

# Ektron Website Quick Reference

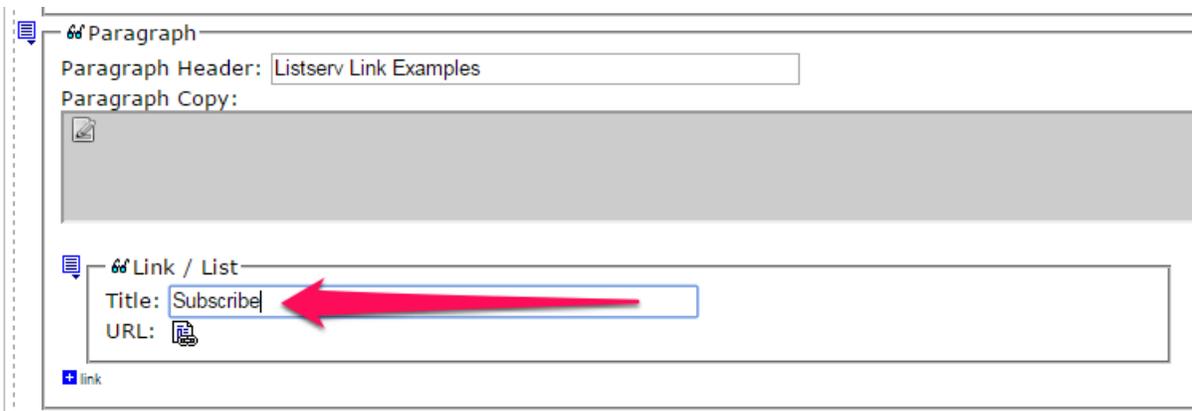
## Listserv Lists - Build Links to Subscribe/Unsubscribe

### Overview

Links to allow users to subscribe and unsubscribe from Listserv Lists must be built in a certain manner in order for the Subscribe and Unsubscribe information to automatically populate the user's email when the link is clicked.

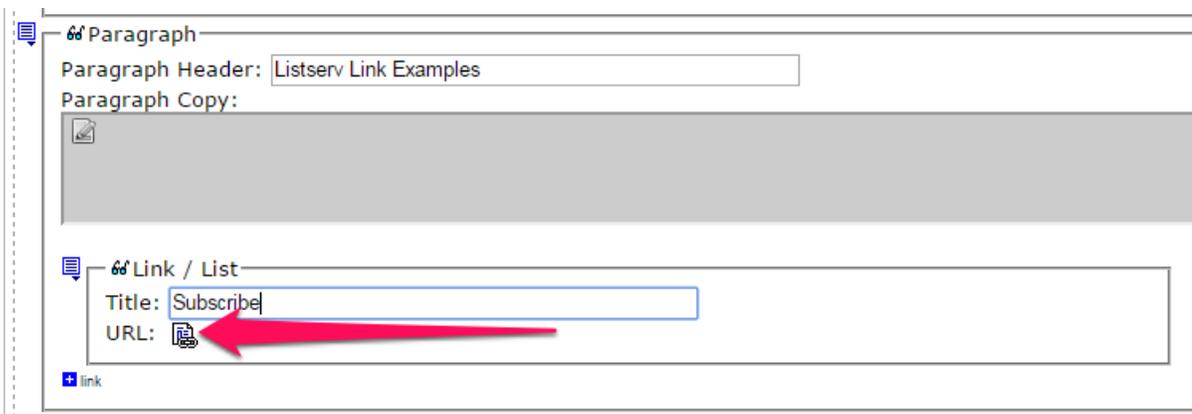
### Procedure – Subscribe Link Using Link / List Field

In the wokarea open the content block you want to add the link to. Enter the link title in a List / List Title field.



