BRIAN MENDONCA

SYMPA MAILING LISTS TUTORIAL

WHAT'S A SYMPA MAILING LIST?

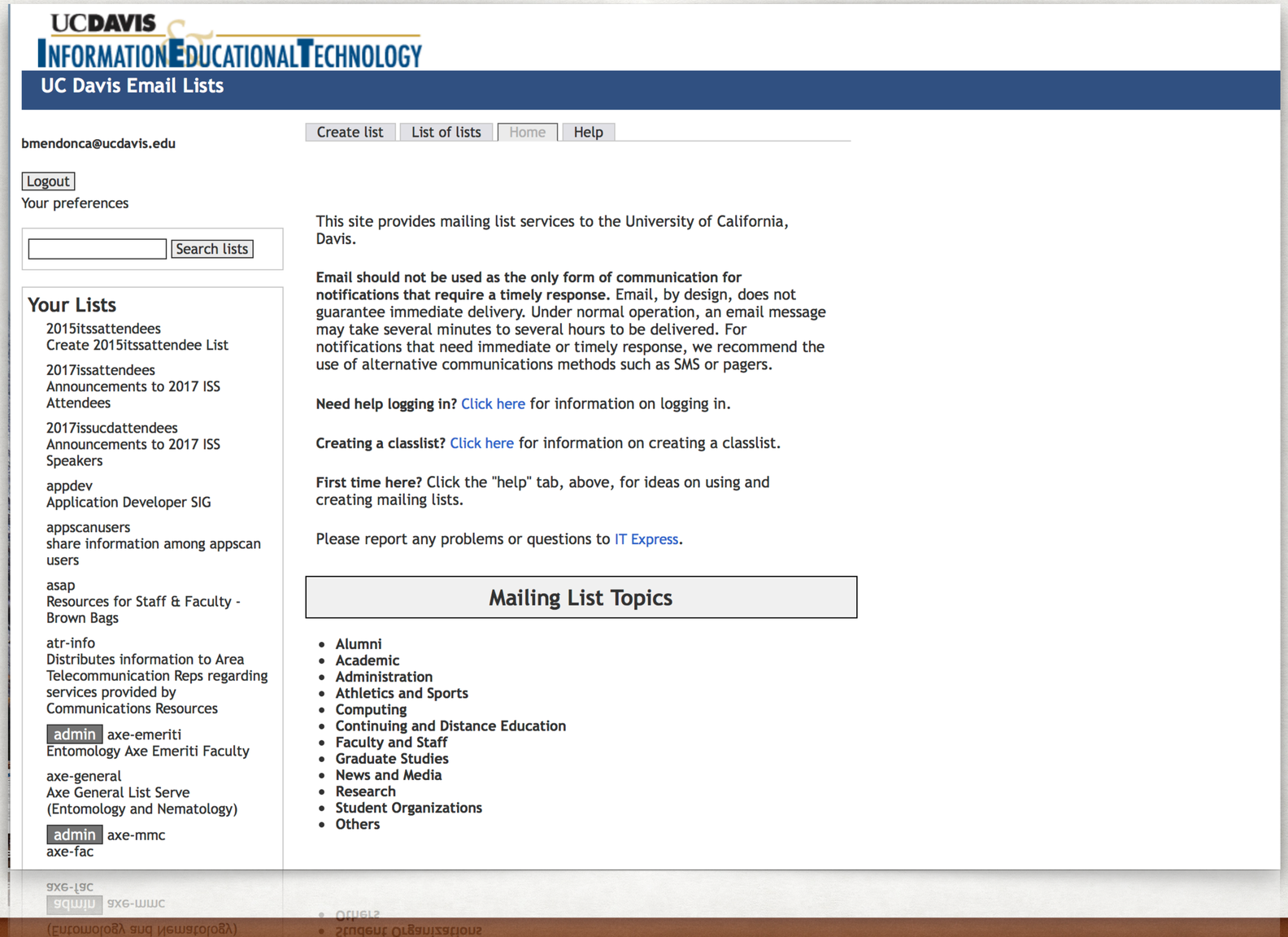
- Sympa Mailing Lists let you send an email to many people at the same time using only one email address
  - Examples:
    - All the Account Managers
    - All the class members of PLP 290

MANAGING SYMPA MAILING LISTS

- Sympa Mailing lists are managed by their owner(s)
    - A list can have multiple owners
    - Privileged owners can add/remove other owners
    - Owners can add/remove recipients of the email list, aka Subscribers
    - Some lists allow for Subscribers to add/remove themselves without asking an owner to do it for them, but these are uncommon.

