

Mailing List

Listserv

Listserv (electronic mailing list) can be moderated or un-moderated. Moderated listserv means that all messages are reviewed prior to publication. Broadcast listserv is a list that subscribers are not allowed to post to the listserv – a hybrid of the moderated listserv. The basics of administration are very similar with a few differences. These differences will be noted within the documentation.

Not all choices/selections are listed here. Most of these selections will be left at the default settings. For additional information for a specific selection, click on the link for explanation.

The email address of the list will change. The previous email address was <listname>@siue.edu. The **new** email address will be <listname>@lists.siue.edu.

- ❖ Access public mailing lists
 - Open browser
 - Key in address: <https://lists.siue.edu>
- ❖ Access specific list, key in address: https://lists.siue.edu/admin/<listserv_name>
 - i.e.; <https://lists.siue.edu/admin/train1>
 - Key in e-ID
 - Key in e-ID password
 - Click 'Let me in...' button
 - General Options Section opens by default
- ❖ General Options Section
 - Use scroll bar to view General Options
 - Set up owner(s)/administrator
 - Move cursor to 'The list administrator email addresses.' text box
 - Key in owner's SIUE email address to add an administrator
 - One email per line
 - Press Enter key to move to blank line
 - To remove an administrator, highlight the email address and delete
 - Set up moderators (only for **moderated** mailing list)
 - Move cursor to 'The list moderator email addresses.' text box
 - Key in owner's SIUE email address to add a moderator
 - Use Enter key to move to blank line
 - To remove a moderator, highlight the email address and delete
 - Identify list
 - Description appears on the mailing lists welcome page
 - Move cursor to 'A terse phrase identifying this list.' text box
 - Key in brief description
 - Describe list
 - Description appears on specific mailing list information page in the About section
 - Move cursor to 'An introductory description - a few paragraphs - about the list.' text box
 - Key in description

- Subject prefix
 - Prefix appears as the first part of the subject (helps identify listserv)
 - Move cursor to 'Prefix for subject line of list postings.' text box
 - Key in prefix (i.e.; [Train1])
- Should the body of the message requiring moderation be included in the request to the moderator(s)? (only for **moderated** mailing list only)
 - Select Yes or No
- Emergency (use as needed)
 - Allows the un-moderated list to be temporarily changed into a moderated list
 - Used to resolve problems with postings
 - Move cursor to 'Emergency moderation of all list traffic.' and select 'Yes' button
 - First block in Additional Settings , close to bottom of page
 - After problem resolved, return and select the 'No' button
- If using a 'Welcome' or 'Goodbye' message, put in an extra return (blank line) at the end of the message
- Not all choices/selections are listed here
 - Most will be left at the default settings
 - For additional information for a specific selection, click on links for detail
- Scroll to bottom of page and click the 'Submit Your Changes' button
- ❖ Membership Management Section
 - Click on 'Membership Management ...' link to open list of options
 - Membership List opens
 - View/manage membership list
 - Most lists are auto-populated and do not require administrator to manage the subscription list
 - Click on 'Click here to include the legend for this table.' to view descriptions for column headings
 - If membership list has 30 or fewer members, will see entire list (A – Z)
 - If membership list has more than 30 members, will see an alphabetic index (at top of list)
 - Will see list for one letter; with up to the first 30 members
 - If more than 30 members exist for a letter, will see a range of member emails (at the bottom of the list); click on range to view additional member lists
 - 'nodupes' and 'plain' boxes are checked by default
 - Suggest that under most circumstances leave at default settings
 - To remove an individual member:
 - Check the 'unsub' box in front of email to be removed
 - Click 'Submit Your Changes' button
 - Process mass subscriptions
 - Scroll to top of page to view menu
 - Click 'Mass Subscription' link
 - Select 'Subscribe' button for 'Subscribe these users now or invite them?'
 - Select 'Yes' button for 'Send welcome messages to new subscribers?'
 - Select 'No' button for 'Send notifications of new subscriptions to the list owner?'
 - Move cursor to 'Enter one address per line below...' text box
 - Key in one email address per line
 - Use Enter key to move to blank line

