

Using the TCC's Lyris mailing list server



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Abstract

User's guide for mailing lists hosted at the NM Tech Computer Center.

This publication is available in Web form¹ and also as a PDF document². Please forward any comments to tcc-doc@nmt.edu.

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1. Introduction: What is Lyris?

Lyris is a software package that manages mailing lists. At the New Mexico Tech Computer Center (TCC), we have a dedicated server named **lyris.nmt.edu** that has this package installed.

- To participate in an existing mailing list, reading and possibly posting messages, see Section 2, "Participating in an existing mailing list" (p. 1).
- If you want to start or manage a mailing list, see Section 3, "Managing a mailing list" (p. 2).

2. Participating in an existing mailing list

If you want to read and possibly also post to an existing mailing list, start by directing your browser to:

```
http://lyris.nmt.edu/read/
```

This will display a list of all the mailing lists hosted here. Click on the name of the list you want to join. You will be prompted for your e-mail address as a login. Use your full TCC e-mail address, such as "**aloysius@nmt.edu**".

¹ <http://www.nmt.edu/tcc/help/pubs/lyris/>

² <http://www.nmt.edu/tcc/help/pubs/lyris/lyris.pdf>

If you have not used Lyris before, you will be asked to create a password. This is not the same password as your TCC account password.

Once you have either entered your password or created a new one, click on the *All Forums* tab to see a table of all the mailing lists. To subscribe to a list, click on the word “*subscribe*” in the last column of the entry for that list.

2.1. Reading postings in a mailing list

When items are posted to the mailing list, they will be sent to you via e-mail.

However, you can also use a Web interface to look at archived postings. Direct your Web browser to:

```
http://lyris.nmt.edu/read/
```

1. Click on the *My Forums* tab. This will bring up a table showing all your mailing list memberships.
2. To enter a list, click on its name in the *Forum name* column. This will display a list of the messages in the mailing list.
3. To read a message, click on its line in the *Subject* column.
4. Click on the *Messages* tab to return to the list of messages.

2.2. Posting a message to a mailing list

To send a message to a mailing list, just send e-mail to ***listname@lyris.nmt.edu***, where ***listname*** is the name of the mailing list.

If the list is unmoderated, the message will appear on the list right away. For moderated lists, a list manager must approve the message before it appears.

2.3. Unsubscribing from a mailing list

If you want to stop getting postings from a given list, first log in. Direct your browser to:

```
http://lyris.nmt.edu/read/
```

Click on the *My Forums* tab, and enter your username and password.

Then, on the *My Forums* page, find the newsgroup name in the table and click the *unsubscribe* button for that newsgroup.

3. Managing a mailing list

If you want to create a new mailing list, you must first fill out a “Lyris Mailing List Agreement” at the TCC office in Speare 117.

You will be asked to name the mailing list, describe its purpose, and provide an initial password. Mailing list names must be short and contain no spaces: use hyphens to separate multiple words. Here are some examples of mailing list names: **math461**; **math517-geop577**; **grill-announce**.

This mailing list name, followed by “**@lyris.nmt.edu**”, will be the address that people can use to send messages to the list. For example, if you are a member of the **math461** mailing list, you can send content to it by mailing to “**math461@lyris.nmt.edu**”.

Once your mailing list has been created by the TCC, you can manage it using these steps:

1. Direct your web browser to:

`http://lyris.nmt.edu`

2. You will see a popup login menu. Under *Login Name*, enter your e-mail address. Fill in your password.
3. You will see the homepage for you as a list manager.

For full documentation on your interface as a list manager, refer to the vendor's documentation page³. There is a link on this page to a document called *Getting Started*, available in either HTML or PDF form.

There is a full *User's Manual* for the product on this page, if you need it. It is well over 900 pages long and covers every possible situation.

However, there are a few things you should set up right away. Here are those procedures.

3.1. Setting basic options

When you first create the list, you should review the basic list options.

