

# Cowtown Vettes

## eMail & Mailing List Server Survival Guide

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## **System Overview**

Your email and mailing list server is running the Sun Java Desktop System (JDS). In a nutshell, this is a Linux operating system (SuSE) with Sun Microsystems's graphical desktop environment.

Since this is a Unix system, much of the periodic maintenance is handled by the system itself, though proper shutdown is a highly recommended practice.

## ***Starting the System***

Connect up the power, keyboard, mouse, and video monitor (if you wish to use it) to the CPU. Turn on the power, and the rest is pretty much straightforward.

## ***Shutting down the System***

Log out of the system if you are not already logged out.

Once logged out, you will see a login box with several options. Choose the "Shutdown" option. You will be prompted to confirm that you wish to shut down the system. Click on the "Shutdown" button if this is what you wish to do – or "Cancel" button if it is not.

Based on behaviour, the system will simply remain at a "shutting down" screen. After the drive activity has ceased, simply turn off the PC with the power switch on the front.

## ***System Configuration***

Hostname: ctv  
DNS Domain: gotdns.org  
IP Address: 192.168.1.25  
Subnet Mask: 255.255.255.0  
Default Gateway: 192.168.1.1

## ***System IDs You Will Need***

<b>ID</b>	<b>Password</b>
root	d0ugmcmahan
ctv	mail1nglist
doug	d0ugm

## Expected Behavior – Regular eMail Services

### *Global Aspects*

This section deals with the way in which regular users will send/receive email, NOT the way that list email will work. Regular users are not the list users, however the list owner is the system user called "ctv". This is necessary since the list server requires lists to be "owned" by a local system account.

This server is using qmail (<http://www.qmail.org>) as the email transport. It was built off the netqmail-1.05 source tree. To read all about qmail you can surf the site and etc., but suffice it to say that qmail is a very fast transport and is not susceptible to many of the email "hacks" that are common on the internet today. It does \*not\* support relaying by default, will not accept email for root on the local file system, and has a variety of ancillary applications and plug-ins which further enhance what it does.

The local system accounts which are able to send and receive email are:

*Doug*

*Chris*

*Ctv*

The email addresses will be of the form [user]@ctv.gotdns.org, where [user] is one of the accounts listed above.

### *Using Regular eMail Services.*

To configure your email client to be able to send/receive email you should use one set of the following settings. I have provided internal and Internet settings. While the Internet settings will work both on your local network as well as from the Internet, there is really no reason to run traffic out to the Internet simply to bring it back in. I would recommend you use internal settings if the machine(s) will be on your internal network.

Note: only the "General" and "Servers" tabs have non-default values:

## Internal network settings – Outlook Express

The image shows two side-by-side screenshots of Outlook Express configuration windows for an internal network. Both windows are titled "192.168.1.25 Properties" and have tabs for "General", "Servers", "Connection", "Security", and "Advanced".

The left window is on the "General" tab. It contains the following fields and options:

- Mail Account:** A text box containing "192.168.1.25".
- User Information:** Fields for "Name:" (containing "User Name"), "Organization:", "E-mail address:" (containing "[user]@ctv.gotdns.org"), and "Reply address:".
- Include this account when receiving mail or synchronizing**

The right window is on the "Servers" tab. It contains the following fields and options:

- Server Information:** A dropdown menu set to "POP3" with the text "My incoming mail server is a POP3 server."
- Incoming mail (POP3):** A text box containing "192.168.1.25".
- Outgoing mail (SMTP):** A text box containing "192.168.1.25".
- Incoming Mail Server:** Fields for "Account name:" (containing "[user]"), "Password:" (masked with dots), and a checked  **Remember password**.
- Log on using Secure Password Authentication**
- Outgoing Mail Server:** A checked  **My server requires authentication** and a "Settings..." button.

For the “Settings” on Outgoing Mail Server, ensure they are configured as thus:

The image shows a screenshot of the "Outgoing Mail Server" settings dialog box. It has a title bar with a question mark and a close button. The "Logon Information" section contains the following options:

- Use same settings as my incoming mail server**
- Log on using**
- Fields for "Account name:" and "Password:".
- Remember password**
- Log on using Secure Password Authentication**

At the bottom, there are "OK" and "Cancel" buttons.