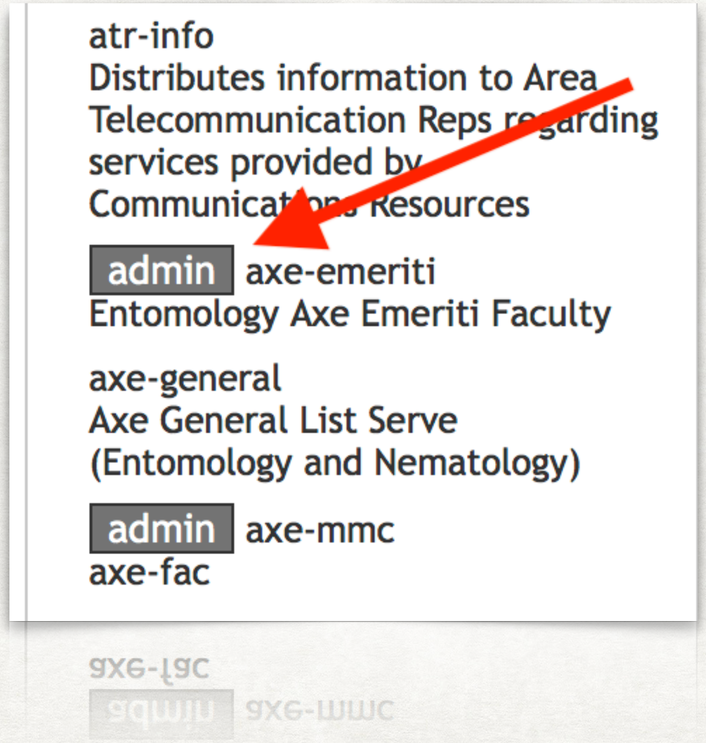
LOGGING IN

- https://lists.ucdavis.edu



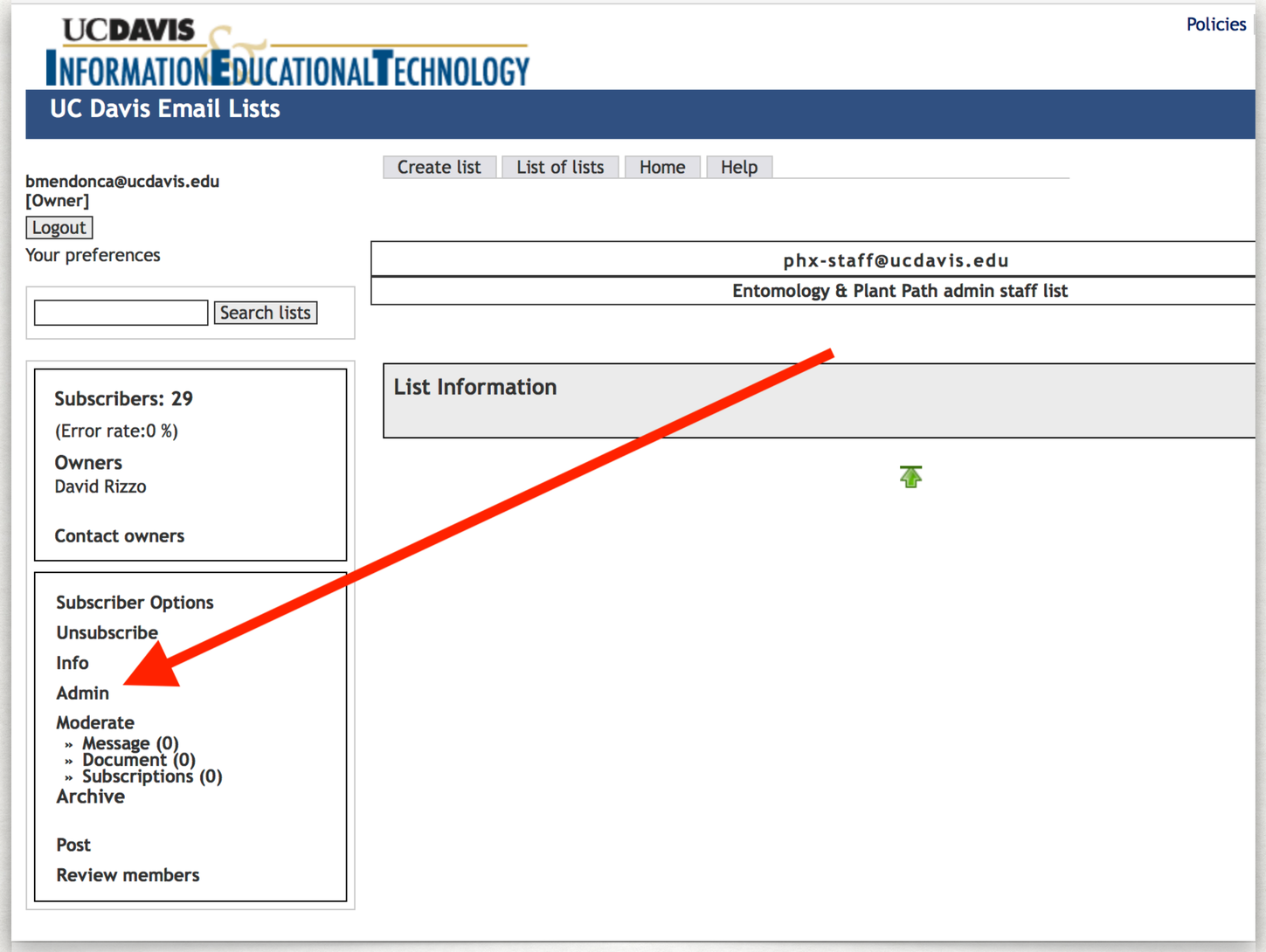
ADMINISTERING A LIST

- You need to make sure you have the "**admin**" box next to the name of the list you want to administer
- Mailing lists are sorted alphabetically depending on their base address, example: **axe-general** for axe-general@ucdavis.edu



