

# Instructions to create e-groups for DRD Calo

## Version 18/01/26



# DRD Calo e-mail lists - Introduction



- 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

- **1<sup>st</sup> 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 😊
- **2<sup>nd</sup> 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



Group: drdcalo-ducktown

Owner Admin Member Moderator

Details Members Moderators and Readers Group role assignments Group tree view Synchronization Audit logs ...

### Manage Group Details

**General**

Group identifier: drdcalo-ducktown

\* Group display name: drdcalo-ducktown

\* Description: DRD Calo Group of Ducktown

Administrator group: drdcalo-admins

Owner: Roman Poeschl

**Security and lifecycle**

Expiration date: dd-mm-yyyy

Blocking date: Select date

Resource category :  Test  Official  Personal

**Membership settings**

Self-subscription policy:  Closed  Open  CERN Users

Purge non active users? :

Membership visibility:  Group Administrators  Group Members  CERN Users  
*The e-group memberships will be shared with other applications that may not provide the same level of confidentiality.*

Membership Restrictions :

No membership restrictions configured.

Enforce membership restriction:

**Advanced 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

Group: drdcalo-ducktown

Owner Admin Member

Moderators and Readers Group role assignments Group tree view Synchronization Audit logs Email Properties ...

**Email aliases**

Primary Email Alias: drdcalo-ducktown@cern.ch

+ Add Mail Alias

Email Alias

No data

**Email posting restrictions**

Restrict to authenticated senders ⓘ

Restrict who can send emails to this group

Owners/Admins of the group

Group Members

Custom senders

+ Add Custom Senders

Identifier

drdcalo-general Group

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**Who will be notified in case of mail delivery problems?**

Mail Sender (default)

Group Owner

No Notification

**Mail archive**

Enable archive

Open archive

- 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

# Backup



# E-group – drdcalo-admins



Status of 19/1/26

## E-group: **drdcalo-admins (Static)**

Settings	Owner, Admin & Privileges	<b>Members</b>	Email Addresses	Email Properties	Blacklist	Audit Information	
							<input type="text"/> Filter members
							<input type="button" value="Remove me"/> <input type="button" value="Export members"/>
E-group Members							<input type="button" value="Add member"/> <input type="button" value="Import"/> <input type="button" value="Show all members"/>
Goto	1-6	Page Size:	100	Apply	Delete Members	Edit Comments	
<input type="checkbox"/>	Name	Type	Login	Email	Comments		
<input type="checkbox"/>	FERRARI, Roberto (EP-UAT)	Person	FERRARIR	Roberto.Ferrari@cern.ch			
<input type="checkbox"/>	FOUZ IGLESIAS, Mary-Cruz (EP-UCM)	Person	MARYCRUZ	maria.fouz.iglesias@cern.ch			
<input type="checkbox"/>	GAUDIO, Gabriella (EP-UAT)	Person	GAUDIO	Gabriella.Gaudio@cern.ch			
<input type="checkbox"/>	OTANI, Wataru (EP-ULD)	Person	WOTANI	wataru.otani@cern.ch			
<input type="checkbox"/>	PLEIER, Marc-Andre (EP-UAT)	Person	PLEIER	marc-andre.pleier@cern.ch			
<input type="checkbox"/>	POESCHL, Roman (EP-UOP)	Person	POESCHL	roman.poeschl@ijclab.in2p3.fr			

**Add member**

Type: Person

ID:

Name:(e-mail or user name)

Comments:

Add new member