

Creating an Email List Mailman

The following are instructions and recommended settings for Cooperative Extension employees who wish to use mailman.

If you have any questions or need assistance with these instructions please contact the Technology Services Help Desk at 800.760.7610 or 265.3895.

Request a new list

The first step is to fill out the form that will have the list created. To request a new list go to: <http://www.uwex.edu/infosys/mailman/owners/forms/listrequest.html>

Begin at the top of this form by filling in all the text boxes with the general information being asked.

General Options

Public name of this list : [\(Details\)](#)

A terse phrase identifying this list:

An introductory description - a few paragraphs about the list: [\(Details\)](#)

List Owner Name:

List Owner Phone Number:

List Owner E-mail Address:

List Owner Administrator Password:

Next, you need to make some decisions on how your list will function. Click the appropriate radio button for each of the questions.

If you are not sure how to answer a particular question, click on the (Detail) link for that question. A new page with an explanation of that setting will appear. After reading the detail, click on the Back button in your browser to continue filling out the form.

Once you are done filling out this form, click on the Agree button at the bottom. Normally, within a day or so you will receive an email from the mailman-admin letting you know your list is ready and needs to be configured.

Configuring the Mailman List

In the email message from mailman-admin, you will see the following:

You can configure your mailing list at the following web page:

http://lists.uwex.edu/mailman/admin/<your_list_name>

where <your_list_name> is replaced by the actual name of the list you asked for.

Click on that link to get to the web page to configure you mailman list.

Ce-technology-services-list Administrator Authentication

List Administrator Password:

Let me in...

Important: From this point on, you must have cookies enabled in your browser, otherwise no administrative changes will take effect.

Session cookies are used in Mailman's administrative interface so that you don't need to re-authenticate with every administrative operation. This cookie will expire automatically when you exit your browser, or you can explicitly expire the cookie by hitting the *Logout* link under *Other Administrative Activities* (which you'll see once you successfully log in).

At this page type in your list administrator password and click the “Let me in...” button.

You will then come to a new page with a list of links related to managing your list.

General Options

There are two settings you may want to configure on the General Options, the subject line prefix and the message size.

The prefix for subject line of list postings will insert the name of the list in brackets [] at the beginning of every email sent to the list. This feature works well if you want to be able to create a filter or rule in your email software that filters based on that prefix. It is not a good idea to use if you have lists that send to other list.

To change the Prefix for subject line of list postings, scroll down and make changes to the following box:

Prefix for subject line of list postings. [\(Details for subject prefix\)](#)

By default, the largest message (not attachment, but body of the email) is set to 40k. This is a reasonable size. It may not work well though if people who send to your list send email that is html formatted to included text with different colors or images.

If you don't want to worry too much about the size of the messages going through your list, set this value to a larger number like 500 or 1000 by changing the following box:

Maximum length in kilobytes (KB) of a message body. Use 0 for no limit. [\(Edit max message size\)](#)

Membership Management

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](#)

Click on the link for Membership Management. Then click on the link for Mass Subscription.

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management](#)
 - [\[Membership List\]](#)
 - [Mass Subscription](#)
 - [Mass Removal](#)
- [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](#)

At the Mass Subscription screen, if you know the email address of the subscribers to the list you can either type (or copy and paste) them in one email per address line.

Mass Subscriptions

Subscribe these users now or invite them?	<input checked="" type="radio"/> Subscribe <input type="radio"/> Invite
Send welcome messages to new subscribers?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send notifications of new subscriptions to the list owner?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Enter one address per line below...

```
marie.todd@ces.uwex.edu
ingrid.gottfried@ces.uwex.edu
lisa.linfield@ces.uwex.edu
kevin.graeme@ces.uwex.edu
molly.immendorf@ces.uwex.edu
greg.johl@ces.uwex.edu
mike.masino@ces.uwex.edu
deanna.schneider@ces.uwex.edu
mary.lucas@ces.uwex.edu
jason.lemahieu@ces.uwex.edu
```

...or specify a file to upload:

Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at least one blank line at the end...

