Mailman Mailing Lists

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What is a Mailing List

1. The Mailman mailing list is software designed to manage mail discussion and/or e-newsletter lists. It allows a number of people to communicate between each other by sending e-mail to the mailing list address which in turn distributes the message to all members. The Mailman mailing list is useful for such instances as communicating between a professor and his class or members of a department. A list user manual is available at http://www.list.org/mailman-member/index.html

Setting Up a Mailing List on Mailman

1. In order to have a mailing list created, a work order must first be called into the Faculty/Staff Computer Help Desk (ext. 2692.)
2. The following information must then be provided to the Faculty/Staff Computer Help Desk so a proper work order can be placed.
   - The name of what your mailing list will be called.
   - The e-mail address of the person who will be the administrator of the mailing list.
3. With the above information, the Mailman Mailing List Admin will then create your new mailing list and an e-mail will be sent to the e-mail address provided above, which will look similar to the screenshot below:

Web page for Admin login

Web page for users of mailing list
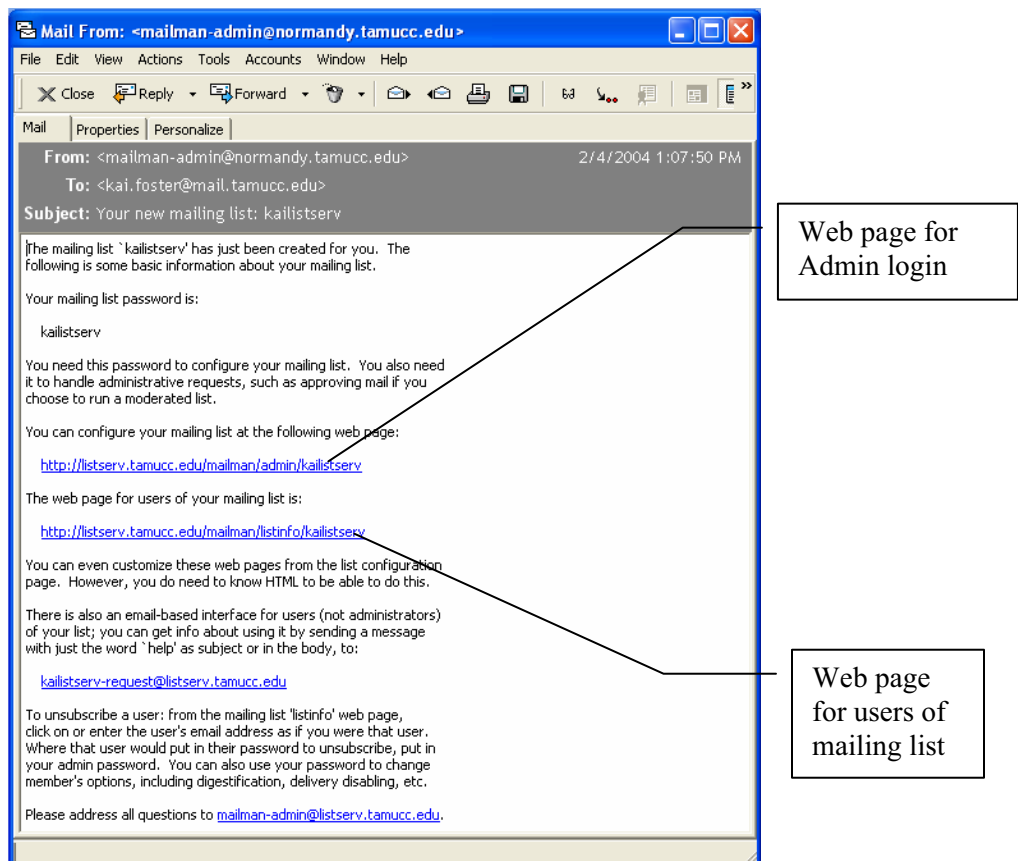
4. If you do not receive this e-mail from mailman-admin@listserv.tamucc.edu
   please contact the Faculty/Staff Computer Help Desk (ext. 2692).

