

Viewing Members

1. Log into <https://lyris.duq.edu> with your username/password
2. When at the Home screen for the list click on the **View** link for members

LYRIS ListManager

Home Members Content Segments Mailings Reports Utilities

List: live-test
Language: English
Login: admin

ListManager Home

1. Members:
• [New](#)
• [View](#)

2. Content:
• [New](#)
• [From Template](#)
• [View](#)

3. Segments:
• [New](#)
• [View](#)

4. Mailings:
• [New](#)
• [Need Approval](#)
• [View](#)

5. Reports:
• [Deliveries](#)
• [Tracking](#)
• [Members](#)

Shortcuts:
• [New List](#)
• [Discussion Forum](#)
• [List Settings Map](#)
• [Site map](#)
• [Help](#)

Mail sending is normal - there are no delayed or failed mailings
Normal members of 'live-test' as of 2006-03-20: 6

Mailing: 03/17/06 17:47:41 (id:9903) VIEW

Last Updated: 2006-03-20 03:20:00 Sender Name: John Astleford
Sent: 2006-03-17 17:47:43 Status: Completed

DETAIL OVERVIEW

| | # | % | Trend |
|---------------------|---|------|-------|
| Total Attempted: | 6 | — | — |
| Delivered: | 6 | 100% | — |
| Transient Failures: | 0 | 0% | — |
| Permanent Failures: | 0 | 0% | — |

| | | | |
|-----------------|---|----|---|
| Unsubscribes: | 0 | 0% | — |
| Forwards: | 0 | — | — |
| Referrals: | 0 | — | — |
| Survey Replies: | 0 | 0% | — |

| | | | |
|----------------|----|-----|---|
| Unique Opens: | 0 | 0% | — |
| Total Clicks: | 0 | — | — |
| Unique Clicks: | 0 | 0% | — |
| Transactions: | 0 | \$0 | — |
| Conversion: | 0% | — | — |

Shortcut to ?current_list=live-test

Internet

3. To edit any members click on their email address.