

Using mailman lists 2012/13 Edition



Getting started

Check if a list exists

Talk to your predecessors to see if a mailing list is already in place. They should have given you the administration password if so. The list will have a name, signified as <LISTNAME> throughout this booklet.

There is a list of publically available mailing lists online at <https://mailman.ic.ac.uk/mailman/admin>, check there if you think a list exists but you don't know the details. Any queries about this page should be directed to mailman@imperial.ac.uk.

New Lists

To request a new mailman list visit http://www3.imperial.ac.uk/ict/services/usa_emailfileanddirectoryservices/email/maillinglistsservices/mailman/ and select the option to "Request a Mailman mailing list for a Union society/club"

A new list will take a few days to create as ICT will need to check you are entitled to request one with the Union. ICT will email you the administrator password for the new list directly.

Web interface

Configuration settings for mailman mailing lists are via an online interface, available at [mailman.ic.ac.uk/mailman/admin/<ListName>](mailto:mailman@imperial.ac.uk/mailman/admin/<ListName>). This is the name you need to login at using the administrator password to change configuration settings, add or remove members of approve postings.

The remaining sections of this booklet assume you have logged in successfully. If you are unable to login please email mailman@imperial.ac.uk for assistance.



Important: From this point on, you must have cookies enabled in your browser, otherwise no administrative changes will take effect.

Session cookies are used in Mailman's administrative interface so that you don't need to re-authenticate with every administrative operation. This cookie will expire automatically when you exit your browser, or you can explicitly expire the cookie by hitting the *Logout* link under *Other Administrative Activities* (which you'll see once you successfully log in).

[icu-pgstudents-silwood](#) list run by [activities at imperial.ac.uk](#), [gov president at imperial.ac.uk](#), [president at imperial.ac.uk](#)
[icu-pgstudents-silwood administrative interface](#) (requires authorization)
[Overview of all imperial.ac.uk mailing lists](#)

Passwords

Forgotten administrator password

If you have forgotten the administrator password to a mailman list please email mailman@imperial.ac.uk to have it reset.

This may take a few days as ICT need to confirm your identity with the Union first. Please note the **Student Activities Centre** nor staff or Sabbaticals at the Union can reset mailman list passwords.

Changing passwords

From the main screen in the online administration section, select the [Passwords](#) link. Once at the passwords page you can change both Administrator and Moderators passwords.

Moderator passwords are useful to set to allow people to approve postings to the list, but not alter the underlying settings.

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

Change list ownership passwords

The *list administrators* are the people who have ultimate control over all parameters of this mailing list. They are able to change any list configuration variable available through these administration web pages.

The *list moderators* have more limited permissions; they are not able to change any list configuration variable, but they are allowed to tend to pending administration requests, including approving or rejecting held subscription requests, and disposing of held postings. Of course, the *list administrators* can also tend to pending requests.

In order to split the list ownership duties into administrators and moderators, you must set a separate moderator password in the fields below, and also provide the email addresses of the list moderators in the [general options section](#).

Enter new administrator password:
Confirm administrator password:

Enter new moderator password:
Confirm moderator password:

Subscribers

Populate the mailing list

You may already have a list of initial members in mind for your mailing list, and will want to add them immediately.

Go to the main administrative interface page. To add members to your list, navigate to [Membership Management](#), then select [Mass Subscription](#).

On the mass subscription page you will be able to type in a list of email addresses, or upload a text list of email addresses. Enter each subscribers email, one per line, for example:

Anonymous.person@imperial.ac.uk
John.Doe@imperial.ac.uk
John.Smith@gmail.com

If you are entering an Imperial College email address you must use the full email address, **not** aaa103@ic.ac.uk.

You may also choose to send new subscribers a list-specific welcome message. The text for the welcome message can be set on the [General Options](#) screen. If you have text entered and would like it sent with the welcome message, be sure to select [Yes](#) for [Send welcome message to newly subscribed members?](#).

Once you have entered your members and selected the mass subscription options, you will submit your changes to the system by clicking on the [Submit Your Changes](#) button at the bottom of the page.

Your changes have immediate effect; if you have subscribed a list of members, they will now receive emails sent to the mailing list.

Make your changes in the following section, then submit them using the [Submit Your Changes](#) button below.

Mass Subscriptions

Subscribe these users now or invite them? <input type="radio"/> Subscribe <input type="radio"/> Invite
Send welcome messages to new subscribers? <input type="radio"/> No <input type="radio"/> Yes
Send notifications of new subscriptions to the list owner? <input type="radio"/> No <input type="radio"/> Yes

Enter one address per line below...

Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at least one blank line at the end...

Content

Controlling List Subscriptions

Once your list has been set up and populated, you may want to control who can subscribe to the list via the online mailman portal.

These options are available under the [Privacy options](#) section, in the subsection [Subscription rules](#) page. You can set up the list to require list administrator approval for all new subscriptions.

You can also set up your list to require both the subscriber to confirm their desire to join the list and list administrator approval.

List owners may also enter email addresses that are banned from membership. If a person enters a banned email address, they will receive a message saying they are banned from the relevant list. This is useful for advertising emails.

Moderation

Moderation of postings to the mailing list may be useful, depending on the use of the list. Moderation can be carried out using the list administrator password or by having an additional moderator password, see the [Passwords](#) section for details.

In the [General Options](#) page there are various options about whether postings should be held for moderation, and who should receive notice of when a message requires modification. It is useful to set the options for moderators to receive immediate notice of postings to [yes](#), otherwise details will not arrive by email until the following day.

Options for what email addresses require moderation can be set by navigating to [Privacy options](#), then to [Sender filters](#). It is advisable to make the settings for action to take [Hold](#), rather than [Discard](#), so you can see what is being posted to the list, even if it is not approved.

The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	scuba@imperial.ac.uk
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator)	

General Options

Here you can edit general options and the format of the emails sent. These are all available by clicking on the [General Options](#) link of the main administration interface. They include, but are not limited to:

- Adding or removing Administrators or Moderators. Administrators or Moderators should be entered one email address per line. These people will receive emails from the mailing list system of postings, new subscribers etc., depending on the specific settings.
- Introductory paragraph describing the list, who it is for etc..
- A prefix for the subject line of all emails, this helps the recipients identify postings from the list.
- Welcome email sent to new subscribers, good for introducing your group etc..
- Goodbye email sent to anyone unsubscribing.
- Maximum size (in KB) of emails allowed to be send to the list.

General Options	
Fundamental list characteristics, including descriptive info and basic behaviors.	
Description	Value
<i>General list personahty</i>	
The public name of this list (make care-changes only). (Details for real_name)	<input type="text"/>
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	<input type="text"/>
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator)	<input type="text"/>
A terse phrase identifying this list. (Details for description)	<input type="text"/>
An introductory description - a few paragraphs - about the list. It will be included, as html, at the top of the listinfo page. Carriage returns will end a paragraph - see the details for more info. (Details for info)	<input type="text"/>
Prefix for subject line of list postings. (Details for subject_prefix)	<input type="text"/>
Hide the sender of a message, replacing it with the list address (Removes From, Sender and Reply-To fields) (Edit anonymous_list)	<input type="radio"/> No <input type="radio"/> Yes
<i>Reply-To: header munging</i>	
Should any existing Reply-To: header found in the original message be stripped? If so, this will be done regardless of whether an explicit Reply-	

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