

Email List Administration Using Mailman

About the Mailman Lists:

Mailman is a web-based email list manager that replaces ListProc lists. Unlike a KU Group List that can only contain KU email addresses, Mailman lists can include both KU and non-KU email addresses. Mailman allows list owners to create and modify lists easily, as well as add and remove subscribers without having to know specific commands. List subscribers can easily modify their list subscriptions and preferences.

List basics:

Email Address	Description
(your list's name)@lists.ku.edu	Your list's email address
(your list's name)-owner@lists.ku.edu	Emails all list owners and moderators

URL	Description
lists.ku.edu/admin/(your list's name)	Admin Panel (requires admin password)
lists.ku.edu/admindb/(your list's name)	Moderator's Panel (requires moderator password)
lists.ku.edu/listinfo/(your list's name)	List Info Page, with option to subscribe
lists.ku.edu/options/(your list's name)	List Member Panel (requires member's password)

Common list owner tasks:

Log in to the administrative panel at [lists.ku.edu/admin/\(your list's name\)](https://lists.ku.edu/admin/(your list's name)) using the password sent to you by email when your list was created. Then:

- **Review membership list:**
Membership Management
- **Add members:**
Membership Management > Mass Subscription
- **Remove members:**
Membership Management > Mass Removal
- **View behavior for replies to posts:**
General Options > Where are replies to list messages directed?
- **Change default notification preferences:**
General options > Notifications group
- **Subscriber privacy:**
Privacy options > Subscription Rules
- **Message moderation:**
Privacy options > Sender filters
Membership Management > (mod column)
- **Subscriber moderation:**
Privacy options > Subscription Rules
- **Update list description, welcome message, or goodbye message:**
General options > An introductory description...
General options > List specific text...
General options > Text to send people leaving...
- **Change admin or moderator passwords:**
Privacy

Adding list members:

1. Go to your list's administration page at [**www.lists.ku.edu/admin/\(your list's name\)**](http://www.lists.ku.edu/admin/(your list's name)) where (your list's name) is replaced with the actual name of your list.
2. Log in with your **administrative password** that was sent in the email when your list was created.
3. Click on **Membership Management** then click on **Mass Subscription**.
4. Take note of the mass subscription options and change them if necessary.
5. Add the addresses by either:
 1. Entering them in the text area using a separate line for each address. Format as:
Name of the person <emailaddress@host.com>
to add email address with subscriber's name. Or, simply type the email address.
 2. Uploading a .txt or .csv file containing the email address using Browse. *Note: If using the .csv option, the system will skip the first row.*
6. Optionally, enter a personalized message that will be added at the top of the subscription notification if you left the default option selected which sends messages to new subscribers.
7. Click **Submit Your Changes**.

Removing list members:

Remove members from a subscriptions list:

1. Log in to your list's administrative panel.
2. Click on **Membership Management** then click on **Mass Removal**.
3. Take note of the mass removal acknowledgement options and change them if necessary.
4. Add the addresses by entering them in the text area using a separate line for each address or upload a .txt or .csv file containing the email address using Browse.
5. Click **Submit Your Changes**.

Support:

For additional support with your list, to delete a list, or to retrieve an administrative password, contact the KU IT Customer Service Center at itcsc@ku.edu or 785-864-8080.

Change your list's default notification setting

for unsubscriptions:

1. Log in to your list's administrative panel.
2. On the **General Options** page under **Notifications**, check **No** under "Send goodbye messages when they are unsubscribed?"

Other options for unsubscribing members or blocking mail:

In the admin panel, click on Membership Management.

- **Temporarily blocking mail:** When viewing your membership list, you can check the box under nomail to block mail to the person. The person will not receive notification. Click **Submit Your Changes**.
- **Unsubscribe an individual on the member list:** Check the box under unsub, to unsubscribe the person. *Note: If your list is set to send "goodbye messages," then the user will be notified of the unsub action.* Click **Submit Your Changes**.