

# ITU-R MAILING LISTS

ITU-R MAILING LISTS USER GUIDE (EDITION 2021-04)  
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## HOW TO SUBSCRIBE/UNSUBSCRIBE AND HANDLE ITU-R MAILING LISTS

## Introduction

Mailing lists are used by the various ITU-R working parties and their subordinate groups to facilitate work by correspondence between meetings. As there is no automatic subscription to the lists, you will need to request subscription to the lists yourself.

## Editorial note

This user guide is subject to be supplemented by further explanations if necessary.


## Prerequisites

- Only authenticated ITU users can view the list of mailing lists and request for subscription.
- You will be prompted to sign in if not yet authenticated.
- If you do not yet have an ITU user account, you are kindly requested to create one through the [ITU user account services](#) by selecting “I am a new user”, filling the requested fields, and following the instructions until the process completes.

## Display

Columns that require further clarification:

- ToR: Terms of reference
- Share: Access to the shared documents and files (share library)
- Conversation history: Access to the email exchanges archives (including attachments if any)

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<small>active   archived</small>							
<b>ACTIVE SUBSCRIPTIONS 1</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int <b>a</b>	ITU-R Working Party 4B (WP 4B)			 <b>b</b>	 <b>c</b>	
<b>PENDING SUBSCRIPTIONS 2</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b-aad@lists.itu.int	ITU-R Working Party 4B (WP 4B) - Acronyms, Abbreviations and Definitions	chairman : David Weinreich david.weinreich@globalstar.com				
<b>OPEN FOR SUBSCRIPTION 3</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b-cg-ngat@lists.itu.int	ITU-R Working Party 4B (WP 4B) - Correspondence Group on Next Generation Access Technologies	chairman : Fernando Carrillo Fernando.Carrillo@echostar.com				
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b-imt-adv-sat-eval@lists.itu.int	ITU-R Working Party 4B (WP 4B) - IMT-Advanced-Satellite evaluation					

1. Active subscriptions (appearing if any)
2. Pending subscriptions (appearing if any)
3. Open for subscription (appearing if any)

The following actions are restricted to subscribers only:

- a) send and receive emails
- b) access to the share library
- c) view conversation history

## Subscription process

Authenticated ITU users from ITU Member States, ITU-R Sector Members, Associates (to the relevant Study Group), and Academia, can subscribe to any ITU-R mailing lists with the status “open for subscription” as follows:

1. Click on the subscribe icon of the mailing list you want to subscribe to:

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>OPEN FOR SUBSCRIPTION</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					 Subscribe to 'rwp4b@lists.itu.int'

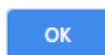
2. You will be prompted to confirm your subscription request:

Are you sure you want to subscribe to the mailing-list 'rwp4b@lists.itu.int'?



3. After confirmation, you will then be notified when the process is successfully completed:

You have successfully subscribed to the mailing-list 'rwp4b@lists.itu.int'!



Note: Please contact [brweb@itu.int](mailto:brweb@itu.int) in case of any unexpected error.

a) If you are an authenticated ITU user as mentioned above, and the mailing list is opened for subscription to all those authenticated ITU users, your subscription request will be automatically accepted, and the mailing list to which you have just subscribed will appear under "active subscriptions":

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>ACTIVE SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

b) Otherwise, your request will appear under "pending subscriptions" to be reviewed:

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>PENDING SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

A notification will be sent to you only once your subscription request has been approved or rejected:

- Your request has been approved:

Dear Delegate, your subscription to  
 - ITU > ITU-R > Study Groups > SG [x] (> WP [y]) > [mailing-list name]  
 has been approved.



- Your request has been rejected:

Dear Delegate, your subscription to  
 - ITU > ITU-R > Study Groups > SG [x] (> WP [y]) > [mailing-list name]  
 has been rejected.  
 Please contact [rsgmlists@itu.int](mailto:rsgmlists@itu.int) if you need further clarification.

Note: If your request is rejected, a contact email address ([rsgmlists@itu.int](mailto:rsgmlists@itu.int)) is mentioned in the notification if you need further clarification.

