subscribed e-mail address (and password, if you have one). Then, select the "My Account" tab to change your membership settings. There is a link to a Users Guide to help you understand the subscription management options. You can visit this Web interface at any time to change your subscription e-mail address or name, add or change your password, read and send mail, read and search archives, or change your membership settings.
2. **You may send list commands directly** through your e-mail software from the e-mail address associated with your subscription. Below is a list of the most commonly used commands. In all cases, the default server address is `lyris [at] lists.epa.gov`. The commands may be placed in either the subject line or in the body of the message and should not include any other information. Documentation for all [Lyris list commands is available](#). [EXIT Disclaimer](#)

To receive the list in Daily Digest mode (i.e., the previous day's worth of postings compiled in a single e-mail available after midnight Eastern Time):

set npsinfo digest

*Warning: postings to NPSINFO sent with formatted text appear as garbled text in digest mode. This problem may be avoided by **setting your preferences to MimeDigest mode** (Receive daily digest with all the messages of the day in MIME format) by sending the message:*

set npsinfo mimedigest

However, this setting only works with certain e-mail client software, such as Microsoft Outlook. (MIME is an acronym for Multipurpose Internet Mail Extensions.)

To temporarily suspend mail from NPSINFO (useful for extended out-of-office periods):

set npsinfo nomail

To resume mail following a change to "nomail" setting (e.g., when returning to the office):

set npsinfo mail (to receive mail in normal mode)

set npsinfo digest (to receive mail in digest mode)

set npsinfo mimedigest (to receive mail in MIME digest mode)

To receive acknowledgments of your own posts (sends you a confirmation message when your posts are distributed):

set npsinfo ack

To stop receiving acknowledgments of your own posts:
set npsinfo noack

To receive copies of your own posts:
set npsinfo repro

To stop receiving copies of your own posts:
set npsinfo norepro

To set your password:
set npsinfo pw=mypassword (where "mypassword" is the password you wish to set)

To determine membership settings:
query npsinfo