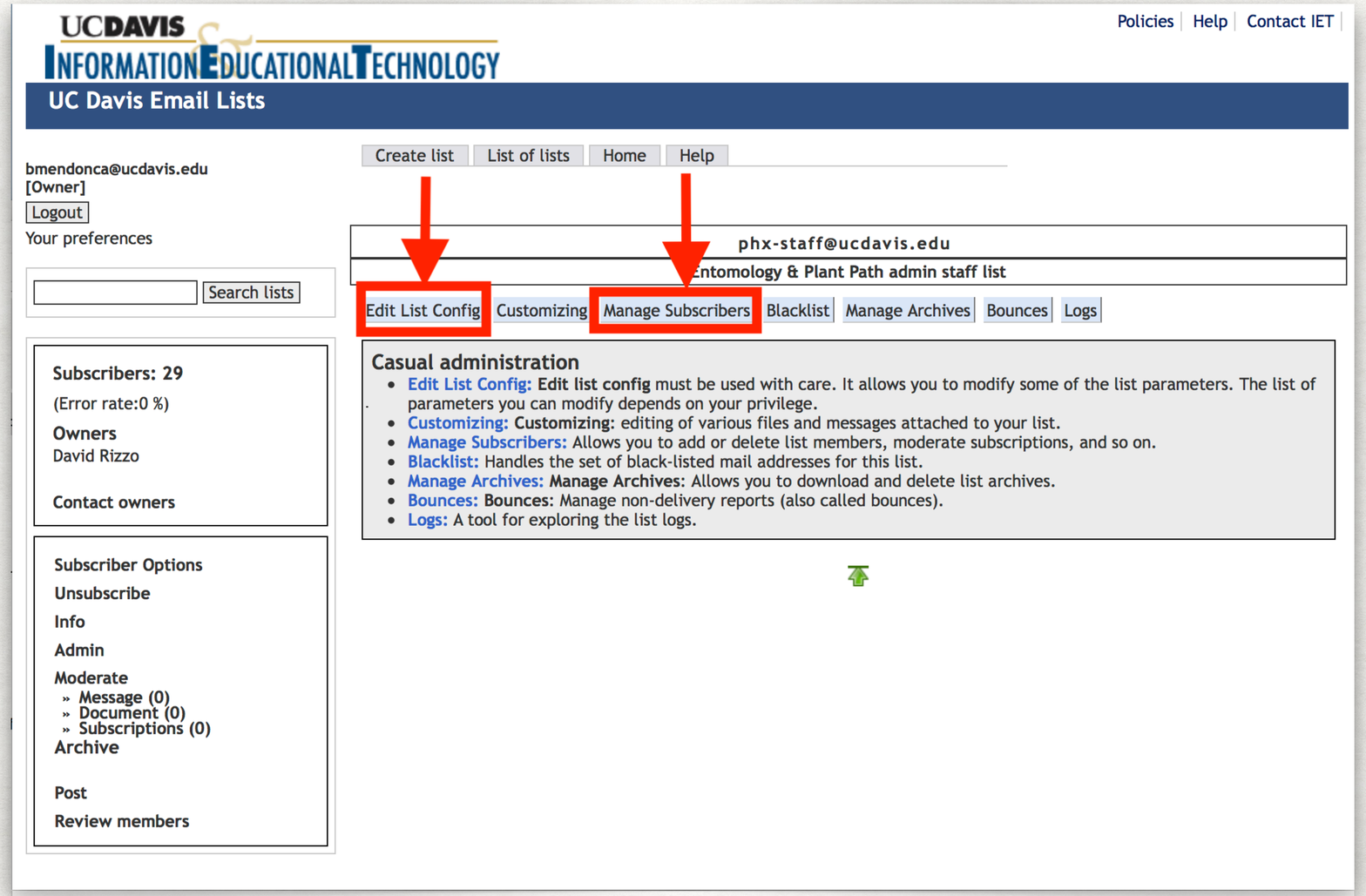
ADMINISTERING A LIST

- After clicking the name of the list, click “Admin” on the left menu.



