Mailing List Administrator Documentation

NKU listserv administrators now have new options for listserv management. Mailman, includes an integrated web software, which will allow administrators to easily modify user specifications online. To learn more about the software visit the Mailman Web site at http://www.list.org.

For information and documentation about the listserv visit http://listserv.nku.edu.

As a mailing list administrator you can log in and manager your listserv at: http://listserv.nku.edu/mailman/admin/listname (listname=the specific name of your listserv)

Type your list administrator password in the provided “List Administrator Password” box. If you have forgotten your password, please contact the help desk at (859) 572 - 6911 to reset your password.

Then click on the “Let me in…” box to enter the webpage management interface.

The webpage will default to the “General Options” page and the following categories are offered for administering your listserv:

Configuration Categories:

- General Options
- Passwords
- Language options
- Membership Management...
- Non-digest options
- Digest options
- Privacy options...
- Bounce processing
- Archiving Options
- Mail<->News gateways
- Auto-responder
- Content filtering
- Topics

Other Administrative Activities:
• Tend to pending moderator requests
• Go to the general list information page
• Edit the public HTML pages
• Go to list archives

It is important for administrators to visit every category for a description of each option. Details are provided for the meaning and how to make a selection for an individual item. Remember to press the “Submit Your Changes” button located near the bottom of the page after making changes to ensure the changes apply and take effect.

Following are some of the useful options listed by configuration category:

**General Options**

**Adding Administrators** - List administrators are able to receive requests and view messages sent by non-members. Closed list administrators will get an e-mail message asking whether to accept or decline non-members when they try to subscribe. Members with the administer password will be able to change list settings. To add administrators to your listserv:

1) Go to the “owner” field
2) Type in the e-mail address of new administrator in the text box provided.
3) Click the “Submit Your Changes” button

**Description** - Providing a description of open listservs will allow users to view the description of the listserv before subscribing. To add a description:

1) Go to the “description” field
2) Type in the description you would like for users to view in the text box provided.
3) Click the “Submit Your Changes” button

**Introductory Description** - Adding a introductory description to your listserv will allow the introductory description to be listed at the top of the listinfo page. To place an introductory description on your listserv:

1) Go to the “info” field
2) Type in the description you would like for users to view in the text box provided.
3) Click the “Submit Your Changes” button

**Subject Prefix** - The subject prefix is the prefix that will appear in the subject line of each list posting. To view the subject prefix for your list:
1) Go to the “subject prefix” field (prefix will be list name in brackets by default

**Password Reminder** - Sending a password reminder to members of the listserv will provide members with the password needed to unsubscribe or change options via web page. Please note members can also unsubscribe without knowing the password by creating an e-mail message to: listname-unsubscribe@listserv.nku.edu. To send a password reminder to your listserv each month:

1) Go to the “send_reminders” field  
2) Select “Yes”  
3) Click the “Submit Your Changes” button

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**Welcome Messages**

**Sending** - By default, welcome messages are not sent to new list subscribers. For open list members, a welcome message includes a password and information of the list. Closed list members will receive the password for membership changes in their welcome message. To enable the option so a welcome message will be sent to each new subscriber:

1) Go to the “send_welcome_msg” field  
2) Select “Yes”  
3) Click the “Submit Your Changes” button

**Adding Message Text** - To add text to be included in your welcome message:

1) Go to the “welcome_msg”  
2) Type in the text to be included in the message.  
3) Click the “Submit Your Changes” button
Membership List - The membership list will allow you to view all the subscribers of your list along with several options for each member. For a description of each option:

1) Choose the “Click here to include the legend for this table” link on the “Membership List” page.

Removing Moderation of members - By default, new subscribers for both open-moderated and closed-moderated listservs are moderated, which means they can receive messages, but cannot send to the list. In order to ensure a member can send to the list, he or she must have the mod function unchecked on the Membership List. To change the moderation of a member:

1) Choose the “Membership List” link to view the “mod” column.
2) Check the “mod” box for those users that should be moderated. Leave the “mod” box unchecked to allow subscribers to send to the listserv.
3) Click the “Submit Your Changes” button

Mass Subscription - To subscribe one or more new member to the listserv:

1) Choose “Mass Subscription”
2) Select options to invite or send messages to new members
3) Type the e-mail address of each new member in the text box located below the sentence “Enter one address per line below...”
4) Click the “Submit Your Changes” button

Note: Do use @exchange.nku.edu addresses for members or administrators. All NKU addresses should be @nku.edu.

Mass Removal - To remove one or move new member from the listserv:

1) Choose “Mass Subscription”
2) Select options to notify members
3) Type the e-mail address of each new member in the text box located below the sentence “Enter one address per line below...”
4) Click the “Submit Your Changes” button

- OR -

1) Choose the “Membership List” link.
2) Check the “unsub” box for the member you wish to unsubscribe.
3) Click the “Submit Your Changes” button.
Privacy

Non Member Messages - The new listserv allows user to send messages to a listserv without being a member. To give nonmembers the ability to send messages to the listserv:

1) Choose “accept_these_nonmembers” link  
2) Type in the e-mail address of each nonmember  
3) Click the “Submit Your Changes” button

Archives

Archiving - The Mailman system can archive messages sent to a list on a private or public basis. By visiting the Archiving Options, you can select the time and privacy of archived messages on the listserv. By default Archiving is turned off. If you would like messages in your list archived:

1) Go to the “Archive Message?” field  
2) Select “yes”  
3) Click the “Submit Your Changes” button

Private Archives - Only list members can access the archives through the web interface. For private archives:

1) Select “private” in the “archive_private” field.  
2) Click the “Submit Your Changes” button

Public Archives - The archives can be viewed by anyone. For public archives:

1) Select “public” in the “archive_private” field.  
2) Click the “Submit Your Changes” button

Viewing Archives - To view archives for your listserv:

1) Click on the Go to list Archives link under Other Administrative Actions.
Be sure to always click the “Submit Your Changes” button after making any changes.

To log out Choose the “Log Out” option under the Other Administrative Actions category.

Default Settings

Visit http://listserv.nku.edu/listadmin.html for a complete list of default setting set by the NKU Office of Information Technology.

First, determine the type of list you have (open, open-moderated, closed, closed-moderated) and then refer to the appropriate documentation for your list type. Following is a description of each list type:

**Open** - Anyone can freely subscribe/unsubscribe to the list and send to all members without any administrative intervention.

**Open/Moderated** - Anyone can subscribe/unsubscribe to the list. When users subscribe they are automatically a moderated member, which means they can receive messages, but cannot send to the list.

**Closed** - Members must be subscribed and unsubscribed by administrators. Once a member is subscribed, he or she can send to the list.

**Closed/Moderated** - Members must be subscribed and unsubscribed by administrators. When users subscribe they are automatically a moderated member, which means they can receive messages, but cannot send to the list.