

# Mailing List Administration

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## Logging in to list.smu.edu

Each list has a unique login and password combination. In most cases, IT synchronizes all administrator passwords across the various lists. This service does not use your SMU ID and Password combination. Instead, it uses your SMU email address and a local password. The address must be in the same format in the listserve software (i.e. smu.edu and @mail.smu.edu are not interchangeable in Lyris!)

1. Login with your SMU email address
2. Login with your lyris password
3. If you forget your password, click the Forgot Password link. This page is only displayed after three incorrect login attempts.

## Managing Multiple Lists

As long as the login and password combination is synchronized across all of your lists, you will be able to quickly and easily switch between the various lists for which you are the administrator.

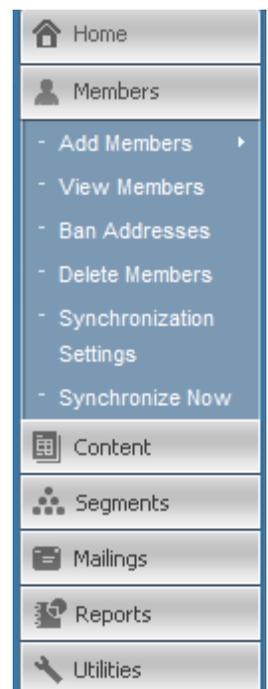
1. Click the listname located in the top right corner of the screen
2. Select the list you wish to modify



Welcome rmulry@mail.smu.edu | Logout  
List: kappaalphatheta Language: English

## Managing Members

1. Click the Members tab on the left
2. To Add a member
  - a. Click Add Members—add member
  - b. Enter the email address you wish to subscribe
  - c. Click Save (all other fields are optional)
3. To Add Multiple Members
  - a. Click Add Members—Add many members
  - b. Enter the email addresses you wish to subscribe. Enter each on a separate line.  
You can easily copy and paste from excel
  - c. Click Save (all other fields are optional)
4. To Delete a member
  - a. Click View Members
  - b. Locate the individual you wish to unsubscribe
  - c. Click Delete
5. To delete all members from the list and start over
  - a. Click View Members
  - b. Click Delete all in this view
  - c. Make sure the option to “not delete List administrators” is checked
  - d. Click OK



## Checking a Member's Status

There are several member status that can affect the delivery of mail from the list. If you click on the member and then click the Settings tab, you'll find the drop down menu to set the status. The status may change automatically if the

listserve has trouble sending to the recipient too many times or if the recipient unsubscribes from the list. These are the most common status types.

**Normal Member:** receives all mail for the list

**Private:Awaiting admin approval:** if the list is configured to require approval for all subscriptions, the status will default to private awaiting approval. To approve the member, simply change the status to normal member and save.

**Held:** If messages bounce to a certain address several times, the status will be set to held. Verify that you have the correct address and change the status back to normal.

**Unsubscribed:** the recipient has unsubscribed from the mailing list and is no longer receiving mail from the list

## Creating a list administrator

1. Click Members—View Members
2. Select the individual to whom you wish to assign administrative permissions
3. Populate the Name Field (required for administrators)
4. Click the List Admin tab
  - a. Select YES to “is list admin?”
  - b. Select YES to “receive list admin mail?”
  - c. Select YES to “receive moderation notifications” if this is a moderated list
5. Click the Settings tab
  - a. Enter a password for the list administrator
6. Click Save

Label	yes	no
Is list admin?:	<input checked="" type="radio"/>	<input type="radio"/>
Receive list admin mail?:	<input checked="" type="radio"/>	<input type="radio"/>
Receive moderation notifications?:	<input type="radio"/>	<input checked="" type="radio"/>
Bypass list moderation?:	<input type="radio"/>	<input checked="" type="radio"/>
Enable WYSIWYG editor:	<input checked="" type="radio"/>	<input type="radio"/>

## Sending messages to the list

You do not need to login to list.smu.edu to send messages to the list. Simply open your email client (webmail, outlook etc) and type the list address in the to field. All lists use the @list.smu.edu extension.

## Checking the Mailing Delivery

1. Click the Mailings tab
2. Click Mailing Status—all outgoing mailings by date
3. The last few mailings will appear in an index format
4. Click on the mailing you wish to view
5. You can view the text that was sent as well as the recipients

Showing data for 'all' mailings in 'organizatio

ID	Date
4185282	2009-08-05 18:31:11
4181564	2009-07-31 18:21:46
4174743	2009-07-22 15:27:20
4171057	2009-07-17 07:56:13

## Changing the List Settings

There are a number of different configurations that can be controlled for each list. The following is not an exhaustive list but merely highlights a few of the more common configurations. All of these can be accessed from the Utilities—List Settings window.

- [Basic Information](#)  
Determine the basic settings for your list.
- [New Subscriber Policy](#)  
Set the rules for how people join your list.
- [Email Submitted Content](#)  
Features for handling email submitted content.
- [Web Created Content](#)  
Features for handling web created content.
- [Automatic Maintenance](#)  
Keep your server at peak performance by maintaining error mail and purges.
- [Discussion Forum Interface](#)  
Set how users read messages on the web.
- [Discussion Group Features](#)  
Settings for discussion type lists.
- [For Programmers](#)  
Settings for programmers only.
- [Map of All Settings](#)  
A comprehensive index to all list settings.

### **Basic Information**

- Rename the list (also changes the list address)
- Reports—receive subscription reports and other reports on a specified schedule

### **New Subscriber Policy**

- Security Tab—Security drop down—controls who can subscribe to the list

### **Email Submitted Content**

- Controls the header and footer of each message
- Security tab—configure to only allow list administrators to send
- Approval tab—configure to require moderation for messages. Messages will not be released until approved
- Header Rewrites tab: Change the reply to address, and how the To field is displayed (either the list address or the individual recipient)

### **Discussion Group Features**

- Etiquette tab—controls the maximum message size. Should not exceed 10 MB
- Security tab—Controls if only list members are allowed to post to the list or if anyone in the world can email the list regardless of membership

There are a number of other features including document management, automated messages, content features etc. To utilize any of those features, please consult the Lyris Help Manual by clicking the “?” icon located throughout the administrative panels.