Logging into Administrator Interface

1. To access the Admin options for your mailing list, you must first login to the mailing list as the Admin.
2. To reach the Admin login page go to listserv.tamucc.edu and select your mailing list. At the bottom of the main page of your mailing list there will be an option for administrative interface.
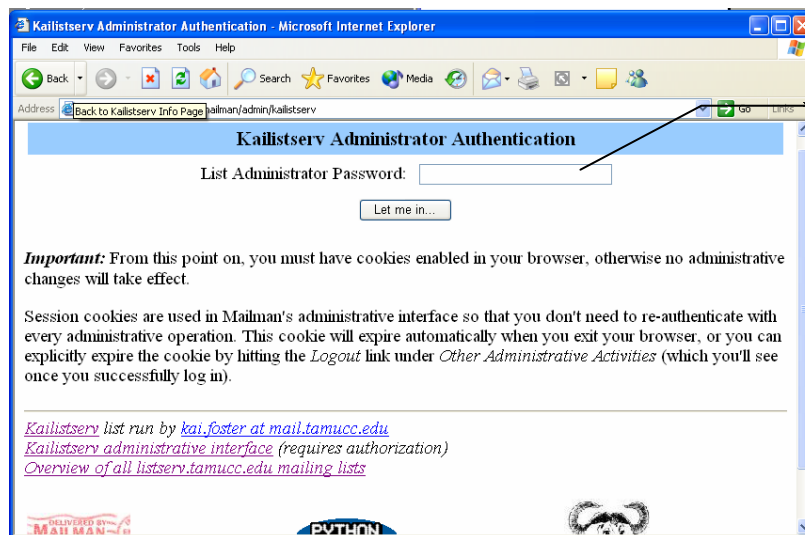
3. If your password does not work, then contact the Faculty/Staff Computer Help Desk at (2692), otherwise once you login you will see the general options page. From here all Admin activities can be performed. Each one of these options in the picture below will be covered in detail in the following pages.
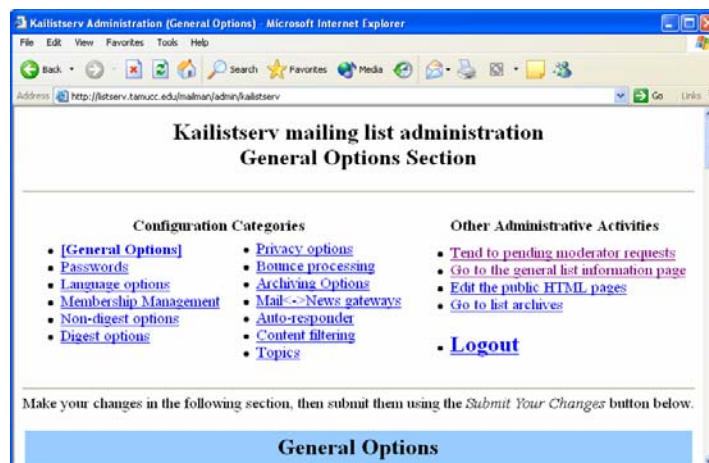
General Options

1. The general options page shows basic list characteristics that can be set including behaviors and descriptive information of the mailing list.

2. The general options can be altered and then saved, by scrolling down and selecting the **Submit Your Changes** button at the bottom of the page. If a user requires more detailed information about each characteristic, the **details** link can be selected to reveal more information about a subject.

Passwords

1. The password category is where the Admin user is able to change the Admin password. It can be reached by selecting **Passwords** on the configuration categories area of your mailing list. It is also possible to create and change a moderator password. The moderators have limited permissions, unlike the list Admin and are only able to tend to pending administration requests, including approving or rejecting held subscription requests, as well as disposing of held postings.

Admin password field
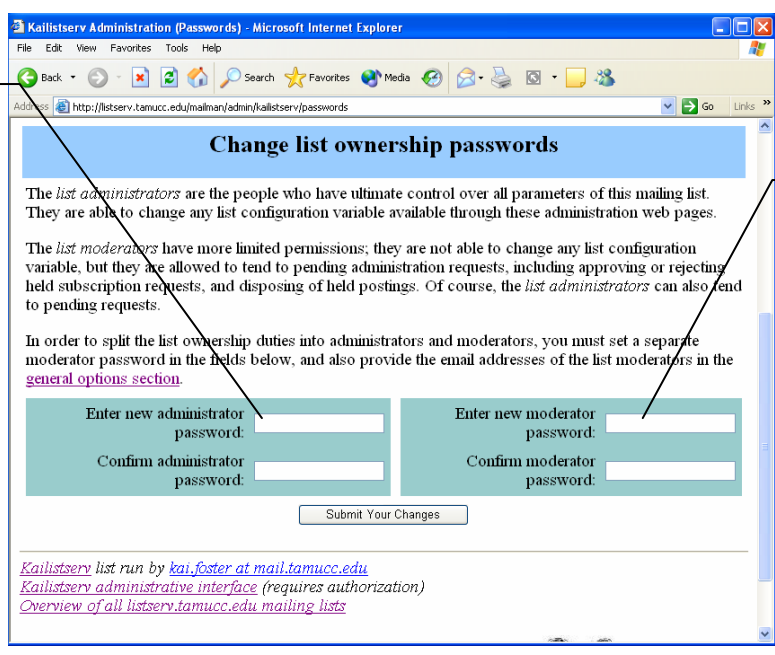
Moderator password field

Language Options

1. This is where the default language is set for the mailing list. The language options may be reached by selecting **Language options** on the configuration categories area of your mailing list. The number of languages that are supported by the mailing list may be changed so that users can have the option to select their own preference, however all other actions will be conducted via the default language.
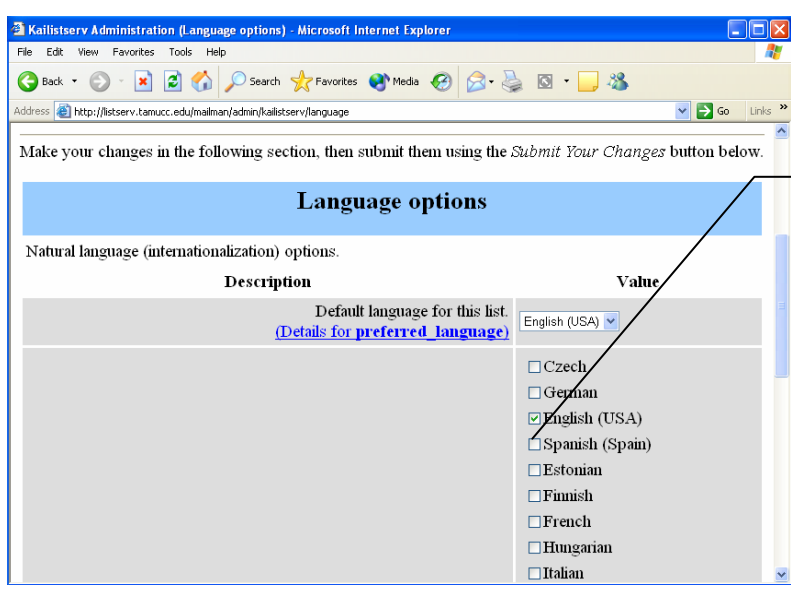
Check boxes to add supported languages

Membership Management

1. The membership management options allow the Admin user to add/remove users from the mailing list and adjust the custom settings for each user. **Membership Management** can be reached under the configuration categories area of your mailing list, as well as the membership management sub-options.

