

Mailman List Configuration

This document points you to the Mailman configuration options that you are most likely to want to consider changing.

Mailman configuration options are available at: <http://mailman.dcn.org/admin/listname>.

Questions or problems? Write to msmosaic@dcn.org (the DCN web team).

General Options

	Announce List	Discussion List
Public name of this list	case changes only	case changes only
Phrase identifying this list	for list of lists	for list of lists
Introductory description	For list info page	For list info page
Prefix for subject line	Very brief!	Very brief!
Hide the sender of a message	Yes	Probably yes.
Replies to list?	No	Probably not
Monthly password reminders?	Probably not	Maybe
Get notices of subscribes and unsubscribes?	Maybe	Maybe
Include the <code>List-Post:</code> header?	No	Yes

Non-digest options/Digest options

	Announce List	Discussion List
Footer added to mail	Customize	Customize, include post instructions

Privacy Options; Subscription Rules

	Open List	Closed List
Advertise this list	Yes	No
Steps required for subscription	Confirm	Confirm and approve
Who can view subscription	List admin only	List admin only

list?		
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Privacy Options; Sender Filters

	Announce List	Discussion List
Default member moderation	Yes	No
Member moderation action	Reject (Maybe)	N/A
Member moderation notice	Customize	N/A
Accept these nonmembers		Add member aliases as they arise
Generic non-member action	Reject or Discard	Hold

Archiving Options

Examine, ponder and set all options

Edit the public HTML/Message pages

HTML Pages

Optionally edit to match your site visual styles.

General list information page

Announce-only Lists: Edit to remove list post instructions.

Subscription acknowledgement message

Announce-only lists: edit to remove list-post instructions.

Mailman Administrative Duties

Adding Subscribers

Go to list admin page, choose "Membership Management", then "Mass Subscription"

Removing Subscribers

Go to list admin page, choose "Membership Management", then "Membership List". Find member to unsubscribe, check "unsub" box and submit your changes.

Approving a Held Message

Go to moderation page and check the "approve" box. Submit your changes. If this is a discussion list and the held message is from an e-mail alias of a member, also add the e-mail address to the always approve list.

Disapproving a Held Message

Go to moderation page and check the “reject” box (to disapprove and send an explanatory message) or the “discard” box (if it’s SPAM).

Stopping a List Storm

Go to list admin page, “General Options”, check “Emergency Moderation” box and submit changes. Then, at main options, choose “Membership Management”, then “Membership List”; find troublesome member, check “mod” box and submit changes.

Then, return to “General Options”, un-check “Emergency Moderation” and submit changes.

Miscellany

Announcement List Mailing Format

Create a standard format for your announcements/newsletter. It should always – at the very top – explain what the mailing is and where it came from. Include or point to unsubscribe instructions. Offer a human contact for list problems.

Craft your subject lines carefully. Avoid hyperbole that will make it look like SPAM.

Note that plain text is a generally accepted format for announcement/newsletter mailings. Think twice before using HTML or other rich formatting. If you must use formatting, make sure your mailing program includes a plain text rendering. Make sure the plain text rendering is legibly formatted. Never send in a proprietary (e.g., Microsoft-only) format. Nearly never include attachments; they will very often be unwelcome. Instead, point to a web location for the file.

Adding a Subscription Form to Your Web Site

Add a link to the <http://mailman.dcn.org/listinfo/listname> web page. Or, if more ambitious, analyze the subscribe web form on that page and add it to your own site. Make sure the form post action is unchanged.