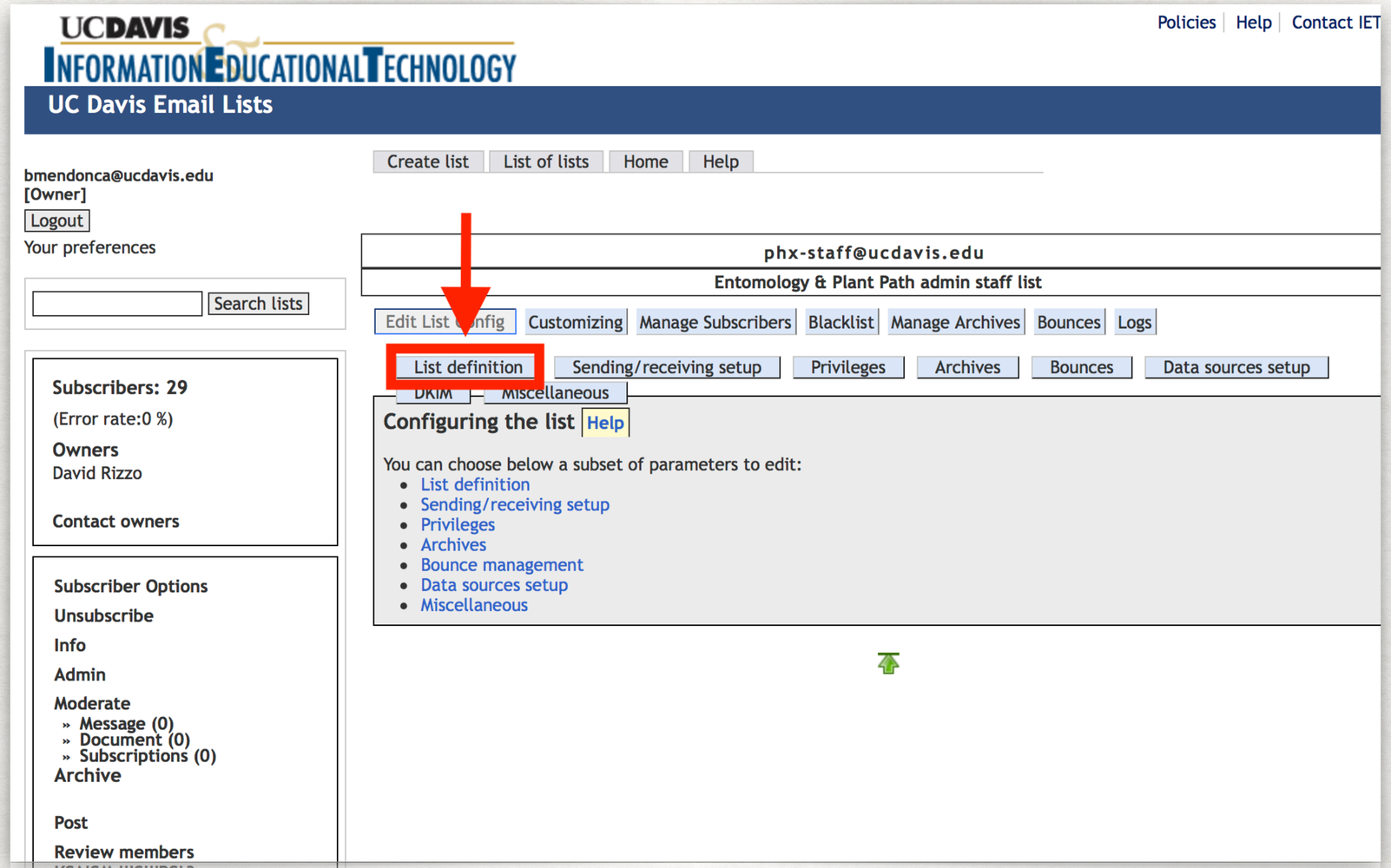
ADMINISTERING A LIST

- These are the most important things you will need to know:
  - Edit List Config
  - Manage Subscribers



EDIT LIST CONFIG

- List Definition: This is where you can control who are the owners of a mailing list

