

CSUSM Mailman support: mailman@csusm.edu

Mailman3 list admin FAQs: <https://wiki.list.org/DOC/3%20List%20administrator%20tasks>

Logging in and viewing your lists

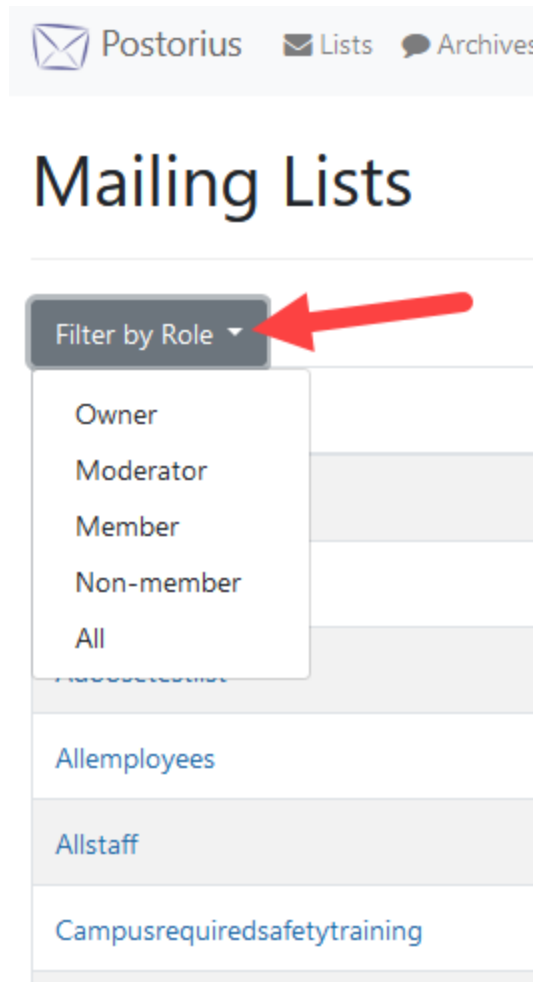
Browse to <https://mailhost1.csusm.edu> or <https://coyote.csusm.edu>

(Note that you will need to be **on campus** or on either the **Global Protect VPN** (<https://gp.csusm.edu>) or in a **Cougar Apps browser** such as Firefox (<https://cougarapps.csusm.edu>)

Select the Login button on the top right of the page, then log in using your campus credentials **(username without the @csusm.edu part)**

Once logged in, you will see a list of all the mailing lists of which you are a member, moderator, or administrator (owner).

To filter your lists by the Role you have on them, select the dropdown at the top of the list of lists, and select the role (e.g. Owner):

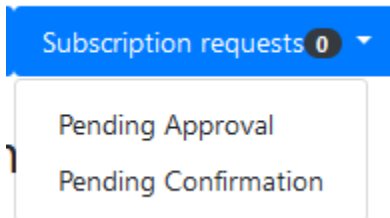


Admin/Owner Options

After selecting a list that you are an Owner of, all of the admin options are located in the menu bar near the top of the screen:



Subscription Requests

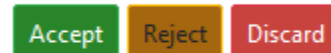


This menu is used to approve or deny requests to join your lists. As most lists are not publicly advertised, these options are rarely used at CSUSM