Membership List

1. The membership list shows all current users that are subscribed to the mailing list, along with the options that are set for each.
2. The list Admin has the ability to modify any of the options for each user by simply checking or unchecking the boxes for each feature, then clicking on "Submit Your Changes."
3. The description of each feature is listed under the "**Click here to include the legend for this table**" link and also discussed below:
   - **unsub** -- Click on this to unsubscribe the member
   - **mod** -- The user's personal moderation flag. If this is set, postings from them will be moderated, otherwise they will be approved
   - **hide** -- Is the member's address concealed on the list of subscribers
   - **nomail** -- Is delivery to the member disabled? If so, an abbreviation will be given describing the reason for the disabled delivery:
     1. **U** -- Delivery was disabled by the user via their personal options page.
     2. **A** -- Delivery was disabled by the list administrators.
     3. **B** -- Delivery was disabled by the system due to excessive bouncing from the member's address.
     4. **?** -- The reason for disabled delivery isn't known. This is the case for all memberships which were disabled in older versions of Mailman
   - **ack** – Does the member get acknowledgements of their posts
   - **not metoo** – Does the member want to avoid copies of their own postings
   - **nodupes** -- Does the member want to avoid duplicates of the same message
   - **digest** -- Does the member get messages in digests? (otherwise, individual messages)
   - **plain** -- If getting digests, does the member get plain text digests? (otherwise, MIME)
   - **language** – Language preferred by the user.

Link for more information on each option
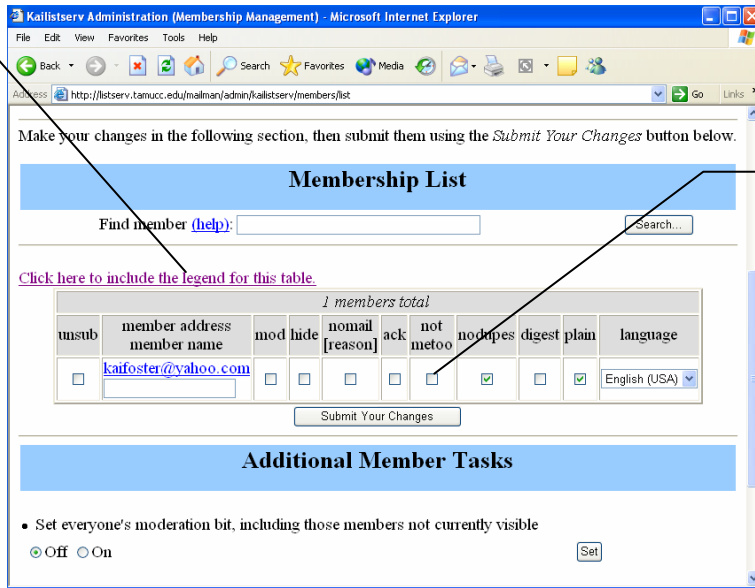
Options for each user

Mass Subscription

1. The mass subscription option allows you to add users to the list by simply typing in each e-mail address that you wish to add on a separate line.
2. To send the new members their password and list configuration instructions, make sure the **Yes** button is selected on the send welcome message option.
3. You may also add additional text to the subscription notification received by the user in the text box below the add address box.

Have "Yes" always selected

Area to add additional text to subscribe message

Add e-mail addresses here to subscribe them

Mass Removal

1. The mass removal option allows an Admin to remove any or all of the users from the mailing list. Simply type the e-mail address of each user you wish to remove on a separate line. You may also choose whether or not to send a message to the user and notify the list owner (Admin) that the user has been unsubscribed.

Enter e-mail addresses here to remove users

Non-Digest Options

1. These options will affect the regular mail which is immediately sent to each individual member of the list. The **Non-Digest Options** may be reached from the configuration categories area of your mailing list.
2. The first option will designate if each user is able to choose normal mail traffic or a digest version. If this option is set to **No**, subscription will only be available as digest.
3. The next two options allow an Admin to set a uniform header and footer to all e-mail going through the mailing list. The default footer has the list name, address and a URL that users can reach to access their options for the mailing list.

Area to add footer, (default footer shown)

Area to add a header to each message

Non-digest options

Policies concerning immediately delivered list traffic.

Description	Value
Can subscribers choose to receive mail immediately, rather than in batched digests? (Edit nondigestable)	○ No ⦿ Yes
Header added to mail sent to regular list members (Details for msg_header)	
Footer added to mail sent to regular list members (Details for msg_footer)	%(real_name)s mailing list %(real_name)s@%(host_name)s %(web_page_url)slistinfo%(cgiext)s/%(_internal_name)s

Digest Options

1. The Digest options will affect how the mailing list will handle messages that are being sent to the users in the form of a digest. The **Digest Options** may be reached by selecting them from the configuration categories area of your mailing list.
2. The first option in the digest menu will allow the Admin to set whether or not users will be allowed to receive mail in the form of a digest. If **No** is selected, mail will be sent immediately to each registered user due to the fact that users will not be able to select the digest option.

