

# Mailman:

## How to Administer Your List

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This document was created to serve as a quick reference guide for mail list managers at UCI. It will illustrate a few of the common tasks that people who “own” a list will need.

When the list was created and you were assigned ownership of the list you should have received an automatically generated message letting you know what your administrative password is, as well as directing you to the URLs needed to manage the list through your browser. If you did not keep this note and do not know the password for your list then you will need to contact the OIT help desk to have it reset. Contact the OIT help desk for this assistance at 824-2222.

**For a list of publicly viewable lists on the server:**  
<http://maillists.uci.edu/mailman/listinfo>

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## Quick Study

# Tutorial

### Accessing your list management screen

1. Open your browser to — <https://maillists.uci.edu/mailman/admin/Yourlist>
2. Type in your administrator’s password
3. Click the button, “Let me in...”

List Administrator Password:

### General Options

Once your password is accepted you will be shown the **General Options** section for your list and will also see a listing of the other categories of settings that are available.

For all of these categories you will be able to make changes using your browser, but the changes will not go into effect until you go to the bottom of the screen and click “*Submit Your Changes*”. Changes will then be immediately put into effect.

**Remember: Always click the “Submit Your Changes” button at the bottom of the screen to affect your settings.**

### General Options

The General Options Section opens after you enter your password.

### The list admin’s e-mail address

This field should contain the e-mail address of the list administrator. You may wish to add a few other colleagues to act as admins with you. Whoever is listed here will receive all administrative e-mails generated by the server as well as any requests that require approval (Postings to moderated lists or requests to subscribe to private lists).

### A terse phrase identifying this list

This is useful because it appears in two places: 1) on the general listinfo page showing all of the lists hosted by UCI Mailman and 2) in the header of all messages sent through the list itself. It is best kept short.

### An introductory description

This information will be included at the top of the information page for this list. In cases where the listinfo page is used to entice people to join the list you would want to use this field to provide a detailed description of the purpose and nature of the list. We ask that all list managers put in an introductory description of the purpose of their list.

### List-specific text prepended to new-subscriber welcome message

When new users join your list, or when they are added by the list manager, they receive a welcome note. The text you put in this box will be added to the generic note so that you can let them know about specific things related to your list.

### Text sent to people leaving the list

This is your last chance to get a word in when people leave your list. If you are running a list where participation is mandatory (such as a course) you may want to include something in this area to let them know that they should not be leaving the list.

### To Change The Administrator Password

The opportunity to change your Admin password is located at the bottom of the General Options screen. If you decide to change your password, be sure to share this information with the other list Admins (if there are others).

## Member Management

This Membership Management Section allows you to add or remove an individual from your mail list.

### Removing a member from your list

- In the Membership Management screen, scroll to the line with the e-mail address of the person that you would like to remove.
- To unsubscribe them, click the “unsub” checkbox next to their address.
- Scroll to the bottom of the screen and click the “Submit Your Changes” button.

### Add a member to your list

Mailman allows you to add people to your mail list.

- Scroll down to the bottom of the screen to the area labeled “Mass Subscribe Members”.
- Type the address of the individual that you would like to add into the text box. If you would like to add more than one person, enter each address on a separate line.
- If you would like to send a welcome message to the new members then make sure that the “yes” button is checked. This will send the new members their password and list configuration instruction.
- Scroll to the bottom of the screen and click the “Submit Your Changes” button.

## Privacy Options

**Privacy options... Section**

| Configuration Categories   | Other Administrative Activities   |
|--|---|
| <ul style="list-style-type: none"> <li>• <a href="#">General Options</a></li> <li>• <a href="#">Passwords</a></li> <li>• <a href="#">Language options</a></li> <li>• <a href="#">Membership Management...</a></li> <li>• <a href="#">Non-digest options</a></li> <li>• <a href="#">Digest options</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>Privacy options...</b> <ul style="list-style-type: none"> <li>◦ <a href="#">[Subscription rules]</a></li> <li>◦ <a href="#">Sender filters</a></li> <li>◦ <a href="#">Recipient filters</a></li> <li>◦ <a href="#">Spam filters</a></li> </ul> </li> <li>• <a href="#">Bounce processing</a></li> <li>• <a href="#">Archiving Options</a></li> <li>• <a href="#">Mail&lt;=&gt;News gateways</a></li> <li>• <a href="#">Auto-responder</a></li> <li>• <a href="#">Content filtering</a></li> <li>• <a href="#">Topics</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Tend to pending moderator requests</a></li> <li>• <a href="#">Go to the general list information page</a></li> <li>• <a href="#">Edit the public HTML pages and text files</a></li> <li>• <a href="#">Go to list archives</a></li> </ul> <p>• <a href="#">Logout</a></p> |

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

**Privacy options...**

This section allows you to configure subscription and membership exposure policy. You can also control whether this list is public or not. See also the [Archival Options](#) section for separate archive-related privacy settings.

| Description   | Value  |
|---|--|
| <i>Subscribing</i>  |  |
| Advertise this list when people ask what lists are on this machine?<br><a href="#">(Edit advertised)</a>  | <input type="radio"/> No <input type="radio"/> Yes   |
| What steps are required for subscription?<br><a href="#">(Details for subscribe policy)</a>   | <input type="radio"/> Confirm<br><input type="radio"/> Require approval<br><input type="radio"/> Confirm and approve |
| Is the list moderator's approval required for unsubscription requests? ( <i>No is recommended</i> )<br><a href="#">(Details for unsubscribe policy)</a> | <input type="radio"/> No <input type="radio"/> Yes   |

## requests

As the manager of your list, Mailman will be communicating with you from time-to-time via email. For example, if you have set your Privacy Options so that you have a moderated list, Mailman will send you messages asking you to take care of it.

Items that are being held in review will appear in this section for your review. (See - *Must posts be approved by administrator*) As the list administrator you have four actions available on this screen.

- **Defer:** leave it for a later time or for another list administrator to look at.

- **Approve:** forward the item to list members.

- **Reject:** the original poster will be sent notification of the rejection along with the explanation you provide in the box. Or you may leave no explanation.

- **Discard:** no notification of the rejection will be sent to the poster. This is particularly useful for spam.

*The settings you make in this section help in preventing spam and subscription abuse.*

### What steps are required for subscription

As administrator, you can prevent people from joining your list without your explicit approval.

- Scroll down to the second field, labeled “What steps are required for subscription?”
- Set the option to “require approval” or “confirm + approval”.
- Scroll to the bottom of the screen and click the “Submit Your Changes” button.

Future subscription requests will cause Mailman to send you an e-mail message telling you that someone has tried to join your list. Go to the URL in the message and then use the on-screen form to accept or reject their request. (See next section, *Tend to pending administrative requests*).

### Must posts be approved by an administrator

This setting defines the list as “moderated” or “unmoderated”.

If set to yes, postings are held and the administrator is notified of their existence. As administrator, you must then approve or reject postings via the web interface.

If set to “no”, postings to the list are immediately delivered to the members.

### Restrict posting privilege to list members

Under nearly all circumstances this should be set to “yes.” This restriction will cause mailman to hold for administrative review all posts to the list that do not originate from a list member. Setting this to yes prevents you from being spammed by people who manage to get a hold of your list address.

## Tend to pending administrative

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