Held Messages

Held Messages

Perform action on selected messages

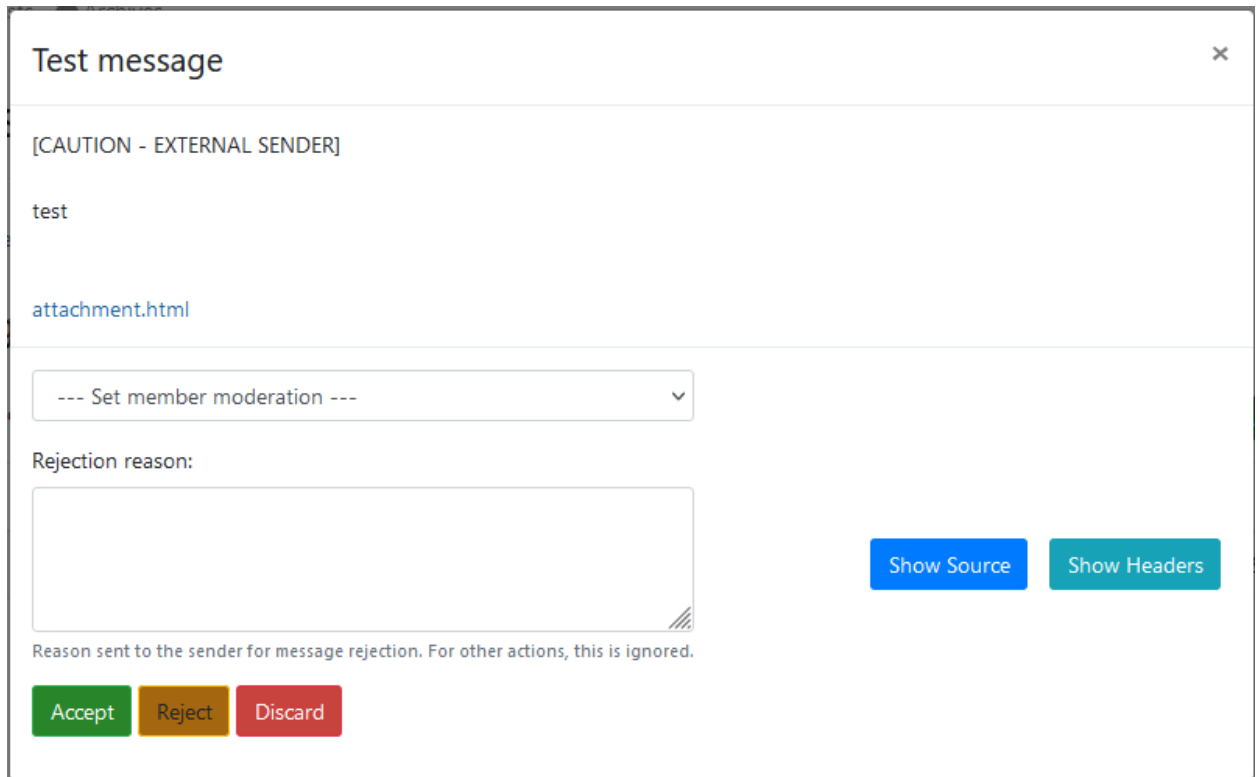


<input type="checkbox"/>	Subject	Sender	Reason	Hold Date
<input type="checkbox"/>	Test message	████████@gmail.com	The message comes from a moderated member	Jan. 11, 2022, 4:59 p.m.

Held messages awaiting approval are under this menu. To take an action on a message, click the check mark box next to it, then select one of the three options:

- Accept – allow the message through, it will go to all list members
- Reject – deny the message, notifying the sender that it has been denied
- Discard – deny the message silently, not notifying the sender that it has been denied

For extra options when taking action on a held message, click the message Subject text which will open a pop up menu:



The screenshot shows a pop-up window titled "Test message" with a close button (X) in the top right corner. The message content includes a warning "[CAUTION - EXTERNAL SENDER]", the text "test", and a link "attachment.html". Below the message is a dropdown menu currently set to "--- Set member moderation ---". Underneath is a "Rejection reason:" label and a large text input area. To the right of the input area are two buttons: "Show Source" (blue) and "Show Headers" (teal). Below the input area is a small note: "Reason sent to the sender for message rejection. For other actions, this is ignored." At the bottom of the pop-up are three action buttons: "Accept" (green), "Reject" (orange), and "Discard" (red).

From here you can apply the same actions as before. You can also add a message to send when rejecting a message, and from the middle drop down you can set an automatic moderation action for the system to take for all future messages from this sender.