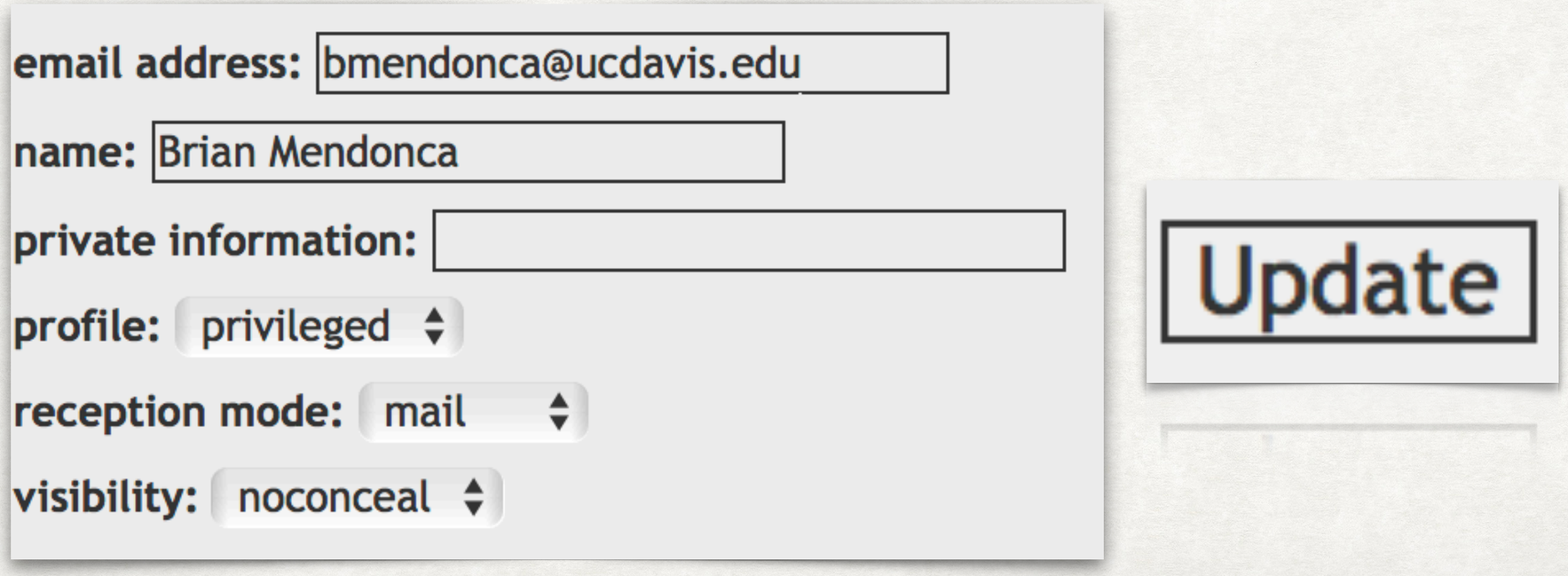


EDIT LIST CONFIG

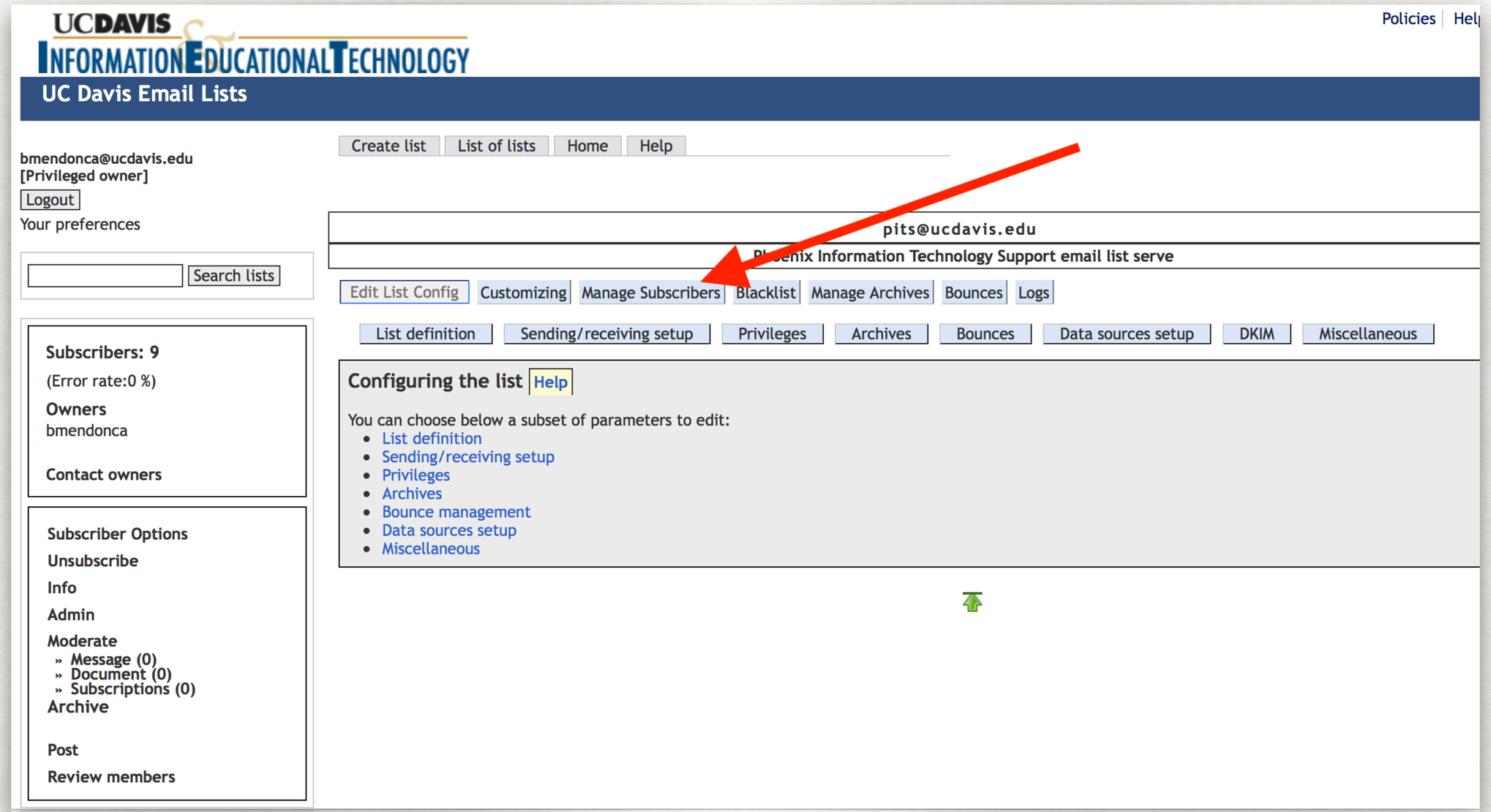
- If you are a regular owner, you will be able to view the other owners but not change any of them
- If you are a Privileged Owner, you can add/remove/ modify other owners and other Privileged Owners

