

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

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:


* Group display name:


* Description:

Administrator group: [drdcalo-admins](#)  

Owner: Roman Poeschl 

^ **Security and lifecycle**

Expiration date: 

Blocking 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** ⓘ

[Save](#) [Delete](#) [Block](#)

- 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

Members

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

Type

drdcalo-general

Group

< 1 > 10 / page ▾

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



Status of 19/1/26

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

SettingsOwner, Admin & PrivilegesMembersEmail AddressesEmail PropertiesBlacklistAudit Information

Filter members

Remove meExport members

E-group Members

Goto1-6Page Size:100ApplyDelete MembersEdit 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 memberImportShow all members

Type:Person

ID:

Name:(e-mail or user name)

Comments:

Add new member