Mailman at Langara College

Information for Subscribers and Administrators

All Langara mailing lists are designated PRIVATE: only the people who belong to such a list can send email to it. The list owner (administrator) controls who can join it. The names of Private Lists will not normally be shown in the list information page. Mailman's web interface provides an intuitive approach to subscriber options and features.

To find information about a list, to subscribe, unsubscribe, or edit your subscription options; or to access archived messages -- in other words, to do just about anything as a subscriber -- you need to know the name of the list and how to access that list's information page.

http://lists.langara.bc.ca/mailman/listinfo/*mylistname*

where *mylistname* is the name of your list.

IMPORTANT *Whenever* you make *any* changes to your list (either to membership or to options), you **must always** click the '**Submit your changes**' button at the bottom of the page, otherwise your changes will not take effect.

Subscribers

To Subscribe to a List

http://lists.langara.bc.ca/mailman/listinfo/*mylistname*

Go to the section **Subscribing to *mylistname*:**

Subscribe to *mylistname* by filling out the following form. This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members.

Your email address:	
Your name (optional):	

You may enter a privacy password below. This password will provide only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password,** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you have confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:	
Reenter password to confirm:	
Which language do you prefer to display your messages?	English (USA)
Would you like to receive list mail batched in a daily digest?	⦿ No ○ Yes

Subscribe

After you hit Subscribe, watch your email for a confirmation from the list moderator (administrator). Here is an example of what you would receive in your email:

.... Original Message ....

Subject: Welcome to the "mylistname" mailing list
Date: Fri, 1 Jul 2010 10:21:21 -0700
From: mylistname-request@lists.langara.bc.ca
To: mpatel@langara.bc.ca

```
Welcome to the mylistname@lists.langara.bc.ca mailing list!
To post to this list, send your email to:
  mylistname@lists.langara.bc.ca

General information about the mailing list is at:
  https://lists.langara.bc.ca/mailman/listinfo/mylistname

If you ever want to unsubscribe or change your options (eg., switch to
or from digest mode, change your password, etc.), visit your
subscription page at:
  https://lists.langara.bc.ca/mailman/options/mylistname/your login
username%40langara.bc.ca

You can also make such adjustments via email by sending a message to:
  mylistname-request@lists.langara.bc.ca

with the word `help' in the subject or body (don't include the
quotes), and you will get back a message with instructions.

You must know your password to change your options (including changing
the password, itself) or to unsubscribe.  It is:

  (your password will appear here)

Normally, Mailman will remind you of your lists.langara.bc.ca mailing
list passwords once every month, although you can disable this if you
prefer.  This reminder will also include instructions on how to
unsubscribe or change your account options.  There is also a button on
```
your options page that will email your current password to you.

To Unsubscribe

If unsubscribing from your list(s), all you need do is turn on the check box "*Yes, I really want to unsubscribe*" and click the unsubscribe button.

http://lists.langara.bc.ca/mailman/listinfo/*mylistname*

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mylistname **Subscribers**

(*The subscribers list is only available to the list members.*)

Enter your address and password to visit the subscribers list:

Address: [＿＿＿＿]Password:: [＿＿＿＿] [Visit Subscriber List]

To unsubscribe from *mylistname*, get a password reminder, or change your subscription options enter your subscription email address:

[＿＿＿＿＿＿＿] [Unsubscribe or edit options]

If you leave the field blank, you will be prompted for your email address

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How do I handle Passwords?

Each member of each list has a separate password for each list he or she belongs to. These passwords ARE NOT secure; they are not your Langara College login passwords.

Changing Your Password

Navigate to your list info page:

https://lists.langara.bc.ca/mailman/listinfo/*mylistname*

Scroll down to the last section.

mylistname **Subscribers**

(*The subscribers list is only available to the list members.*)

Enter your address and password to visit the subscribers list:

Address: [ ] Password: [ ] [Visit Subscriber List]

To unsubscribe from *mylistname*, get a password reminder, or change your subscription options enter your subscription email address:

[mpatel@langara.bc.ca] [Unsubscribe or edit options]

If you leave the field blank, you will be prompted for your email address

Away from Campus?