1. Click on the *Utilities* tab.
2. Click on *List Settings*. This takes you to a page entitled "Basic Information." If you want to change the description of the list, edit the *Description* field and click on *Save*.
3. Click on the *List Settings* link on this page to return to the "Utilities" page.
4. Click on *New Subscriber Policy* to set up rules for joining the list.
5. On the "New Subscriber Policy" page, click on the *Security* tab.
6. From the *Security* pulldown menu, select your policy on allowing people to join the list:

open

Allow anyone to join the list without your approval.

private

Anyone can request membership, but the list administrator must approve the request.

closed

No one can join the list. Only the list administrator can add them.

password

Allow anyone who knows the secret password to join the list. Invent a password and type it in the *Password* field.

7. Next, decide how restrictive you want to be on who can post and how. These are the choices:
 - You can let any list member post anytime by e-mailing to the list. To set this up:
 1. Click on the *Utilities* tab, then click on *List Settings*.
 2. Click on *Email Submitted Content*, then click the *Security* tab.
 3. Set the *Reject email submissions* radiobuttons to *No*.
 4. Set the *Only admins can send* radiobuttons to *No*.

³ <http://www.lyris.com/support/listmanager/>

5. Click on the *Approval* tab.
 6. Under the *Is list moderated* pulldown, select *not moderated*.
- You can allow any list member to post by e-mailing to the list, but the posting will not appear until it has been approved by a list administrator. To do this:
 1. Click on the *Utilities* tab, then click on *List Settings*.
 2. Click on *Email Submitted Content*, then click the *Security* tab.
 3. Set the *Reject email submissions* radiobuttons to *No*.
 4. Set the *Only admins can send* radiobuttons to *No*.
 5. Click on the *Approval* tab.
 6. Under the *Is list moderated* pulldown, select *moderated*.
 - You can set up the list so that only list administrators can post. To do this:
 1. Click on the *Utilities* tab, then click on *List Settings*.
 2. Click on *Email Submitted Content*, then click the *Security* tab.
 3. Set the *Reject email submissions* radiobuttons to *No*.
 4. Set the *Only admins can send* radiobuttons to *Yes*.

3.2. Adding members to your mailing list

Before adding all the “real” users to your list, you should add a test member and practice sending items and reading them. If you have access to an e-mail account outside the TCC, that would be a good account to use.

Here's the procedure for adding a member to the list.

1. From the list manager homepage, click on the *Utilities* tab.
2. Click on *Members*. You will see a list of current members, including the list manager.
3. Click on the *create new member* button near the right-hand side of the page.
4. Under the *Basics* tab, fill in the *Email address* and *Name* fields for the new member. If the e-mail address is local, you must provide the “@nmt.edu” part.
5. Click the *Save* button.

3.3. Sending a test message

Once you've added a test member, send a message to the list so you can preview how the postings will look.

If the list options allow it, you can send a test message using an ordinary e-mail sent to “**listname@lyris.nmt.edu**”.

If you have disallowed posting via e-mail, follow this procedure to send a test message.

1. From the “List Manager” homepage, click on the *Mailings* tab.

2. Click on *New Mailing*.
3. Fill in the *Subject* field. This will be the subject of the outgoing mail. Be descriptive, so your recipients will have a clear idea of whether the message is something they want to read.
4. In the *Text message* area, type your message. If you would like a larger window, click on the *show more* button.
5. Click the *save* button when you're done. You may instead wish to click on the *save and test* button to preview your message.
6. If this list requires messages to get the list manager's approval before being sent, you will go to the "Need Approval" page. This shows a table of messages needing approval. Click the *Send* button inside the line of this table for your message. This brings up the "Send Mailing Now" page; click the *ok* button.
7. Next, you will want to review whether you allow just anyone to read postings in the list, or whether only members of the list can see them. Click on the *Utilities* tab, then *List Settings*, then *Discussion Forum Interface*, then *Message Reading*.

Select one of the radiobuttons labeled *Allow visitors to read archives* to control whether non-members can read this list.

3.4. Deleting a member from the list

To delete a member from the list, start from the list manager homepage.

1. Click the *Utilities* tab.
2. Click on *Members*. This displays a table of all current list members.
3. Find the member you want to get rid of and click on the *delete* button near the right side of that member's line in the table.

