Instructions to create e-groups for DRD Calo
Version 18/01/26

- **The general e-mail list drdcalo-general is organised in a tree structure**

- On the general list there will be no individuals but only e-groups
  - e.g. drdcalo-ijclab, drdcalo-cern, drdcalo-bnl, ...
  - The groups will be managed (by default) by the group leaders (=owner of e-group)
    - -> an e-group will not die when e.g. a group leaders retires or leaves or if the CERN account expires

- In the following pages you will find instructions on how to create your e-group and what to take care about

- 1st option
  - Send a mail with the mail addresses of your group members to either of or all of roman.poeschl@ijclab.in2p3.fr, gabriella.gaudio@pv.infn.it, roberto-ferrari@pv.infn.it
  - We will create the list for you with the group-leader as owner
  - Price: a beer 🙂

- 2nd option
  - Go to https://groups-portal.web.cern.ch/
    - -> Click on "Create new static group"
    - Name 'drdcalo-<your institute name>' e.g. drdcalo-cern
    - Description e.g. 'DRD Calo group of ...'
    - Click on "Create"
    - After insertion you will see windows that look like on the following pages
    - Most important are Details, Members and Email Properties
      - Members is the menu to add members

e-groups - Settings

- By default the creator of the e-group is also the "Owner"
- It is recommended to add "drdcalo-admins" as "Administrator Group"
  - Click on the green pencil and search for "drdcalo-admins" in the search menu that opens up
  - Click on "Add" behind "drdcalo-admins"
- Make sure to disable "Expiration Date"
- Don't forget to **Save** after each modification

e-group – Email properties

- Make sure that "Custom Senders" is enabled
- Add "drdcalo-general" by clicking on "+ Add Custom Sender"
  - A search field will appear
  - Search for "drdcalo-general"
  - -> "drdcalo-general" will appear as search result => click on "Add" and "drdcalo-general" will appear under "Custom senders" as in the screenshot

- Enable mail archive properties if you wish

– e-group instructions

Backup

E-group – drdcalo-admins

Status of 19/1/26