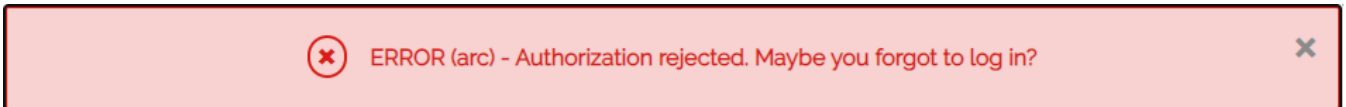
## Conversation history

You can access to email exchanges archives (including attachments if any) by clicking on the email icon of the relevant mailing list:

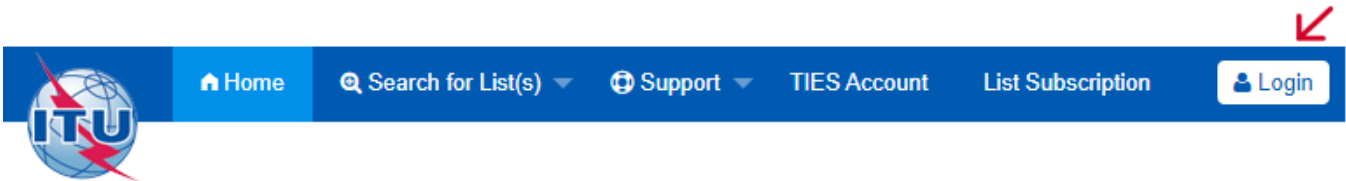
Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>ACTIVE SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

### Remark

As no single sign-on scheme has been applied to the mailing lists server, you will be prompted to sign in if not yet authenticated:



Close this message and click on the button “login” at the top right-hand corner:



Note: If you just became subscriber of the relevant mailing list, and you still get rejected after having signed in, this means your subscription has not yet been synced to the mailing list server, so you need to try again later.

### Conversation history sample

2020 01 02 03 04 05 06 07 08 09 10 11 12

2021 01 02 03 04 05 06 07 08 09 10 11 12

2021/03 2 mails

Chronological Thread << < page 1 / 1 > >>

Re: Test, vincent.paroz, 03/31/2021

RE: Test, Paroz, Vincent, 03/31/2021

## Sending messages

### New message

To draft/send a new message to subscribers of a mailing list, you can click on the mailing list email address of any of your active subscriptions from the column “mailing list” and the mail app set by default in your operating system will automatically be launched, or directly from your favorite email client (e.g. Outlook).

### Reply to a message

You can either reply from your favorite email client where you have received the message you want to reply to, or from the email exchanges archives (conversation history):

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>ACTIVE SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

## Share

You can access the shared documents and files (one share library per mailing list) by clicking on the folder icon of the relevant mailing list:

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>ACTIVE SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

## Unsubscribe process

1. Click on the unsubscribe icon of the mailing list you want to unsubscribe from:

Group	Mailing list	Title	Chairman/Rapporteur	ToR	Share	Conversation history	Subscribe/unsubscribe
<b>ACTIVE SUBSCRIPTIONS</b>							
ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					

Unsubscribe from 'rwp4b@lists.itu.int'

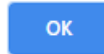
2. You will be prompted for confirmation:

Are you sure you want to unsubscribe from the mailing-list  
'rwp4b@lists.itu.int'?



3. After confirmation, you will then be notified when unsubscribe process successfully completed:

You have successfully unsubscribed from the mailing-list  
'rwp4b@lists.itu.int'!



Note: Please contact [brweb@itu.int](mailto:brweb@itu.int) in case of any unexpected error.

4. The mailing list you have unsubscribed from, will then move from “active subscriptions” to “open for subscription”:

**OPEN FOR SUBSCRIPTION**

ITU-R > Study Groups > SG 4 > WP 4B	rwp4b@lists.itu.int	ITU-R Working Party 4B (WP 4B)					
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Unsubscribe notification will be sent to you by email:

Dear Delegate, you have successfully unsubscribed from:  
- ITU > ITU-R > Study Groups > SG [x] (> WP [y]) > [mailing-list name]