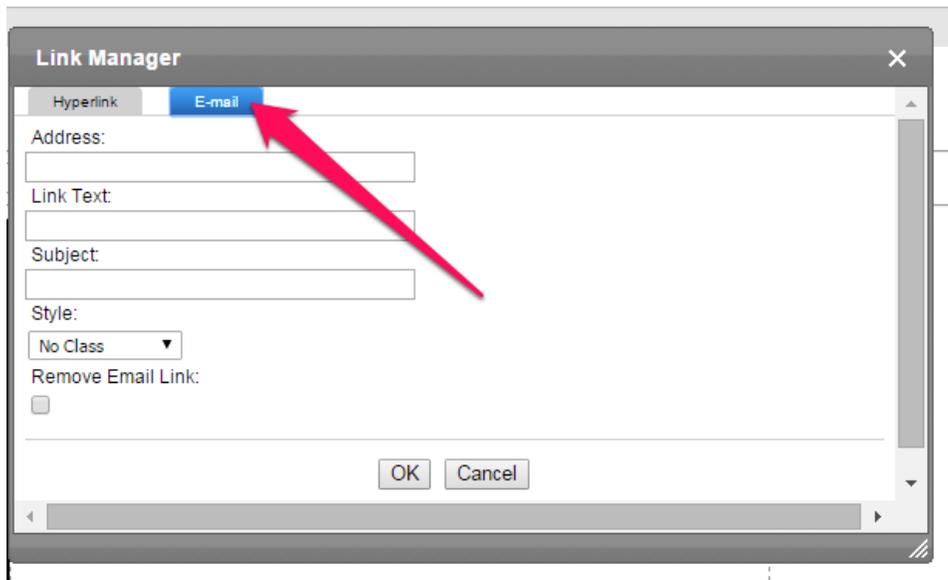
The screenshot shows the 'Link / List' configuration panel in the Ektron Wokarea. The 'Paragraph Header' is 'Listserv Link Examples'. The 'Paragraph Copy' area is a large grey rectangle. The 'Link / List' section has a 'Title' field containing 'Subscribe' and a 'URL' field with a document icon. A red arrow points to the 'Title' field.

Click the URL button.



The screenshot shows the 'Link / List' configuration panel. The 'Title' field contains 'Subscribe'. The 'URL' field has a document icon. A red arrow points to the URL button.

Click the EMAIL tab.



Using the code below replace the portions in Red with your listserv list information. After the second equal sign there should be a %20 in-between each word. %20 is the code for a blank space.

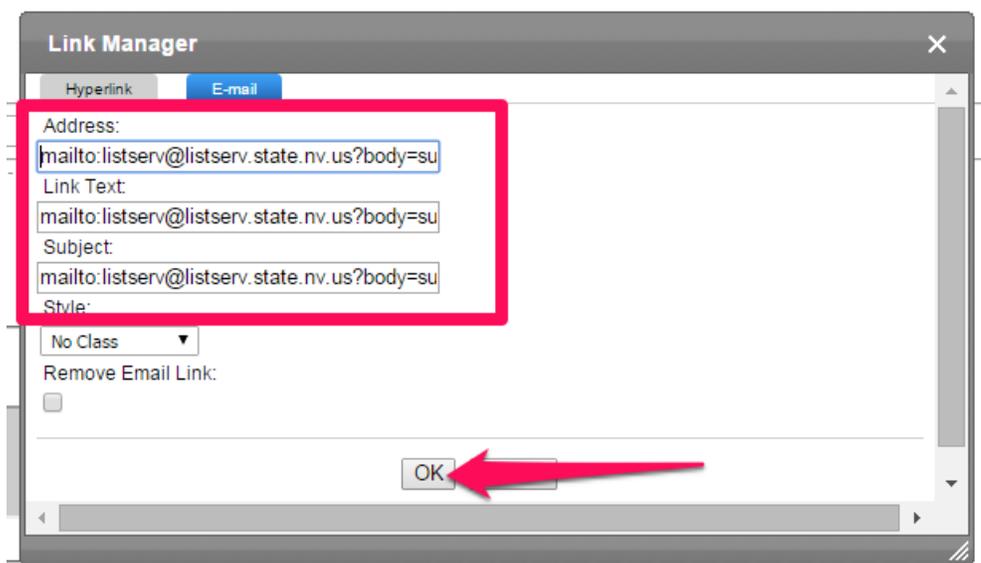
<mailto:listserv@listserv.state.nv.us?body=SUBSCRIBE%20cdphp&subject=Subscribe%20me%20to%20the%20Chronic%20Disease%20Prevention%20and%20Health%20promotion%20Listserv>

