

Mailman List Administrators Quick Reference Guide

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How do I change settings and manage my mailing list?

The settings for mailing lists are managed through the Mailman administrator web pages. To access these pages, you will need to know the name of your list (the portion before the @mailman.ils.edu) and the list password. Simply append the name of the list to the end of the URL in your address bar similar to the following:

<http://mailman.ils.edu/mailman/admin/listname>

How do I add subscribers to my list?

To add subscribers to your list:

1. Log in to the list's administration page at

<http://mailman.ils.edu/mailman/admin/listname>

- where **listname** is replaced with the actual name of your list and the password is your list administrators password.
2. Go to the **Membership Management** section.
3. Go to **Mass Subscriptions**.
4. Select the option of subscribing addresses or inviting them to subscribe.
5. Choose whether or not to send notifications of new subscriptions to the list owner.
6. After choosing your preferred options, enter the email addresses (one per line) in the box provided. Alternatively, you can also choose to upload a file that contains your subscribers. The file must be plain text, one email address per line.
7. If you want to include additional text to be added to the top of your invitation or the subscription notification (welcome message), include it in the box provided. The text will be added above any custom text specified in the welcome_msg setting under **General Options**.

8. When finished, click the "**Submit Your Changes**" button.

How do I remove subscribers from my list?

To remove one or more addresses from your list:

1. Log in to the list's administration page at

<http://mailman.ils.edu/mailman/admin/listname>

where **listname** is replaced with the actual name of your list and the password is your list administrator password.

2. Go to the **Membership Management** section.
3. Click in the box in the first column (the "unsub" column) next to the address of each subscriber you want to delete.
4. When finished, click the "**Submit Your Changes**" button.

OR

1. Log in to the list's administration page at

<http://mailman.ils.edu/mailman/admin/listname>

where **listname** is replaced with the actual name of your list and the password is your list administrator password.

2. Go to the **Membership Management** section and then to the sub-category **Mass Removal**.
3. Choose whether or not to send acknowledgement of the removal to the user being removed.
4. Choose whether or not to send a notification of the removal to the list owner.
5. Enter the email addresses you want to remove (one per line) in the box.
6. When finished, click the "**Submit Your Changes**" button.

How do I prevent unwanted persons from joining my list?

At the top of your list administrator page, click the link for "**Privacy Options**." The first section of privacy options deals with subscriptions. In the section labeled "***What steps are required for subscription?***", use either the "**Require Approval**" option or the "**Confirm and Approve**" option. With those options, each time someone attempts to subscribe to your list, an email will be sent to you with instructions on how to proceed.

How can I minimize the amount of spam sent to my list?

One easy step that can be taken to cut down on spam is to not advertise the list. This is good for lists that have a known, limited list of people who should be subscribed to it. To set this option, at the top of your list administrator page, click the link for "**Privacy Options**." On the Privacy Options page, use the option "***Advertise this list when people ask what lists are on this machine?***" to hide or publicize the list.

My list gets a lot of spam. How can I discard it automatically?

Automatic discarding of emails carries a risk that some legitimate emails may get discarded. For this reason, the options which automatically discard emails should be set with great care. One method that can be used for mailing lists which should only receive messages from LLS addresses is to discard all messages from addresses that aren't @lls.edu. To do this:

1. Log in to the list's administration page at

<http://mailman.lls.edu/mailman/admin/listname>

where **listname** is replaced with the actual name of your list and the password is your list administrator password.

2. Go to "**Privacy Options**" section and then the sub-category "**Sender Filters**".
3. In the section labeled "**List of non-member addresses whose postings will be automatically discarded**", enter the following text exactly:

^.+@(?!lls.edu\$)

4. In the section labeled "**Should messages from non-members, which are automatically discarded, be forwarded to the list moderator?**" we recommend "Yes" be selected (this notifies you of discarded emails but doesn't require you to take action).
5. When finished, click the "**Submit Your Changes**" button.

How can I get a text list of who is subscribed to my mailing list?

Send an email to "listname-request@mailman.lls.edu" with a subject of "**who listpassword**" where **listname** is the name of your list and listpassword is the administrator password for the list.