

# IFC Technology Resource Packet

Prepared by: Technology Chairman, Darren Keringer (kdarren@bgnet.bgsu.edu)

Last modified: 9/20/04

## 1. Why use technology in your chapter?

- Communication
- Public Relations
- Recruitment

## 2. How can technology be used in your chapter?

- Email Listprocs
- Chapter websites
- Digital videos/pictures

## Listprocs

- A listproc is an email distribution that can be used to send emails to every person on a mailing list. Any email sent to <your-list-name>@listproc.bgsu.edu will be distributed to every person on the list.

### Obtaining a Listproc from BGSU:

- To obtain a listproc from BGSU Information Technology Services, fill out the form located at the following web address: <http://www.bgsu.edu/offices/its/listproc.html>

### Common Commands for Listproc Owners

- To send commands to change listproc settings, you must address an email to [listproc@listproc.bgsu.edu](mailto:listproc@listproc.bgsu.edu), NOT <your-list-name>@listproc.bgsu.edu. The commands will then be entered in the body of the message. Do not include a subject in the message.

#### To add a new subscriber to a list:

**add** <listname> <listpassword> <email address> <name>

#### To delete a subscriber from a list:

**quiet delete** <listname> <listpassword> <email address>

#### To remove an owner from a list:

**configuration** <listname> <listpassword> **remove-owners** <email address>

#### To add a new owner to a list

**configuration** <listname> <listpassword> **owners** <email address>

(The person being added as the owner must already be subscribed to the listproc)

#### Additional useful commands:

#### To receive a message with the current configuration:

**configuration** <listname> <listpassword>

### **To change the management password for the list:**

**configuration** <listname> <listpassword> **password** <new password>

To list the current subscribers:

**review** <listname> **sub**

### **Additional Information**

List Owner's Guide - <http://www.bgsu.edu/offices/its/tsc/pdf/listowner.pdf>

List Subscriber's Guide - <http://www.bgsu.edu/offices/its/tsc/pdf/listsub.pdf>

Support Email: [tsc@bgnet.bgsu.edu](mailto:tsc@bgnet.bgsu.edu)

## **Websites**

- A chapter website can be a great way to improve communication within the chapter (i.e.: posting calendars, having message boards). It can also be used as a recruitment tool. It can allow potential new members to see what your chapter is all about even before setting foot in your house.

- Every campus organization can obtain free web space from ITS. To request a web account, fill out the form located at the following web address:

<http://www.bgsu.edu/offices/sa/getinvolved/sowebreq.html>

- BGSU free web accounts have limitations on the different technologies that can be used on their servers. Some chapters opt to use a third party company to host their websites. One such company that offers a variety of web services is [www.canaca.ca](http://www.canaca.ca).

## **Additional Support for BGSU Information Technology Services**

Technology Support Center

129 Hayes Hall

419-372-0999

[tsc@bgnet.bgsu.edu](mailto:tsc@bgnet.bgsu.edu)

<http://www.bgsu.edu/offices/its/tsc/>

Publications

<http://www.bgsu.edu/offices/its/docs/index.html>

## **Useful Software Downloads**

Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>