## External network settings – Outlook Express

The image shows two screenshots of the Outlook Express configuration interface for the domain 'ctv.gotdns.org'. The left window is the 'Properties' dialog with the 'General' tab selected. It contains fields for 'Mail Account' (ctv.gotdns.org), 'User Information' (Name: User Name, Organization: [empty], E-mail address: [user]@ctv.gotdns.org, Reply address: [empty]), and a checked checkbox for 'Include this account when receiving mail or synchronizing'. The right window is the 'Properties' dialog with the 'Servers' tab selected. It shows 'Server Information' with 'My incoming mail server is a POP3 server'. The 'Incoming mail (POP3)' and 'Outgoing mail (SMTP)' fields both contain 'ctv.gotdns.org'. Under 'Incoming Mail Server', the 'Account name' is '[user]' and the 'Password' is masked with dots. The 'Remember password' checkbox is checked, and 'Log on using Secure Password Authentication' is unchecked. Under 'Outgoing Mail Server', the 'My server requires authentication' checkbox is checked, and there is a 'Settings...' button.

For the “Settings” on Outgoing Mail Server, ensure they are configured as thus:

The image shows the 'Outgoing Mail Server' settings dialog. Under 'Logon Information', the radio button 'Use same settings as my incoming mail server' is selected. The 'Log on using' radio button is unselected. Below it are fields for 'Account name:' and 'Password:', with a checked 'Remember password' checkbox. The 'Log on using Secure Password Authentication' checkbox is unselected. At the bottom are 'OK' and 'Cancel' buttons.

## ***Expected Behavior - Mailing List***

### ***Global Aspects***

All Cowtown Vette mailing lists will be of the format:

ctv- [listname]@ctv.gotdns.org

[listname] is the actual name of the list, and a list contains (usually) one or more email addresses.

### ***Current Lists on the Server***

The current lists are below. On the left is the name of the list, on the right is the email address that will be used for the list.

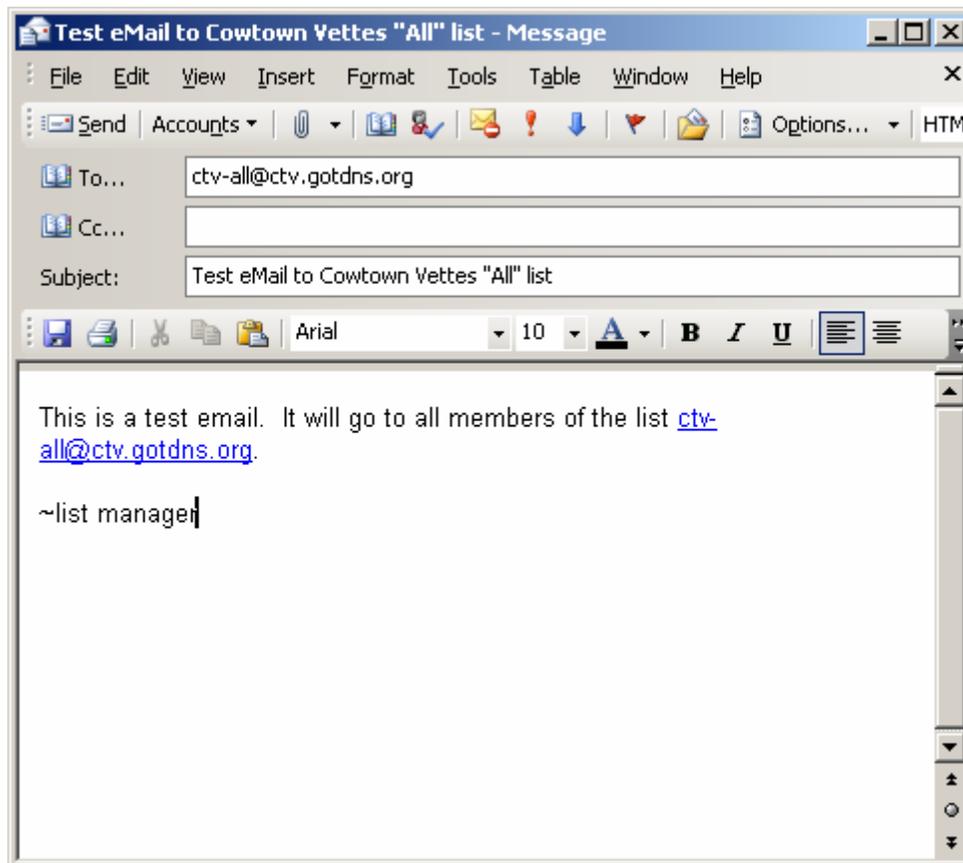
<b>List Name</b>	<b>Internet Address for List</b>
All recipients	<a href="mailto:Ctv-all@gotdns.org">Ctv-all@gotdns.org</a>
Officers	<a href="mailto:Ctv-officers@gotdns.org">Ctv-officers@gotdns.org</a>
Committee members	<a href="mailto:Ctv-committee@gotdns.org">Ctv-committee@gotdns.org</a>
Directors	<a href="mailto:Ctv-directors@gotdns.org">Ctv-directors@gotdns.org</a>
Club Members	<a href="mailto:Ctv-member@gotdns.org">Ctv-member@gotdns.org</a>
Guests	<a href="mailto:Ctv-guest@gotdns.org">Ctv-guest@gotdns.org</a>