Users

The screenshot shows the 'List Members' page in Mailman. At the top, there are navigation links: Info, Subscription requests (0), Held messages (1), Users (selected), Templates, Settings, Mass operations, Ban List, Header filters, and Delete. Below this, the page title is 'List Members (3)'. There is a search bar with the text 'Search members...' and a magnifying glass icon. To the right of the search bar are three buttons: 'CSV Export' (blue), 'Unsubscribe Selected' (orange), and 'Unsubscribe All' (red). A red arrow points to the 'Users' button, which has a dropdown menu open. The dropdown menu contains four items: 'Members', 'Non-Members', 'Moderators', and 'Owners'. Below the search bar is a table with a header row containing a checkbox and the text 'Address'. The table has three rows of data, each with a checkbox, an email address in quotes (e.g., '"Alan [redacted]" <[redacted]@csusm.edu>'), and a link labeled 'Member Options'. At the bottom of the table, there are navigation controls: '← Previous', '1', and 'Next →'. Below that is a 'Results per page' dropdown menu set to '25'.

This drop-down menu allows you to view the Members, Nonmembers, Moderators, and Owners of the list. Adding Moderators or Owners is done from the corresponding page, while adding Members is done under the Mass operations bar (covered on page 6).

- Members – subscribed to the list by default, will receive messages sent to the list
- Nonmembers – not subscribed to the list, but may have tried sending to the list
- Moderators – Allowed to accept or reject messages sent to the list (cannot add/remove members)
- Owners – Administrators of the list (can add/remove people and change list settings)

Individual Member options can be modified from the Member view by clicking the Member Options link to the right of their name (these options include whether or not they receive emails to the list, whether or not they can send to the list, etc.).

Templates

This menu allows list Admins to apply message and response templates to the list. Further documentation on this feature can be found here:

<https://docs.mailman3.org/projects/mailman/en/latest/src/mailman/rest/docs/templates.html>,

or contact mailman@csusm.edu if you are interested in help with setting up templates for your list.

Settings

This menu contains many general settings for your list. Most options have a description or explanation near the option, as highlighted in the screenshot below. For specific question on a setting, please contact mailman@csusm.edu.

List Settings

List Identity	Show list on index page	<input type="radio"/> Yes <input checked="" type="radio"/> No Choose whether to include this list on the list of all lists
Automatic Responses	Description	<input type="text"/> This description is used when the mailing list is listed with other mailing lists, or in headers, and so forth. It should be as succinct as you can get it, while still identifying what the list is.
Alter Messages	Information	<input type="text"/> A longer description of this mailing list.
DMARC Mitigations	Display name	<input type="text" value="Adoosetestlist"/> Display name is the name shown in the web interface.
Digest		
Message Acceptance		
Archiving		
Member Policy		
Bounce Processing		

Mass operations (adding and removing users)

Here you can add or remove members en masse.

Info Subscription requests **0** Held messages **1** Users Templates Settings **Mass operations** **B**

Mass Subscription

Emails to mass subscribe

```
test1@csusm.edu
test2@csusm.edu ** One address per line **
test3@csusm.edu
```

The following formats are accepted:
jdoe@example.com
<jdoe@example.com>
John Doe <jdoe@example.com>
"John Doe" <jdoe@example.com>
jdoe@example.com (John Doe)
Use the last three to associate a display name with the address

Pre confirm
If checked, users will not have to confirm their subscription.

Pre approved
If checked, moderators will not have to approve the subscription request.

Pre Verified
If checked, users will not have to verify that their email address is valid.

[Subscribe users](#)

When adding or removing list members with the Mass operations menus, enter one email per line in the box. Entering a comma separated list will not work and will only perform the operation on the first email entered.

Ban List

In this menu you can explicitly add email addresses that are banned from sending or subscribing to the list. If you are experiencing issues with spammers targeting your list, we recommend you make your list **private** in the Settings tab and/or contact mailman@csusm.edu.

Header filters

This menu has an advanced option to use regular expressions to match email headers in order to take specific actions. If you think you want to use this, you either know what you are doing, or we recommend contacting mailman@csusm.edu for guidance.

Delete

The only option on this menu is to delete your list. If you wish to delete your list, please contact mailman@csusm.edu.