Description	Value
Can list members choose to receive list traffic bunched in digests? (Edit digestable)	○ No ⦿ Yes

3. The next option sets the default delivery mode for each user. The Admin may either set it to **regular** in which users will receive mail immediately, or **digest**.

Which delivery mode is the default for new users? (Edit digest_is_default)	⦿ Regular ○ Digest

4. You may set the format that users receive the digests in. **Plain** will send plain text digests. **MIME** will cause the mailing list to send digests as a multipart MIME message as appropriate for the content contained in the digest.

When receiving digests, which format is default? (Edit **mime_is_default_digest**)	⦿ Plain ◯ MIME

5. The Admin also has the option to set the size of the digest to be delivered to each user. It is advisable to have it set to a reasonable size, so as to prevent digests from containing too many messages. It is recommended to keep the default setting.

How big in Kb should a digest be before it gets sent out? (Edit **digest_size_threshhold**)	30

6. For low traffic mailing lists, it is advisable to send the digest out each day even though the size threshold has not been reached. If this option is set to **Yes** the digests will be sent out everyday at noon, which is the default of each list. To change the time at which a digest goes out, the system admin will need to be contacted.

Should a digest be dispatched daily when the size threshold isn't reached? (Edit **digest_send_periodic**)	◯ No ⦿ Yes

7. The Admin of each mailing list may also add a uniform header to every digest that is sent out through the mailing list.

Header added to every digest (Details for **digest_header**)	

8. Every digest that goes through each mailing list may also have a uniform footer added to it. By default, the footer will display the list name, list address and the URL that users can go to in order to view their settings and the mailing list information.

Footer added to every digest (Details for **digest_footer**)	_____ %(real_name)s mailing list %(real_name)s@%(host_name)s

9. Each mailing list Admin may specify when a new digest volume is started. If the mailing list experiences a large amount of traffic, it may be advisable to reduce this setting to a shorter timeframe. The default setting for a new digest volume is **monthly**.

How often should a new digest volume be started? (Details for **digest_volume_frequency**)	◯ Yearly ⦿ Monthly ◯ Quarterly ◯ Weekly ◯ Daily

10. You may force the mailing list to start a new volume by selecting the setting displayed below. This will perform an instance action, but will not change the permanent state of the mailing list.

Should Mailman start a new digest volume? (Details for **new_volume**) *Note:* setting this value performs an immediate action but does not modify permanent state.	⊙No ○Yes

11. The mailing list can also be instructed to send a digest immediately, even though the size threshold has not been reach or the time of day to send the digest out has not been met.

Should Mailman send the next digest right now, if it is not empty? (Edit **send_digest_now**) *Note:* setting this value performs an immediate action but does not modify permanent state.	⊙No ○Yes

Privacy Options

1. This section allows an Admin to configure certain privacy settings which can help to prevent spam entering the mailing list, exposure of list information to non-subscribers and abuse of a user's subscription to the mailing list. **Privacy Options** and its subsections below may be reached by selecting each from the configuration categories area of the mailing list.

Subscription Rules

1. This section allows the Admin of the mailing list to configure membership exposure policy and subscription. You may also control whether the list is public or not.
2. By default people not part of the list may be able to see the list available by visiting http://listserv.tamucc.edu. If you wish the mailing list to not be included, you may select **No** under the advertise option.

Advertise this list when people ask what lists are on this machine? (Edit **advertised**)	○No ⊙Yes

3. The list Admin may select what steps are required for a subscription request to be approved, thus adding the person requesting access to the mailing list.

- **Confirm** – When the mailing list receives a subscription request, a message will be sent back to the e-mail address of the person requesting access. This message will include a unique request number the new member will have to reply to (without modifying anything) in order to become an active user of the mailing list.
- **Require Approval** – When a subscription request is sent to the mailing list, the Admin will be notified via e-mail to inform them that a person is requesting access to the mailing list. The e-mail received by the Admin will include a URL which will direct them to the request and allow them to approve or deny it.
- **Confirm and Approve** – This option will include both of the above mentioned settings.

What steps are required for subscription? (Details for **subscribe_policy**)	⦿ Confirm ○ Require approval ○ Confirm and approve

4. When a user is requesting to unsubscribed to the mailing list, it may be either automatically approved or approval must be granted by the Admin for the user to unsubscribe.

Is the list moderator's approval required for unsubscription requests? (*No* is recommended) (Details for **unsubscribe_policy**)	⦿ No ○ Yes

5. You as the Admin of the mailing list may also choose to ban certain addresses from membership to the mailing list. If an address is placed here, it is banned outright with no further moderation required.

Place addresses here, one on each line to ban

List of addresses which are banned from membership in this mailing list. (Details for **ban_list**)	

6. The list of subscribers to the mailing list may be set to various levels of security. The list may be viewed by anyone, only the list members or the Admin of the mailing list only. It is advisable to have this option set to **list members**.

Who can view subscription list? (Details for **private_roster**)	○ Anyone ⦿ List members ○ List admin only

7. The mailing list also gives the Admin the option to have some protection against web scanners from acquiring the list members e-mail addresses for use by spammers. The mailing list allows the Admin to show member addresses so they are not easily recognizable as e-mails.

Show member addresses so they're not directly recognizable as email addresses?   ○No ⊙Yes
(Details for **obscure_addresses**)

Sender Filters

1. When posting messages to the list there are a series of steps that are taken to determine if the Admin or moderator must first approve a message being sent to the mailing list. This will include both non-member and member postings.
2. Each new member that is added to the mailing list can be set to have their postings automatically moderated or not. It is recommended that this option be set to **No** so that the Admin of the list does not receive approval messages each time a member posts a message to the list.