Mail Delivery

Click on *Enabled* if you want to receive messages posted to the list.
Click on *Disabled* if you do not want to receive messages posted to the list. You will remain subscribed but do not want mail delivered to you for a while (eg. you are going on vacation).
Click on *Set globally* if you want your selected delivery option applied to all your lists on the server.

Mail delivery	
Set this option to *Enabled* to receive messages posted to this mailing list. Set it to *Disabled* if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.	⦿ Enabled ○ Disabled ☐ Set globally

Once you are done, scroll down to the bottom of the page and click 'Submit Your Changes'.

Access your list's Archives

Mailman has a built-in archival feature; all messages are saved in archives by month; within each month, messages are grouped by thread, subject, author and date.

To visit the archives page:

https://lists.langara.bc.ca/mailman/private/*mylistname/*

Once you are authenticated, you should see something like this:

The < *mylistname* > Archives

You can get more information about this list.

Archive	View by:				Downloadable version
April 2007:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 305 bytes]
March 2007:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 648 bytes]
January 2007:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 50 KB]
December 2006:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 4 KB]
November 2006:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 3 KB]
October 2006:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 280 bytes]
July 2006:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 3 KB]
June 2006:	[Thread]	[Subject]	[Author]	[Date]	[Gzip'd Text 980 bytes]

Who looks after my mailing list?

Each department or group of users with a mailing list will have one person designated as the Moderator (Administrator). If you have problems using your mailing list you can contact your administrator at:

<*mylistname*-owner>@lists.langara.bc.ca, where mylistname is the name of the list you belong to.

For example: if you belong to a mailing list called **badger**, you would address your email to **badger-owner@lists.langara.bc.ca**.

Administrators

All of the foregoing information under **Subscribers** applies to the Administrator as well. However, there are certain additional commands that are available to administrators only, to help them monitor and maintain their lists.

Opening your list administrator's web page

When your mailing list is created, you are sent an email giving you information about your new list, the website to visit for administrative functions, and your password for the mailing list.

You can also find your list's administration page by pointing your web browser at:

https://lists.langara.bc.ca/mailman/admin/*yourlistname*

Substitute *yourlistname* with the name of your mailing list - for example, if your newly created mailing list is named **badger**, the appropriate address would be **https://lists.langara.bc.ca/mailman/admin/badger**.

The page will prompt you for your list administrator's password. **This is not your Langara College Login ID password, but one used only for your mailing list.**
Enter the password in the box and then click the '**Let Me In**' button (or press *Enter*) to open the administration page. If you do not remember the password for your list then you will need to call the help desk @5999 and a new one will be issued.

IMPORTANT *Whenever* you make *any* changes to your list (either to membership or to options), you *must always* click the '**Submit your changes**' button at the bottom of the page, otherwise your changes will not take effect.

General Options Page for your list:

http://lists.langara.bc.ca/mailman/admin/*listname*

Tip: Create an entry in your browser's *favourites*, then one click and you are there!

Judging by what most owners do in terms of monitoring their lists, this is the page I think you will visit the most. You will notice that it has a whole host of options, including options to change passwords, and manage your membership.

Note in particular, the items that are highlighted: items you may wish to change or modify from time to time.

All the options, you will notice, have a Details Link. Clicking on this link will open a window with tips and suggestions about that option.

The list moderator email addresses. Multiple moderator addresses, each on separate line is okay.
(Details for **moderator**)

mpatel@langara.bc.ca
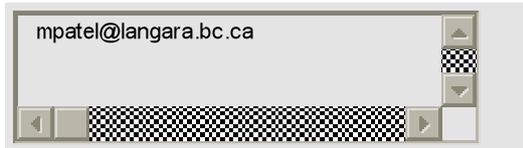
Highlighted items - you may wish to modify from time to time.

Details Link. Clicking on this link will open a window with tips and suggestions about that option.

badger mailing list administration
General Options Section

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

- **Logout**

Make your changes in the following section, and then submit them using the *Submit Your Changes* button below.

General Options

Fundamental list characteristics, including descriptive info and basic behaviours.