When you send an email to a list address, it will be delivered to each subscribed email address. The email header itself will display the actual list address as the "To" on the email header – and will not display the list members. This is a security feature intended to block spammers from obtaining list members individual email addresses.

## ***Sending eMail to a List***

To send email to one or more of the lists, simply use the list name in any of the email address fields. Each member of the list will receive the email at the email address that was used in the subscription, but the address line will only show the list address.

### **Example:**



# List Server – List Administration

## *Maintaining Mailing Lists*

This section deals with the actual creation and some of the maintenance functions of the mailing list software. First, all the mailing lists are administered by logging in as the mailing list owner. There are a set of mailing list commands to perform various functions, but much of this is one-time only in nature.

Prior to doing any mailing list administration, you must log in with the user id of 'ctv'. Once you log in, you should see a user prompt that looks like: “  
ctv@ctv:~> /”

## *Create Mailing List*

### **Command Syntax:**

```
/usr/local/bin/ezmlm/ezmlm-make ~/[listname] ~/.qmail-[listname]  
ctv-[listname] ctv.gotdns.org
```

Notes: [listname] is the name of the list. It will appear in email as ctv-[listname]@ctv.gotdns.org. Be aware of the spaces also.

To make a list called “all”, you will type the following command:

```
/usr/local/bin/ezmlm/ezmlm-make ~/all ~/.qmail-all ctv-all  
ctv.gotdns.org
```

## *Add User to a Mailing List*

### **Command Syntax:**

```
/usr/local/bin/ezmlm/ezmlm-sub ~/[listname] [subscriber-email]
```

To manually subscribe a user with a mailing address of “[me@mail.com](#)” to the list called all, the command would be:

```
/usr/local/bin/ezmlm/ezmlm-sub ~/all me@mail.com
```

## *Remove User from a Mailing List*

### **Command Syntax:**

```
/usr/local/bin/ezmlm/ezmlm-unsub ~/[listname] [subscriber-email]
```

To manually un-subscribe a user with a mailing address of "[me@mail.com](mailto:me@mail.com)" to the list called all, the command would be:

```
/usr/local/bin/ezmlm/ezmlm-unsub ~/all me@mail.com
```

## ***Find out who is subscribed to a Mailing List***

### **Command Syntax:**

```
/usr/local/bin/ezmlm/ezmlm-list ~/[listname]
```

To see who is subscribed to a list called "all", the command would be:

```
/usr/local/bin/ezmlm/ezmlm-list ~/all
```