By default, should new list member postings be moderated?   ⊙No ○Yes
(Details for **default_member_moderation**)

3. If the postings of list members are set to be moderated, there are three actions that can be taken on each message. The message can be rejected, discarded or held for moderator or Admin approval.

Action to take when a moderated member posts to the list.   ⊙Hold ○Reject ○Discard
(Details for **member_moderation_action**)

4. When the messages of list members are rejected, text can be included to any rejection notice that is sent back to the moderated member.

Text to include in any rejection notice to be sent to moderated members who post to this list.
(Edit **member_moderation_notice**)

Rejection notice text may be placed here

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(Note: In the following options, a new line should be made for each address added to the text boxes. These options apply to non-members only)

5. Addresses that are not members of the list may have their postings automatically accepted by adding each address to the following option displayed below.

List of non-member addresses whose postings should be automatically accepted.
(Details for **accept_these_nonmembers**)

```
test@hotmail.com
test@yahoo.com
```

6. Postings by non-member addresses may also be held for moderation by the Admin or moderator when the e-mail address of each non-member is listed in the option below.

List of non-member addresses whose postings will be immediately held for moderation.
(Details for **hold_these_nonmembers**)

```
moderate@hotmail.com
moderation@yahoo.com
```

7. Non-member addresses that are posting to the mailing list may also be automatically rejected when a message from the address is received by the mailing list.

List of non-member addresses whose postings will be automatically rejected.
(Details for **reject_these_nonmembers**)

```
rejected@hotmail.com
reject@yahoo.com
```

8. Postings from non-member addressed can also be immediately discarded, which deletes the postings without further notice or notification to either the poster or list Admin.

	discard@hotmail.com discarded@yahoo.com
List of non-member addresses whose postings will be automatically discarded. (Details for **discard_these_nonmembers**)	

9. If postings are received from non-member addresses, which have no specific actions set to them in the above options the Admin may either choose to **accept**, **hold** for approval, **reject** or **discard** them.

Action to take for postings from non-members for which no explicit action is defined. (Details for **generic_nonmember_action**)	○ Accept ⦿ Hold ○ Reject ○ Discard

10. If messages from non-members are discarded, by default they will be forwarded to the list Admin or moderator. If you do not wish to receive these, then select **No** in this option.

Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit **forward_auto_discards**)	○ No ⦿ Yes

Recipient Filters

1. By default any posting to the mailing list must have the list named in the destination field (to, cc). This will prevent the list from being used as part of a blind carbon copy spam. It is recommended this be left on its default setting but may be turned off as desired.

Must posts have list named in destination (to, cc) field (or be among the acceptable alias names, specified below)? (Details for **require_explicit_destination**)	○ No ⦿ Yes

2. The next option will allow the Admin to add alias names which will be accepted as the list name in (to or cc). This helps when the list address is receiving mail from an alias with a different name.

Alias names (regexps) which qualify as explicit to or cc destination names for this list.
(Details for **acceptable_aliases**)

3. The number of recipients for each posting to the mailing list may also be set. This helps if the message is spam and has a large amount of recipients in the to or cc fields. Set the number to zero for no limit.

Ceiling on acceptable number of recipients for a posting.
(Details for **max_num_recipients**)
`10`

Spam Filters

1. This section will allow the Admin to configure anti-spam filters which can help eliminate the amount of spam that list members receive. By default, there is certain filters already in place and if the list Admin wishes to have this changed, it is recommended that the system administrator be contacted.

Hold posts with header value matching a specified regexp.
(Details for **bounce_matching_headers**)

```
# Lines that *start* with a '#' are
comments.
to: friend@public.com
message-id: relay.comanche.denmark.eu
from: list@listme.com
from: .*@uplinkpro.com
```

Bounce Processing

1. These options will control the bounce processing system in Mailman and can be reached by selecting **Bound-Processing** in the configuration categories area of your mailing list.
2. The first option will tell the mailing list if it should perform automatic bounce processing or if it should be disabled. It is recommended that this option be left on.

Should Mailman perform automatic bounce processing?
(Details for **bounce_processing**)
○No ⦿Yes

3. For bounce processing, a member's account will be disabled after so many bounces are received by the mailing list. This value can be adjusted as the Admin desires.

> The maximum member bounce score before the member's subscription is disabled. This value can be a floating point number. `5.0`
> (Edit **bounce_score_threshold**)

4. The mailing list will collect the number of bounces from each member for a certain number of days, after which they are discarded and a new count is started. The number of days the bounce information is held can be set by the list Admin.

> The number of days after which a member's bounce information is discarded, if no new bounces have been received in the interim. This value must be an integer. `7`
> (Edit **bounce_info_stale_after**)

5. If an address of a list member becomes disabled due to a number of bounces, the list Admin may set the number of warnings that the member will receive before their address is removed from the list. If set to 0 the address will be immediately removed.

> How many *Your Membership Is Disabled* warnings a disabled member should get before their address is removed from the mailing list. Set to 0 to immediately remove an address from the list once their bounce score exceeds the threshold. This value must be an integer. `3`
> (Edit **bounce_you_are_disabled_warnings**)

6. If a list member's address is disabled, you may specify the time frame between sending "disabled" warnings from the mailing list. These messages will inform the member that his access has been removed from the list.