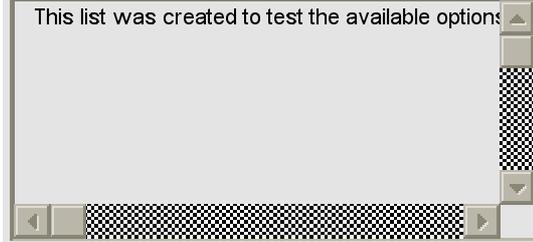| Description	Value
General list personality	
The public name of this list (make case-changes only). (Details for **real_name**)	badger
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for **owner**)	mpatel@langara.bc.ca
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for **moderator**)	mpatel@langara.bc.ca
A terse phrase identifying this list. (Details for **description**)	This is a test list

An introductory description - a few paragraphs - about the list. It will be included, as html, at the top of the listinfo page. Carriage returns will end a paragraph - see the details for more info. (Details for **info**)	This list was created to test the available options
Prefix for subject line of list postings. (Details for **subject_prefix**)	[badger]
Hide the sender of a message, replacing it with the list address (Removes From, Sender and Reply-To fields) (Edit **anonymous_list**)	⦿ No ○ Yes

Reply-To: header munging

Should any existing Reply-To: header found in the original message be stripped? If so, this will be done regardless of whether an explicit Reply-To: header is added by Mailman or not. (Edit **first_strip_reply_to**)	⦿ No ○ Yes
Where are replies to list messages directed? Poster is *strongly* recommended for most mailing lists. (Details for **reply_goes_to_list**)	○ Poster ⦿ This list ○ Explicit address
Explicit Reply-To: header. (Details for **reply_to_address**)	

Umbrella list settings

Send password reminders to, eg., "-owner" address instead of directly to user. (Details for **umbrella_list**)	○ No ⦿ Yes
Suffix for use when this list is an umbrella for other lists, according to setting of previous "umbrella_list" setting. (Details for **umbrella_member_suffix**)	-owner

Notifications

Send monthly password reminders? (Details for **send_reminders**)	⦿ No ○ Yes
List-specific text prepended to new-subscriber welcome message (Details for **welcome_msg**)	

Send welcome message to newly subscribed members? (Details for **send_welcome_msg**)	○ No ● Yes
Text sent to people leaving the list. If empty, no special text will be added to the unsubscribe message. (Edit **goodbye_msg**)	It's been good to know you.
Send goodbye message to members when they are unsubscribed? (Edit **send_goodbye_msg**)	○ No ● Yes
Should the list moderators get immediate notice of new requests, as well as daily notices about collected ones? (Details for **admin_immed_notify**)	○ No ● Yes
Should administrator get notices of subscribes and unsubscribes? (Edit **admin_notify_mchanges**)	○ No ● Yes
Send mail to poster when their posting is held for approval? (Details for **respond_to_post_requests**)	○ No ● Yes

Additional settings

Emergency moderation of all list traffic. (Details for **emergency**)	● No ○ Yes
Default options for new members joining this list. (Details for **new_member_options**)	☐ Conceal the member's address ☐ Acknowledge the member's posting ☐ Do not send a copy of a member's own post ☑ Filter out duplicate messages to list members (if possible)
(Administrivia filter) Check postings and intercept ones that seem to be administrative requests? (Details for **administrivia**)	○ No ● Yes
Maximum length in kilobytes (KB) of a message body. Use 0 for no limit. (Edit **max_message_size**)	10240
Host name this list prefers for email.	lists.langara.bc.ca

(Details for **host_name**)	
Should messages from this mailing list include the RFC 2369 (i.e. `List-*`) headers? *Yes* is highly recommended. (Details for **include_rfc2369_headers**)	○ No ⊙ Yes
Should postings include the `List-Post:` header? (Details for **include_list_post_header**)	○ No ⊙ Yes

Submit Your Changes

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badger list run by mpatel at langara.bc.ca.
badger administrative interface (requires authorization)
Overview of all lists.langara.bc.ca mailing lists

Passwords and Membership Management Issues:

Clicking on the Passwords link from the General Options Sections Page will bring up this page:

badger mailing list administration
Passwords Section

Make your changes in the following section, and then submit them using the *Submit Your Changes* button below.

