How Moderator approves emails

• Log on to TellicoLife (TL) and click the My Profile button



• Then click on My Features button and then E-Lists.



Now click on the Elist you are moderating

Home	Clubs & Orgs	Events	Members Only	Links	Help	About Us		
My Community My Profile Connections My Reatures Inbox							Quick Links	
C. links								My Profile
E-IISTS								My Clubs
E-list Na	ame				Subscribed	Email De	livery	Membership Directory
Muddy	Boots				ON	ON		NV Member Search
TLife W	/G EList				ON	ON		View Calendar

Now click on the emails waiting for you approval

Messages	Members					M
goo						Member
Deat						NV Me
Post A	A New Message		Search Mess	ages	Search	Viev
Cubicat		Donding	a Author	Deplice	Created Date	
Subject		Pending	g Aumor	Replies	Created Date	Upcoming Ev
Please re	move	~	Robert Lehmann		07/27/2017 9:20 AM	Thu Jul 27, 2017
Confirmin	<u>ia er all</u>	~	<u>Susan Kirk</u>		07/26/2017 5:04 PM	<u>NV - Golf Scr</u>
Test	×	~	Jeannie Neary		07/26/2017 4:12 PM	Thu Jul 27, 2017 NV - Dining (
testing re	sponding to MH's email of 24th	~	Ellen Fox	8	07/26/2017 2:24 PM	Emporium
Muddy Bo	oots E-list is muddy boots@tellicolife.		<u>Marsha Herzoq</u>		07/24/2017 6:25 PM	Thu Jul 27, 2017 <u>NV - Behind</u>
5 •	Per Page of 5		Page 1 V of 1	First Pr	evious Next Last	Thu Jul 27, 2017 <u>HOA - HOA V</u>

As a Moderator you can view each email and decide to approve it (which will send it out to every member) or delete it.

Home	Clubs & Orgs	Events	Members Only	Links	Help	About Us	
Back	To E-lists						Quick Links
Muddy	Boots:: Muddy Boot	s Hiking Club					My Profile
							My Clubs
Mes	sages Members						Membership Direc
E	Back to Messages						NV Member Sear
							View Calendar
Pe	ending			Reply to M	Vessage	Delete Appr	ove
Pl	ease remove						Upcoming Events
or	07/27/2017 9:20 AN	И					Thu Jul 27, 2017 <u>NV - Golf Scramble at 1</u>
He	ello,						Category: Thu Jul 27, 2017
Pl	ease remove me fron	n the Muddy bo	oots email list.				<u>NV - Dining Out at Anns</u> Emporium
Th	anks,						Category:
Bo	ob Lehmann						Thu Jul 27, 2017
_							NV - Behind The Barn

Version notes:

Updated December 20. 2017

M Herzog

PDF Version is loaded to TellicoLife.