- OR: Upload text file (.txt)
 - One email per line
 - File is usually created/saved in Notepad or Wordpad
- Click 'Submit Your Changes' button
- New member will receive an email
- Mass Removal
 - Scroll to top of page to view menu
 - Click on 'Membership Management ...' link to open list of options
 - Click 'Mass Removal' link
 - Select 'Yes' or 'No' button for 'Send unsubscription acknowledgement to the user?'
 - If 'Yes' selected, member will receive an email
 - Select 'Yes' or 'No' button for 'Send notifications to the list owner?'
 - Key in one email address per line
 - Use Enter key to move to blank line
 - OR: Upload text file (.txt)
 - One email per line
 - File is usually created/saved in Notepad or Wordpad
 - Click 'Submit Your Changes' button
- ❖ Privacy Options section
 - Click on 'Privacy options ...' link to open list of options
 - Subscription rules opens
 - Subscription Rules:
 - 'Advertise this list when people ask what lists are on this machine?', for a public list click 'Yes'
 - Select privacy setting for 'Who can view subscription list?'
 - Subscription list is an email roster of subscribers
 - If List members selected, current subscribers can view the membership list
 - Set other rules as needed
 - Click 'Submit Your Changes' button
 - Sender Filters:
 - If a **moderated/broadcast list**, select 'Yes' for 'By default, should new list member postings be moderated'
 - 'Action to take when a moderated member post to the list.' when a **moderated/broadcast list**
 - Hold – Remains on list until moderator/administrator makes decision
 - Reject – Automatically returns to sender
 - ◆ Can include a message to remind sender that they cannot post to listserv, i.e.; **broadcast list**
 - Discard – Automatically discarded, sender is not notified, select if not concerned with notifying sender, i.e.; **broadcast list**
 - 'Text to include in any rejection notice...' – Key in message to be sent when a post is rejected
 - Enter a blank line after the message
 - 'Action to take for postings from non-members for which no explicit action is defined.'
 - Accept – Ok for non-member to post
 - Hold – Remains on list until moderator makes decision
 - Reject – Automatically returns to sender

- Discard – Automatically discarded, sender is not notified, select if not concerned with notifying sender
 - ‘Text to include in any rejection notice...’ – Key in message to be sent when a post is rejected
 - Enter a blank line after the message
 - Click ‘Submit Your Changes’ button
- ❖ Archiving Options
 - Click on ‘Archiving Options’
 - Archiving Options opens
 - ‘Archive messages?’, if ‘Yes’ selected, messages will be archived for 1 year
 - Select other options as needed
 - Click ‘Submit Your Changes’ button
- ❖ **Moderated list** only
 - For members whose post do not need to be moderated:
 - Scroll to top of page to view menu
 - Click on ‘Membership Management ...’ link
 - Membership List opens
 - View/manage membership list
 - Uncheck ‘unmod’ box of members that will be allowed to post to the listserv
 - Click ‘Submit Your Changes’ button
 - To view posts that need to be reviewed:
 - Click on ‘Tend to pending moderator requests.’ Link
 - Complete as needed
 - Partial list of possible actions
 - Defer – return to at a later time
 - Accept – email will be posted
 - Reject – email will not be posted and an email will be sent to the poster
 - Discard – email will not be posted and poster is not notified
 - Click on ‘More detailed instructions’ link for additional information
 - Click ‘Submit All Data’ button to complete
- ❖ **Broadcast list** only (limited number of people may post to the list, i.e.; mailing list to send notices to students, but students are not allowed to post to list)
 - Scroll to top of page to view menu
 - Click on ‘Membership Management ...’ link
 - Membership List opens
 - View/manage membership list
 - Uncheck ‘unmod’ box of members that will be allowed to post to the listserv
 - Click ‘Submit Your Changes’ button
- ❖ Logout
 - Scroll to top of page to view menu
 - Click ‘Logout’ link