> The number of days between sending the *Your Membership Is Disabled* warnings. This value must be an integer. `7`
> (Edit **bounce_you_are_disabled_warnings_interval**)

7. If the mailing list fails to detect any bounced messages, the mailing list by default will send each of these messages to the list Admin. It is recommended that this option be left as is unless the list Admin does not wish to receive these messages.

> Should Mailman send you, the list owner, any bounce messages that failed to be detected by the bounce processor? *Yes* is recommended. ○No ⦿Yes
> (Details for **bounce_unrecognized_goes_to_list_owner**)

8. The list Admin may also choose if they wish to receive notifications when bounces cause the mailing list to disable a member's subscription or when a member is unsubscribed due to bounces.

Should Mailman notify you, the list owner, when bounces cause a member's subscription to be disabled? (Details for **bounce_notify_owner_on_disable)**	○No ⊙Yes
Should Mailman notify you, the list owner, when bounces cause a member to be unsubscribed? (Details for **bounce_notify_owner_on_removal)**	○No ⊙Yes

Archiving Options

1. The mailman mailing list has a built in archival feature which allows the list to store every message sent through the mailing list. It is advisable to have the archive feature turned on so that each message is stored. These options can be reached by selecting **Archiving Options** under the configuration categories of the mailing list.

Archive messages? (Edit **archive)**	○No ⊙Yes

2. If the mailing list is set to archive messages, it may be set as a public or private file source. If set to **private**, only list members will be able to view the archives. If set to **public**, anyone will be allowed to access the archive.

Is archive file source for public or private archival? (Edit **archive_private)**	⊙public ○private

3. The archive screen for a list is broken down by volumes. The list Admin may specify when a new volume is to be created for the archive. If the list experiences a large amount of traffic, it may be helpful to create new archive volumes more frequently.

How often should a new archive volume be started? (Edit **archive_volume_frequency)**	○Yearly ⊙Monthly ○Quarterly ○Weekly ○Daily

Mail <->News Gateways

1. Mailman has built in services that can allow the list Admin to gate list traffic to a news server. This section can be reached by selecting **Mail<->News Gateways** under the configuration categories. It is recommended that the list Admin talk

with the system administrator of mailman if this section is not understood and changes want to be made.

2. The first option allows the list Admin to enter the host name of your NNTP server or News server.

3. Once the host name of the server is listed, the Admin must enter the name of the Usenet group to gateway to and/or from. This is the newsgroup that is on the News server.

The Internet address of the machine your News server is running on. (Details for **nntp_host**)	
The name of the Usenet group to gateway to and/or from. (Edit **linked_newsgroup**)	

4. New posts that come to the mailing list from members of the mailing list may be sent to the newsgroup as well. If the posts are sent to the newsgroup however, anyone will be able to view the posts instead of just list members.

Should new posts to the mailing list be sent to the newsgroup? (Edit **gateway_to_news**)	⊙No ○Yes

5. The opposite may also be enforced in order to have new posts to the newsgroup sent to the mailing list which are then sent to the list members.

Should new posts to the newsgroup be sent to the mailing list? (Edit **gateway_to_mail**)	⊙No ○Yes

6. When using mail/news gateway services, a moderation policy can be setup for the newsgroup and its interaction with the mailing list.
   - If the newsgroup being gatewayed to is not moderated, set the option to **None**.
   - If the newsgroup is moderated, the mailing list can be setup to be the moderation address for the newsgroup. By selecting **Moderated** a posting hold will be placed on mailing list posts. All messages will have to be approved before being sent to the newsgroup or members of the mailing list.
   - When the newsgroup is moderated, but the list Admin wishes to have a free posting policy, **Open list, moderated group** may be selected. This will cause the normal Mailman moderation properties to be used, but automatically approve all messages gatewayed to Usenet.

The moderation policy of the newsgroup. (Details for **news_moderation**)	⊙None ○Open list, moderated group ○Moderated

7. When gatewaying messages from Mailman to Usenet the prefix "subject:" may either be disabled or enabled on all gated messages.

Prefix subject: headers on postings gated to news? (Details for **news_prefix_subject_too**)	○No ⊙Yes

8. The list Admin may perform a catchup on the newsgroup that is being gated to. This will cause Mailman to gate all messages to the mailing list with the first new message found in the newsgroup. All previous messages in the newsgroup will be ignored.

Should Mailman perform a *catchup* on the newsgroup? (Details for **_mass_catchup**) ***Note:*** *setting this value performs an immediate action but does not modify permanent state.*	⊙No ○Yes

Auto-Responder

1. In Mailman mailing list, this feature allows a list Admin to determine whether or not automated responses are sent under a number of different circumstances. The **Auto-Responder** is reached from the configuration categories area of the list.
2. If the option to send auto-responses to list posters is selected, Mailman will automatically send either response text or a specified attachment to each list member as a response to list posts.

Should Mailman send an auto-response to mailing list posters? (Edit **autorespond_postings**)	⊙No ○Yes

3. The first field in the auto-responder options will allow text to be entered in order to send to all members in the list. If a file is to be sent as the automatic response, it may be specified and uploaded using the field below the text box seen in the picture below.

Auto-response text to send to mailing list posters. (Edit **autoresponse_postings_text**)	*Enter the text below, or...* *...specify a file to upload* [ ] [Browse...]

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4. The list Admin may also specify auto response actions to be taken if replies are to be sent to the list owner/Admin.

