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

Perform action on selected messages

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sender</th>
<th>Reason</th>
<th>Hold Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test message</td>
<td>[email protected]</td>
<td>The message comes from a moderated member</td>
<td>Jan. 11, 2022, 4:59 p.m.</td>
</tr>
</tbody>
</table>

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:

![Test message]

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

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:

or contact [mailman@csusm.edu](mailto: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

- Show list on index page
  - Yes ☐ No ☐
  - Choose whether to include this list on the list of all lists

- Description
  - 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.

- Information
  - A longer description of this mailing list.

- Display name
  - Acoosetestlist
  - Display name is the name shown in the web interface.
Mass operations (adding and removing users)

Here you can add or remove members en masse.

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.