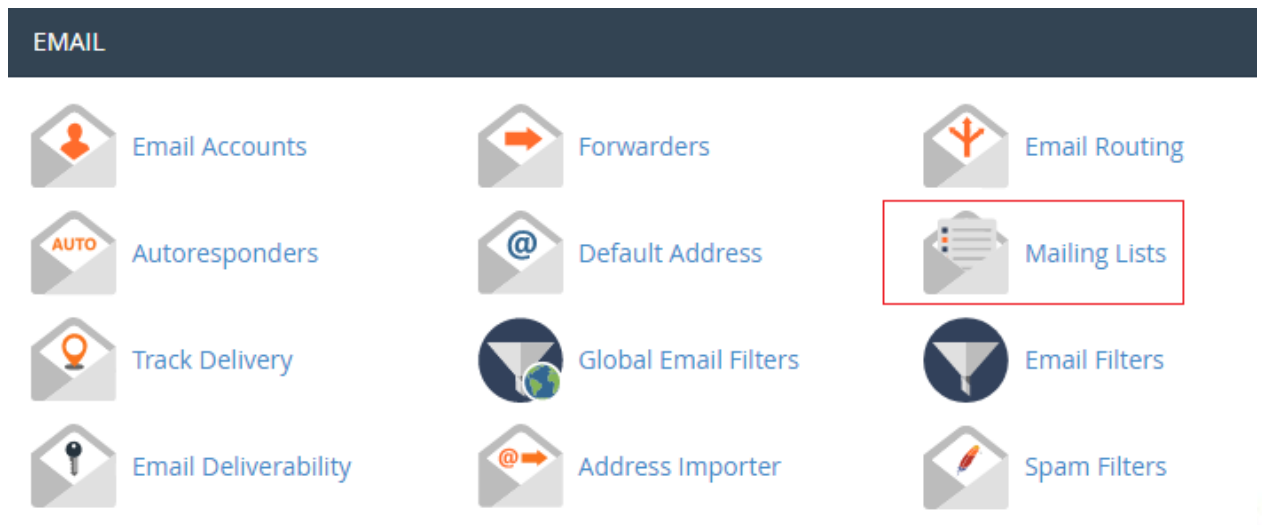


## I. THÊM USER VÀO MAILING LIST

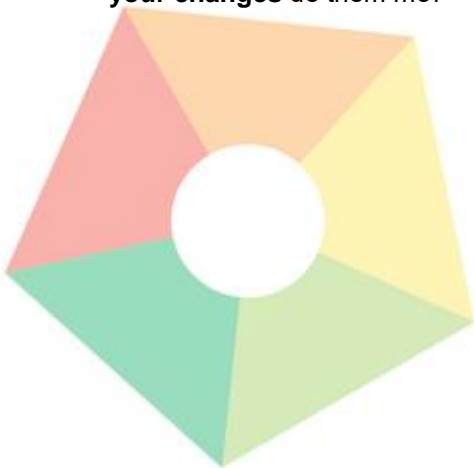
### 1. Vào mục **Mailing Lists**



### 2. Chọn **Manage**

List Name ▲	Usage	Access	Admin	Functions
all	11.34 KB	public	cado	<a href="#">Delete</a> <a href="#">Change Password</a> <a href="#">Manage</a> <a href="#">Delegation</a>
bandieuhanh@	2.18 MB	public	cado	<a href="#">Delete</a> <a href="#">Change Password</a> <a href="#">Manage</a> <a href="#">Delegation</a>
bantonggiamdac@	36.46 MB	public	cad	<a href="#">Delete</a> <a href="#">Change Password</a> <a href="#">Manage</a> <a href="#">Delegation</a>
hanhchanhnhansu@	34.26 KB	public	cado	<a href="#">Delete</a> <a href="#">Change Password</a> <a href="#">Manage</a> <a href="#">Delegation</a>

### 3. Chọn **Membership Management** >> **Mass Subscription** >> Nhập email vào ô text >> Nhấn **Submit your changes** để thêm mới



- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
  - [Membership List](#)
  - [\[Mass Subscription\]](#)
  - [Mass Removal](#)
  - [Address Change](#)
- [Non-digest options](#)
- [Digest options](#)

**Configuration Categories**

- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

**Other Administrative Activities**

- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Go to list archives](#)
- [Logout](#)

### Mass Subscriptions

Subscribe these users now or invite them?  Subscribe  Invite

Send welcome messages to new subscribers?  No  Yes

Send notifications of new subscriptions to the list owner?  No  Yes

Enter one address per line below...

```
email1@tenmien.com
email2@tenmien.com
email3@tenmien.com
email4@tenmien.com
```

...or specify a file to upload:  No file chosen

Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at least one blank line at the end...

## II. CẤU HÌNH MAILING LIST

- Vào [General Options] >> Maximum length in kilobytes (KB) of a message body. Use 0 for no limit >> nhập giá trị 0
- Vào [Privacy options](#) >> [Sender filters](#) >> Action to take for postings from non-members for which no explicit action is defined >> Chọn Accept

### THÔNG TIN LIÊN HỆ:

#### CÔNG TY TNHH ĐẦU TƯ THƯƠNG MẠI NGUYỄN HUY (Emsvn)

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