Where: *cdphp* is the actual name of the listserv list itself and the rest of the *red text* is a description of the list.

Ex: If my list's name is *EITStechList*..I would modify the code as shown below

<mailto:listserv@listserv.state.nv.us?body=SUBSCRIBE%20EITStechList&subject=Subscribe%20me%20to%20the%20EIT%20S%20Technology%20Listserv>

Enter the modified code into the ADDRESS, LINK TEXT & SUBJECT fields and click OK.



When the link is executed it will open the a new email with the following information automatically displayed:

From: StateWeb@admin.nv.gov

To: <mailto:listserv@listserv.state.nv.us>

Cc:

Subject: Subscribe me to the EITS Technology Listserv

1 2 3 4 5

SUBSCRIBE EITStechList

### Procedure – Unsubscribe Link Using Link / List Field

In the wokarea open the content block you want to add the link to. Enter the link title in a List /List Title field.

Link / List

Title: Subscribe

URL: [mailto:listserv@listserv.state.nv.us?  
body=subscribe%20EITStechList&subject=Subscribe%20me%20to%20the%20EITS%20Technology%20Listserv](mailto:listserv@listserv.state.nv.us?body=subscribe%20EITStechList&subject=Subscribe%20me%20to%20the%20EITS%20Technology%20Listserv)

Link / List

Title: Unsubscribe

URL:

link

Click the URL button.

Link / List

Title: Subscribe

URL: [mailto:listserv@listserv.state.nv.us?  
body=subscribe%20EITStechList&subject=Subscribe%20me%20to%20the%20EITS%20Technology%20Listserv](mailto:listserv@listserv.state.nv.us?body=subscribe%20EITStechList&subject=Subscribe%20me%20to%20the%20EITS%20Technology%20Listserv)

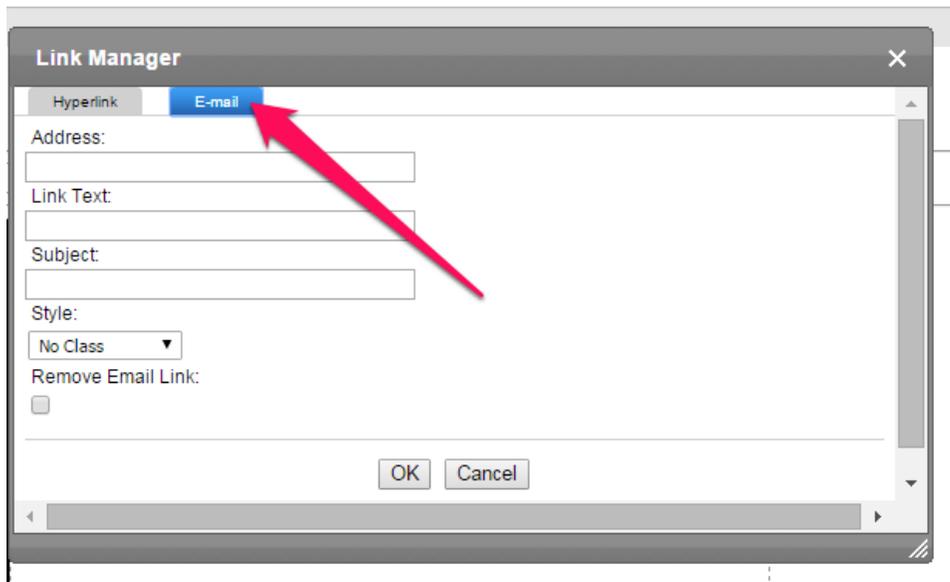
Link / List

Title: Unsubscribe

URL:

link

Click the EMAIL tab.