Should Mailman send an auto-response to emails sent to the -owner address? ⊙No ○Yes
(Edit **autorespond_admin**)

5. Text may be entered in the field and mailed to all list owner/Admin addresses or a file may be uploaded for an auto response message in the option shown in the picture below.

Auto-response text to send to -owner emails.
(Edit **autoresponse_admin_text**)

Enter the text below, or...

...specify a file to upload
Browse...

6. In the auto-respond feature, it is also possible to intercept traffic sent to the list admin address, and send an automated response. The system can then either not perform this action, discard the original traffic or forward it to the list Admin/moderator.

Should Mailman send an auto-response to emails sent to the -request address? If you choose yes, decide whether you want Mailman to discard the original email, or forward it on to the system as a normal mail command.
(Edit **autorespond_requests**)

⊙No ○Yes, w/discard ○Yes, w/forward

7. This field will contain the text that is sent to all posters sending mail to the list address when the incoming message is going to the list –request address. It is also possible to specify and upload a file as the automatic response.

Auto-response text to send to -request emails.
(Edit **autoresponse_request_text**)

Enter the text below, or...

...specify a file to upload
Browse...

8. It is possible to set the frequency at which people will receive the auto response when mail is sent to the active auto-responder addresses. If the value is set to zero, a response will be sent every time a post is made to the active address. If a value is set, then auto-responses will not be sent until after the number of days has expired.

Number of days between auto-responses to either the mailing list or -request/-owner address from the same poster. Set to zero (or negative) for no grace period (i.e. auto-respond to every message).
(Edit **autoresponse_graceperiod**)   `90`

Content Filtering

1. Content filtering allows a list to check for unwanted or harmful messages and or attachments being sent to the mailing list and can be reached by selecting **Content Filtering** in the configuration categories.
2. In order to activate filtering, Mailman must first be set to check the content of list traffic by selecting **Yes**, if **No** is selected, content filtering will not be enabled.

Should Mailman filter the content of list traffic according to the settings below?   ⊙No ○Yes
(Edit **filter_content**)

3. Once content filtering is enabled, the list Admin may specify Mailman to remove message attachments which have a specific content type. The content types must be added to the field with each line containing a named MIME (*type/subtype*) such as (*image/gif*) which would remove all gif image attachment.

Remove message attachments that have a matching content type.
(Details for **filter_mime_types**)

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4. Mailman can also remove incoming messages which do not match a specified content type. The requirements and formats are the same as the above attachment filtering, with a named MIME (*type/subtype*) having to be listed.

Remove message attachments that don't have a matching content type. Leave this field blank to skip this filter test.
(Details for **pass_mime_types**)

```
multipart/mixed
multipart/alternative
text/plain
```

5. It is also possible to have Mailman convert any incoming messages which are text/html to plain text.

Should Mailman convert text/html parts to plain text? This conversion happens after MIME attachments have been stripped.
(Edit **convert_html_to_plaintext**)

○ No ⊙ Yes

6. If Mailman does detect incoming messages which match any of the content filtering rules that are specified, the mailing list must be told what action to take with these postings. The list may **discard**, **reject, forward** to the list Admin or **preserve** for the Admin to review.

Action to take when a message matches the content filtering rules.
(Details for **filter_action**)

⊙ Discard ○ Reject ○ Forward to List Owner ○ Preserve

Topics

1. Topic filtering may be turned on in order to sort incoming messages to the mailing list into groups. The list members may then choose to only receive messages from a particular group based on the topics. This option may be reached by selecting **Topics** under the configuration categories.

Should the topic filter be enabled or disabled?
(Details for **topics_enabled**)

⊙ Disabled ○ Enabled

2. The topic filter can also scan the body of a message for keyword matches and the list Admin can specify how many lines of the body are to be scanned. If set to zero no body lines will be scanned and if this option is set to a negative number the whole body of the message will be scanned.

How many body lines should the topic matcher scan?
(Details for **topics_bodylines_limit**)

`5`

3. The last option in the topics category lets the mailing list Admin specify what topic keywords will be scanned for in each incoming message to the list. The first field allows the topic scan to have a name set to it. The next field is where one or more topic keywords can be placed to which each message is matched against. The last field allows a short description to be added to the topic scan.

Topic 1

Topic name: `Name of topic scan`

Topic keywords, one per line, to match against each message.

Regexp: `Topic keywords to match messages against.`

Description: `Short Description of topic scan`

Tend to Pending Moderator Requests

1. This section of the mailing list contains the list of Admin requests which require approval by the list Admin or moderator and can be reached under other administrative categories. This list will consist of pending subscription and unsubscription requests as well as postings that are being held for approval depending on the filters setup on the mailing list.
2. A typical request will look similar to the picture below with various options that the list Admin can choose from. The list Admin can also view each request in more detail by selecting **view the details** option.

You can also view the details of all held postings.