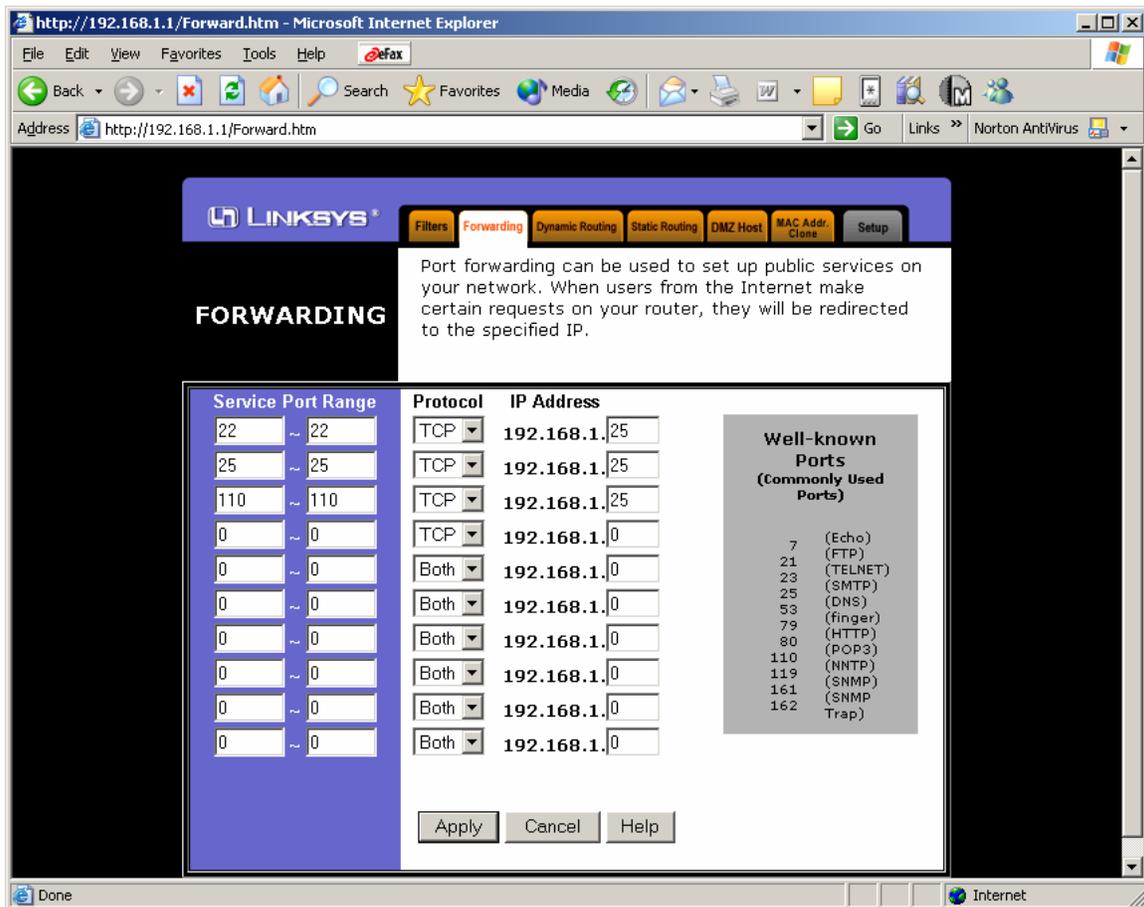
The result (if there were subscribers) would look something like:

```
ctv@ctv:~> /usr/local/bin/ezmlm/ezmlm-list ~/all  
chrism@ctv.gotdns.org  
Douglas.mcmahan@its.verizon.com
```

## Linksys (router) Settings

You will need to change your Linksys router to do some forwarding of traffic that it receives from the Internet.

Log into your router and proceed to the "**Advanced**" tab. Once on the Advanced settings, you need to choose the "**Forwarding**" tab. Change your router to match the settings in the screen shot below:



**TIP:** If you wish to use this machine as a webserver, then add a port 80 forward to the same IP address and ensure it is for TCP traffic only.

Click on "**Apply**" to save the new settings to the router.

Port 22 is for Secure Shell (SSH). This will allow authenticated users to get at the eMail server remotely, which we will use for management and etc.

Port 25 is for SMTP. This is the port that the email queues and services needs to have open from the Internet in order for email and list data to move correctly.

Port 110 is for POP (post office protocol). This will allow you to check email remotely.

**Note!** As mentioned in the behavior section, you cannot send outgoing email from a network other than 192.168.1.x, this is a security feature. If you attempt to do so it will be denied. You can do a resend once the computer is on your local network.

## Dynamic DNS

The Internet DNS name of the list server is: `ctv.gotdns.org`. This is a free DNS service which assigns an Internet DNS name to your Internet connection, making it available to the Internet should your network configuration allow access.

The main thing to understand with Dynamic DNS is that the IP must be re-registered or updated to the service approximately once a month. You will get reminder emails should you not re-register the IP address, until the time period runs out – in which case you might lose the DNS name.

To access the Dynamic DNS site, use the settings below.

### ***Settings***

ID:	dmcmaahan
Password:	dougma
Website:	<a href="https://www.dyndns.org/account/login.html">https://www.dyndns.org/account/login.html</a>

### ***Client Updates***

The client updates are done through software. DirectUpdate is the program we are going to use. It is no cost, and will be loaded on your Windows machine behind the same router that the computers sit behind.

DirectUpdate will automatically re-register your currently assigned IP address on a periodic basis. It polls automatically and once configured should never have to be touched. It is a good practice to re-run the software if your machine has been turned off for an extended period of time – just to ensure that the right IP address is registered.