Note: You may also choose to have Mailman send a welcome message to the address you are subscribing. This provides the new subscribers information about the new list server, including the password each user needs in order to make changes to their own account (such as unsubscribing).

After you click on the “Submit Your Changes” button, you will receive a message that you have successfully subscribed all of your list members to the new list.

Privacy Options

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management](#)
- [Non-digest options](#)
- [Digest options](#)
- **Privacy options**
 - [Subscription rules](#)
 - [\[Sender filters\]](#)
 - [Recipient filters](#)
 - [Spam filters](#)
- [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](#)

By default only the owner and people subscribed to the list can send an email to the list.

This privacy option has to do with how messages sent to the list from someone that is not on the list are handled. This option helps you control SPAM but can also mean more work for the list owner.

Look for the following section near the bottom of the page:

Action to take for postings from non-members for which no explicit action is defined. (Details for generic_nonmember_action)	<input checked="" type="radio"/> Accept <input type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
---	---

If you choose Accept, the list will be open for all to send to. If you choose Hold, you as the list owner will have to approve all messages (from non-subscribed email addresses) before they are sent. Choosing Reject or Discard will result in the message not going through to the list.

Archiving Options

By default all lists are setup to archive email they receive. This provides a nice resource to view past messages sent to the list. By default this archive is available to the general public and it can be indexed and found by search engines. CE Technology Services recommends that if you wish to continue to archive your list's messages that you make it a private archive, unavailable to the general public.

Click on Archive Options

- | | | |
|--|--|--|
| <p style="text-align: center;">Configuration Categories</p> <ul style="list-style-type: none"> • [General Options] • Passwords • Language options • Membership Management • Non-digest options • Digest options | <ul style="list-style-type: none"> • Privacy options • Bounce processing • Archiving Options • Mail<->News gateways • Auto-responder • Content filtering • Topics | <p style="text-align: center;">Other Administrative Activities</p> <ul style="list-style-type: none"> • Tend to pending moderator requests • Go to the general list information page • Edit the public HTML pages • Go to list archives <p>• Logout</p> |
|--|--|--|

Click on the appropriate radio button for the archive settings.

Description	Value
Archive messages? (Edit archive)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Is archive file source for public or private archival? (Edit archive private)	<input type="radio"/> public <input checked="" type="radio"/> private
How often should a new archive volume be started? (Edit archive volume frequency)	<input type="radio"/> Yearly <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Weekly <input type="radio"/> Daily

Using the New List

Once you have converted the list to Mailman, the email address for the list is:

New address: <list_name>@lists.uwex.edu

Where <list_name> is replaced with the name of your list.

Notify your subscribers

Once the list is on Mailman, you may want to notify the people that you have subscribed them to the list by sending an email to the list.

Letting others subscribe

If you do not know who is going to be on your list and want people to subscribe themselves they will need to go to the url:

<http://lists.uwex.edu/mailman/listinfo/<listname>> where <listname> is replaced with the name of your list.

At that screen the person can fill out the section to subscribe.

Subscribing to Ce-technology-services-list

Subscribe to Ce-technology-services-list 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 hidden list, which means that the list of members is available only to the list administrator.

Your email address:	<input type="text"/>
Your name (optional):	<input type="text"/>
You may enter a privacy password below. This provides 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've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.	
Pick a password:	<input type="text"/>
Reenter password to confirm:	<input type="text"/>
Which language do you prefer to display your messages?	English (USA)
Would you like to receive list mail batched in a daily digest?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Subscribe"/>	

Help

Other settings and options are available to you as the owner and administrator of the list. Explore the options at the administrative site for your list at:

<http://lists.uwex.edu/mailman/admin/<listname>> where <listname> is replaced with the name of your list.

If you have questions about this process please contact the CE Technology Services Help Desk at 800.7610.7610 or 265.3895 or helpdesk@ces.uwex.edu