Change list ownership passwords

The *list administrators* are the people who have ultimate control over all parameters of this mailing list. They are able to change any list configuration variable available through these administration web pages.

The *list moderators* have more limited permissions; they are not able to change any list configuration variable, but they are allowed to tend to pending administration requests, including approving or rejecting held subscription requests, and disposing of held postings. Of course, the *list administrators* can also tend to pending requests.

In order to split the list ownership duties into administrators and moderators, you must set a separate moderator password in the fields below, and also provide the email addresses of the list moderators in the general options section.

Enter new administrator password:		Enter new moderator password:	

| | | | Confirm administrator password: | | | | | Confirm moderator password: | |

(Two password form fields with teal background, and a "Submit Your Changes" button below)

Membership Management Issues:

Clicking on the Membership Management link from the General Options Sections Page will bring up this page:

badger mailing list administration
Membership Management... Section

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

Membership List

Find member (help): [_____]   [Search...]

[Click here to include the legend for this table.](#)

unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
☐	brouhaha@langara.bc.ca	☐	☐	☑ [A]	☐	☐	☑	☐	☑	English (USA)
☐	bhill@langara.bc.ca	☐	☐	☑ [A]	☐	☐	☑	☐	☑	English (USA)
☐	mpatel@langara.bc.ca [____]	☐	☐	☐	☐	☐	☑	☐	☑	English (USA)
☐		☐	☐	☐	☐	☐	☐	☐	☑	English (USA)

4 members total

(Submit Your Changes button)

Additional Member Tasks

- Set everyone's moderation bit, including those members not currently visible

⦿ Off ◯ On   Set

Reviewing your list options:

To review or make changes go to:

http://lists.langara.bc.ca/mailman/admin/*listname*

To subscribe or **unsubscribe**, or **edit your options**: Go to the list information page at:

http://lists.langara.bc.ca/mailman/listinfo/*listname*

Enter your password, click Let Me In…

How can users subscribe to my list?

1. They can sign up by going to the information page of your list:

    The address would be
    http://lists.langara.bc.ca/mailman/listinfo/*listname*
    (*listname* is the name of your list)

2. You can add the new addresses yourself:

    Login to the Administration page for your Mailman list,
    Click on 'Membership Management',
    Click on 'Mass Subscription',
    Enter one address per line,
    Click 'Submit Your Changes'.

To remove one or more subscribers:

Login to the Administrator page for your list.
Click on 'Membership Management'.
Checkmark the box under 'unsub' next to the address(es) you want to remove.
Click on 'Submit Your Changes'.

To review your list of subscribers:

http://lists.langara.bc.ca/mailman/admin/*listname*

OR http://lists.langara.bc.ca/mailman/listinfo/*listname*

To send mail to subscribers:
Send email as you have always done, bearing in mind the modified list address.

All lists on the Mailman server have the form: <listname>@lists.langara.bc.ca, where <listname> is the name of your list, without the < and > symbols, of course.

eg. *listname*@lists.langara.bc.ca.

How to reply:

In Mailman, all lists are configured to post replies to the whole list, regardless of what is selected from your mail client.

To temporarily suspend receiving postings:

http://lists.langara.bc.ca/mailman/listinfo/*listname*

Scroll down to where you log in, enter your address, password, then click on Visit Subscriber List. On the page displayed, click your address, scroll down to where your options are. The very first option is labelled Mail delivery:

Mail delivery	Enabled
Set this option to *Enabled* to receive messages posted to this mailing list. Set it to *Disabled* if you want to stay subscribed, but do not want mail delivered to you for a while (e.g. you are going on vacation). If you disable mail delivery, do not forget to re-enable it when you come back; it will not be automatically re-enabled.	Disabled *Set globally*

(Tip: to disable mail delivery to all the lists you belong to, select *Set globally*. That way you will not need to visit each list you belong to, to make changes.)

Archiving:

http://lists.langara.bc.ca/mailman/listinfo/badger

About *listname*	English (USA)

To see the collection of prior postings to the list, visit the *listname* Archives (The current archive is only available to the list members.)