

Oracle Financial User Listserv/Majordomo Available

Financial Services & Education (FSE) is excited to partner with ITG to create a listserv named orfinusr (using the Majordomo software) for all Oracle Financial users. The listserv will be used to send out communications regarding financial and/or Oracle Discoverer issues. The listserv format will help us gain efficiency by reducing the effort needed to maintain and produce group lists and reduce the time it takes to get messages to all Oracle Financial Users.

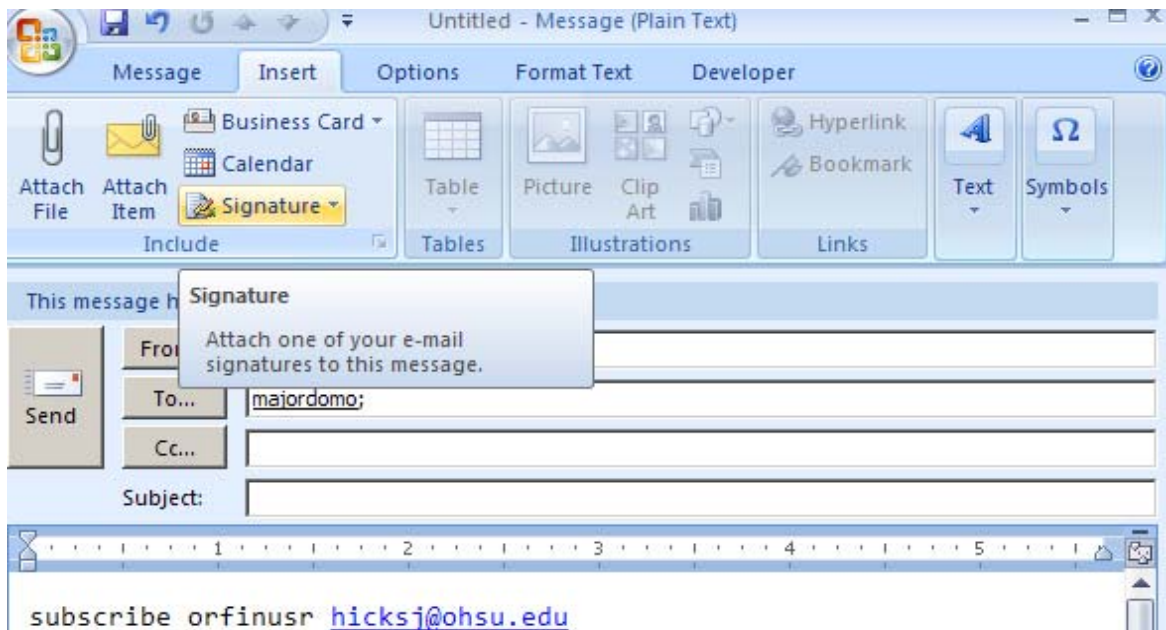
The initial orfinusr list will include all active Oracle Financial users and will be updated quarterly to account for individuals who have opted to unsubscribe. Employees with Oracle Financial responsibilities will be able to subscribe or unsubscribe at will by following the Instructions listed below. A screenshot is included to show what your email format may look like.

Subscribe:

1. Change your Outlook email setting to **plain text** from **HTML** by selecting Option from your menu then changing the setting.

Employees who have an auto signature set on their email account will need to highlight the whole body of the email and use Delete to remove the signature and the associated formatting before entering any commands.

2. Type the following commands in lower-case. When Outlook auto-corrects the case, put this back to lower case. When sending an email to majordomo, all commands in the message body should be in lower case. "Who" is not the same as "who" in majordomo.
3. Type "majordomo" in the To section.
4. Type "subscribe orfinusr your username@ohsu.edu" in the body of the email.



Unsubscribe:

1. Type "majordomo" in the To section.
2. Type "unsubscribe orfinusr your username@ohsu.edu" in the body of the email.

Other Troubleshooting:

- In some cases, you may need to disable a feature in Outlook that capitalizes the first letter of words. Here are the steps to do this:
 - On the Tools menu, click Options.
 - Click the Mail Format tab, and then click Editor Options.
 - Click Proofing, and then click AutoCorrect Options.
 - On the AutoCorrect tab, clear the check box for Capitalize first letter of sentences.

Action Successful Acknowledgement:

- You will be sent a "Help" message email from Majordomo that contains information for interacting with the Majordomo software.