Submit All Data

From:kfoster@falcon.tamucc.edu

Action to take on all these held messages:

Defer	Accept	Reject	Discard
⦿	○	○	○

☐ Preserve messages for the site administrator
☐ Forward messages (individually) to:
`kailistserv-owner@listserv.tamucc.edu`
☐ Add **kfoster@falcon.tamucc.edu** to a sender filter

Accepts	Holds	Rejects	Discards
○	○	○	⦿

☐ Ban **kfoster@falcon.tamucc.edu** from ever subscribing to this mailing list

Click on the message number to view the individual message, or you can view all messages from kfoster@falcon.tamucc.edu

[1] **Subject:** confirm aac80c90753fde584a899b969d563e3d902a5f45
Size: 1700 bytes
Reason: Post by non-member to a members-only list
Received: Mon Mar 15 14:47:13 2004

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3. Each request may have an action taken on it. It is possible to defer, approve, reject or discard each pending request.
   - **Defer** – Postpone a decision until a later date. No action is taken on the pending request but they may still be forwarded or preserved.
   - **Accept** – The message may be approved which allows it to be sent to the mailing list. If the message is a membership request, approve the change in membership status.
   - **Reject** – Rejecting a message will also send a notice to the sender and remove the message from pending requests. For membership requests, reject the change in membership status. If desired a reason may be added for rejection.
   - **Discard** – This action will remove the message without sending a notice to the sender. If it is a membership request, the message will simply be discarded without notice to the person sending the request. (Spam can be handled this way).
4. Each pending request made to the mailing list may also be preserved so that a message may be saved for the mailing list Admin, if a moderator is handling pending requests. This is useful so that a record may be kept for any messages that want to be kept.
5. Each message may also be forwarded to a desired address such as the list Admin or someone that is not part of the list. If the moderator or list Admin wants to edit the message before it is sent to the list, the message may be forwarded to the list moderator or Admin. Changes may then be made to the message and then resent to the mailing list with an **Approved**: header and list password as its value, this will allow the edited message to be sent directly to the list without going to the pending requests.
6. If the sender of the message is already a list member who is being moderated, it is possible to clear the member's moderation flag. This is helpful when new members are set to be put on moderation, and the list Admin wishes to remove the member from having their posts moderated.
7. If the pending request is from a non-member, the e-mail address may be added to a **sender filter**. All messages from the non-member may then either be **auto-accepted, auto-held, auto-rejected or auto-discarded.**

Go to the General List Information Page

1. This option merely allows the list Admin or moderator to go directly to the main page of their mailing list. This is where people may subscribe to the mailing list, view the subscriber list if members, unsubscribe from the mailing list, see postings made to the list and get the e-mail address for the mailing list.

Edit the Public HTML Pages

1. This option allows the list Admin to edit several pages of the mailing list. This option can be reached by selecting **Edit the Public HTML Pages** from other administrative categories area. The Admin is allowed to edit the **general list information** page, the **subscribe results** page and the **user specific options** page. If the list Admin is proficient in the HTML language these may be altered, otherwise it is recommended that this option be left alone. If changes wish to be made however, the system administrator may be contacted

List Archives

1. The list archives are where every message sent through the mailing list is kept. Members, moderators and the list Admin may all view the list archives. **List Archives** may be selected from the other administrative categories. It is possible to view each archive section by **thread**, **subject**, **author** or **date**. You may also choose to download each archive from the mailing list.

You can get more information about this list or you can download the full raw archive (15 KB).

Archive	View by:	Downloadable version
March 2004:	[Thread] [Subject] [Author] [Date]	[Text 283 bytes]
February 2004:	[Thread] [Subject] [Author] [Date]	[Gzip'd Text 987 bytes]

Announcement List

1. In some cases, a user may wish to setup a mailing list to function as an announcement list. When the mailing list is setup as an announcement list, only authorized users are allowed to post messages to the list, which in most cases is the administrator of the mailing list only. This has the benefit of informing members about important announcements, without having the added mail traffic of every member in the list.

Restricting List to Authorized Posters

1. The administrator must first restrict posting to the mailing list to authorized users only. In most cases this will only be the list admin. If there are existing members already subscribed to the mailing list, their moderation flag must be set to on. To do this, go to the Membership Management page and scroll down to Additional Member Tasks. Select the **On** option to set everyone's moderation status to on and hit the **Set** button.

2. Next go to Privacy Options and select the Sender Filters subsection. Scroll down to the sender filters options and set the default member moderation option to **Yes.**

This will insure that new members of the list will automatically be set to moderated.

3. Next set the member moderation action to **Reject** and in the option below add a rejection message. This ensures that when a member of the list that is being moderated tries to post, their message will be rejected by the list and they will receive the rejection message such as "This is an announcement list, only authorized users are allow to post."

4. The last step in the Sender Filters is to set the generic nonmember action to **Reject** which is the next to last option on the page. This ensures that if people that are not members of the list try to post, their messages will be rejected.

5. Once all these options have been set, make sure to select the **Submit Your Changes** button at the bottom of the page.

Setting Up a Reply Contact Address

1. In order for members to follow up on an announcement and to have an address to send an unsubscribed request to, a contact address must be setup in the list.

2. First go to the General Options section of the list and scroll down to the Reply-To header munging section. Set the first strip reply to option to **On** and set reply goes to list to **Explicit Address.** Next set the reply to address to a specific e-mail address you will want to use as the Admin contact address.

3. Next scroll down in the General Options to include list post header a set this option to **No.**

4. Make sure to click on the **Submit Your Changes** button at the bottom once all the options are set.

Setting Users to Post

1. Once all the changes above have been made to the mailing list, you must select which members will be allowed to post to the announcement list. Normally, only the Admin of the list will be posting announcements so their moderation flag must be set to off, so to do this go to Membership Management and the sub-option Membership List. Make sure the Admin's e-mail address is listed, if it is not simply add it under the Mass Subscription option. Next uncheck the option that says mod and then click on **Submit Your Changes**. If more members than just the Admin will be posting, you may simply uncheck the mod option next to their e-mail addresses. This will set each unchecked address to unmoderated and their posts will be allowed through the list.

View this and other helpful documents online:
http://training.tamucc.edu

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Faculty/Staff Computer Help Desk at ext. 2692