Using the code below replace the portions in Red with your listserv list information. After the second equal sign there should be a %20 in-between each word. %20 is the code for a blank space.

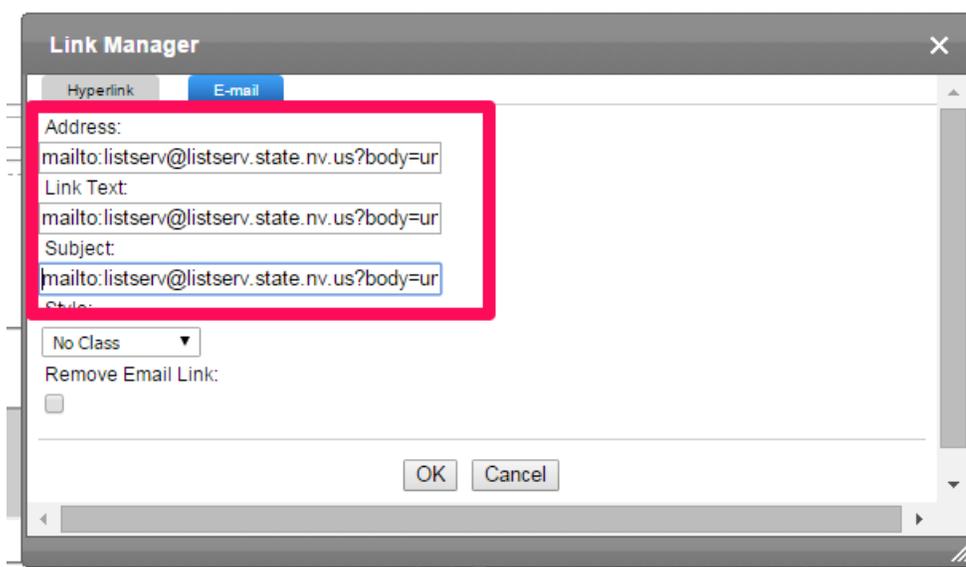
<mailto:listserv@listserv.state.nv.us?body=UNSUBSCRIBE%20cdphp&subject=Unsubscribe%20me%20from%20the%20Chronic%20Disease%20Prevention%20and%20Health%20promotion%20Listserv>

Where: *cdphp* is the actual name of the listserv list itself and the rest of the *red text* is a description of the list.

Ex: If my list's name is EITStechList..I would modify the code as shown below

<mailto:listserv@listserv.state.nv.us?body=UNSUBSCRIBE%20EITStechList&subject=Unsubscribe%20me%20to%20the%20EITS%20Technology%20Listserv>

Enter the modified code into the ADDRESS, LINK TEXT & SUBJECT fields and click OK.



When the link is executed it will open a new email with the following information automatically displayed:

The image shows a screenshot of an email composition window. The 'From' field is set to 'StateWeb@admin.nv.gov'. The 'To...' field contains the email address 'mailto:listserv@listserv.state.nv.us', with a red arrow pointing to it. The 'Subject' field contains the text 'Unsubscribe me to the EITS Technology Listserv', also with a red arrow pointing to it. Below the subject field is a horizontal ruler with markings from 1 to 5. The main body of the email contains the text 'UNSUBSCRIBE EITStechList', with a red arrow pointing to it. A 'Send' button is visible on the left side of the window.

These examples available at:

[http://it.staging.nv.gov/Sections/Application\\_Development/Web/Procedures/Listserv\\_List\\_Links/](http://it.staging.nv.gov/Sections/Application_Development/Web/Procedures/Listserv_List_Links/)