EDIT LIST CONFIG: MANAGING OWNERS

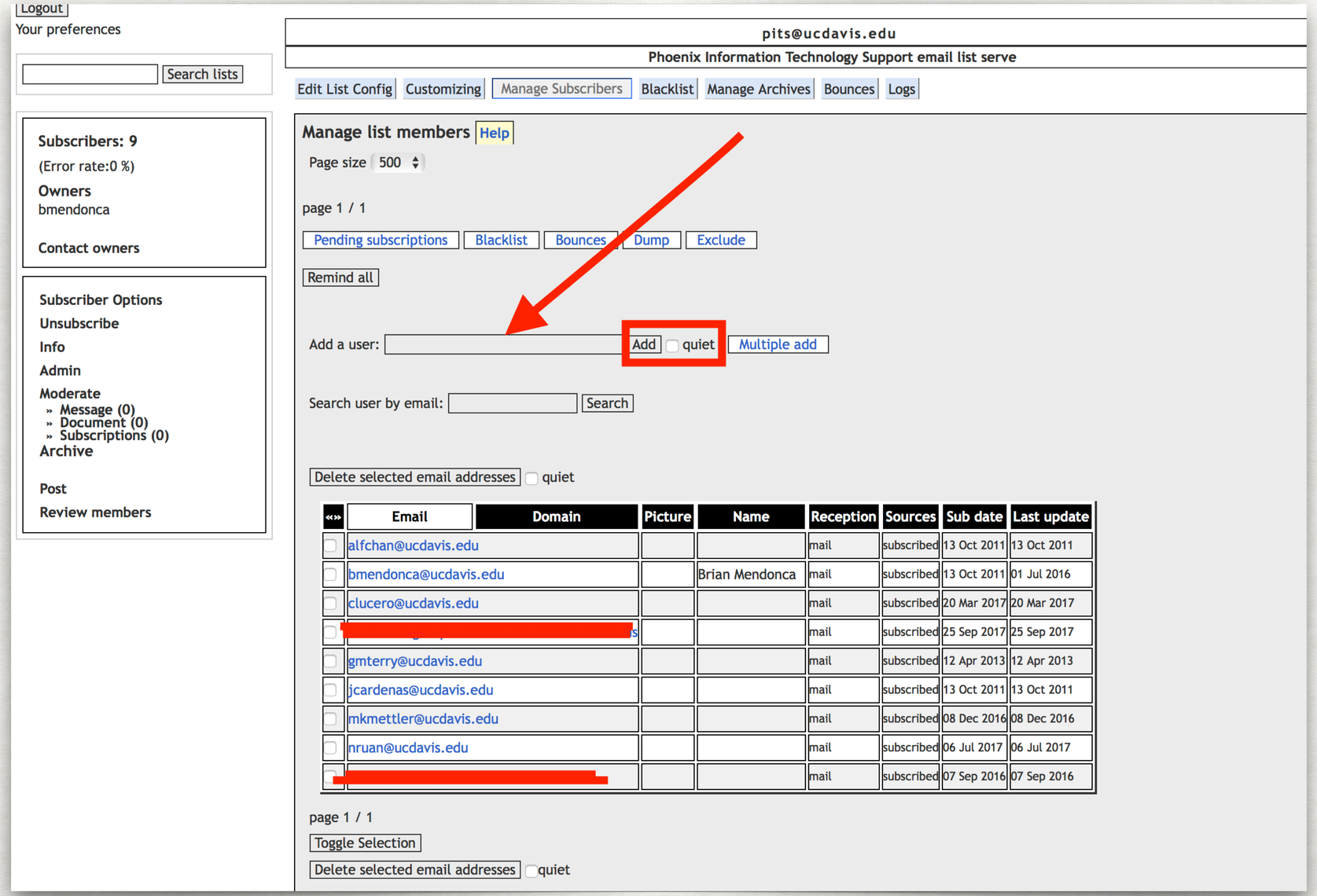
- Email address and name are the only fields needed. Leave the others as they are here:



EDIT LIST CONFIG: MANAGING SUBSCRIBERS



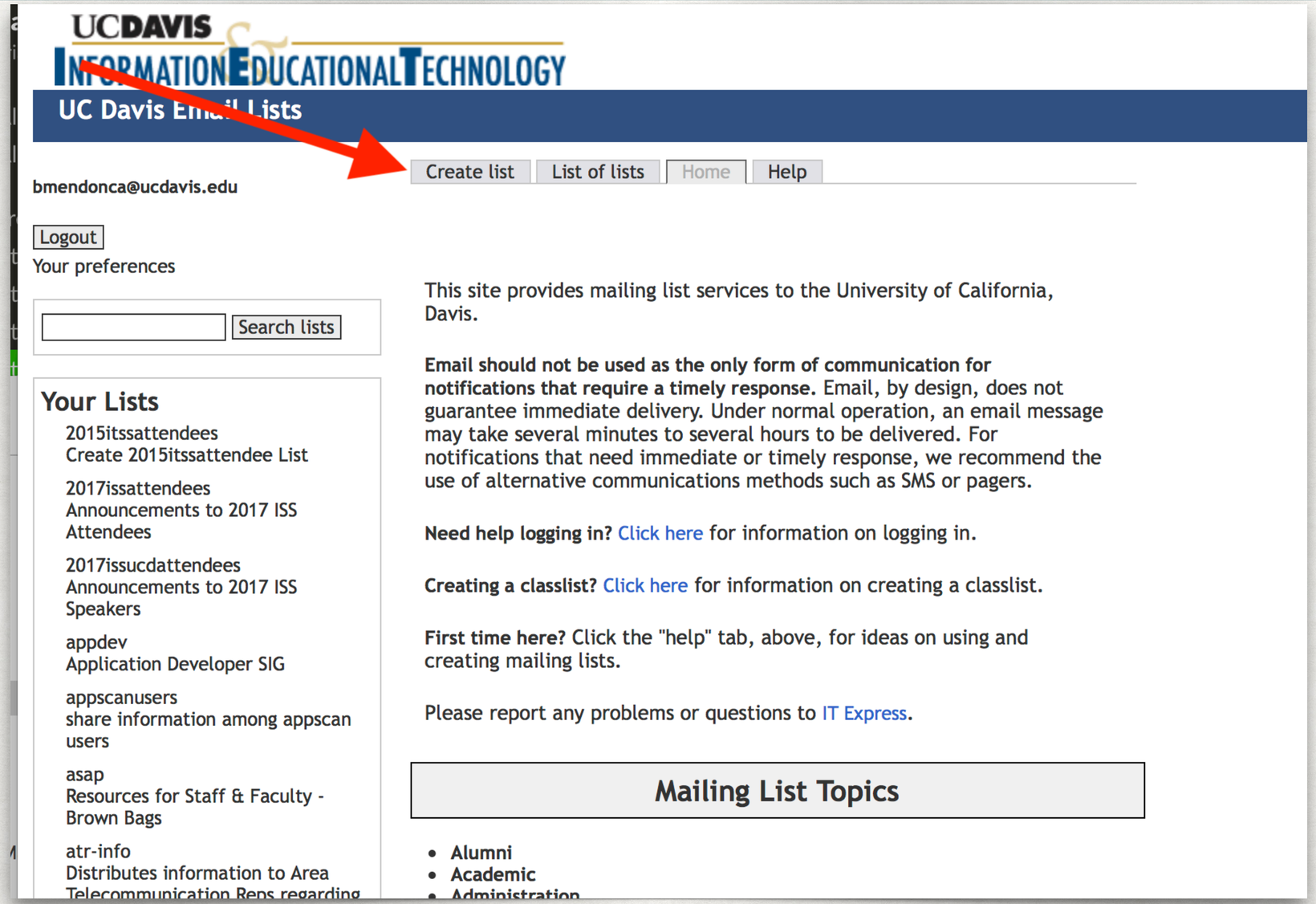
EDIT LIST CONFIG: MANAGING SUBSCRIBERS



REVIEW: MANAGING SYMPA MAILING LISTS

- You now know how to manage a Sympa Mailing list subscribers and manage the owners of a list
- Always have backup owners available to manage your lists and make sure that the mailing list is loaded onto https://phoenix.ucdavis.edu

CREATING YOUR OWN MAILING LIST



CREATING YOUR OWN MAILING LIST

- Fill out the form; note that there are 3 kinds of lists

Announce-only List

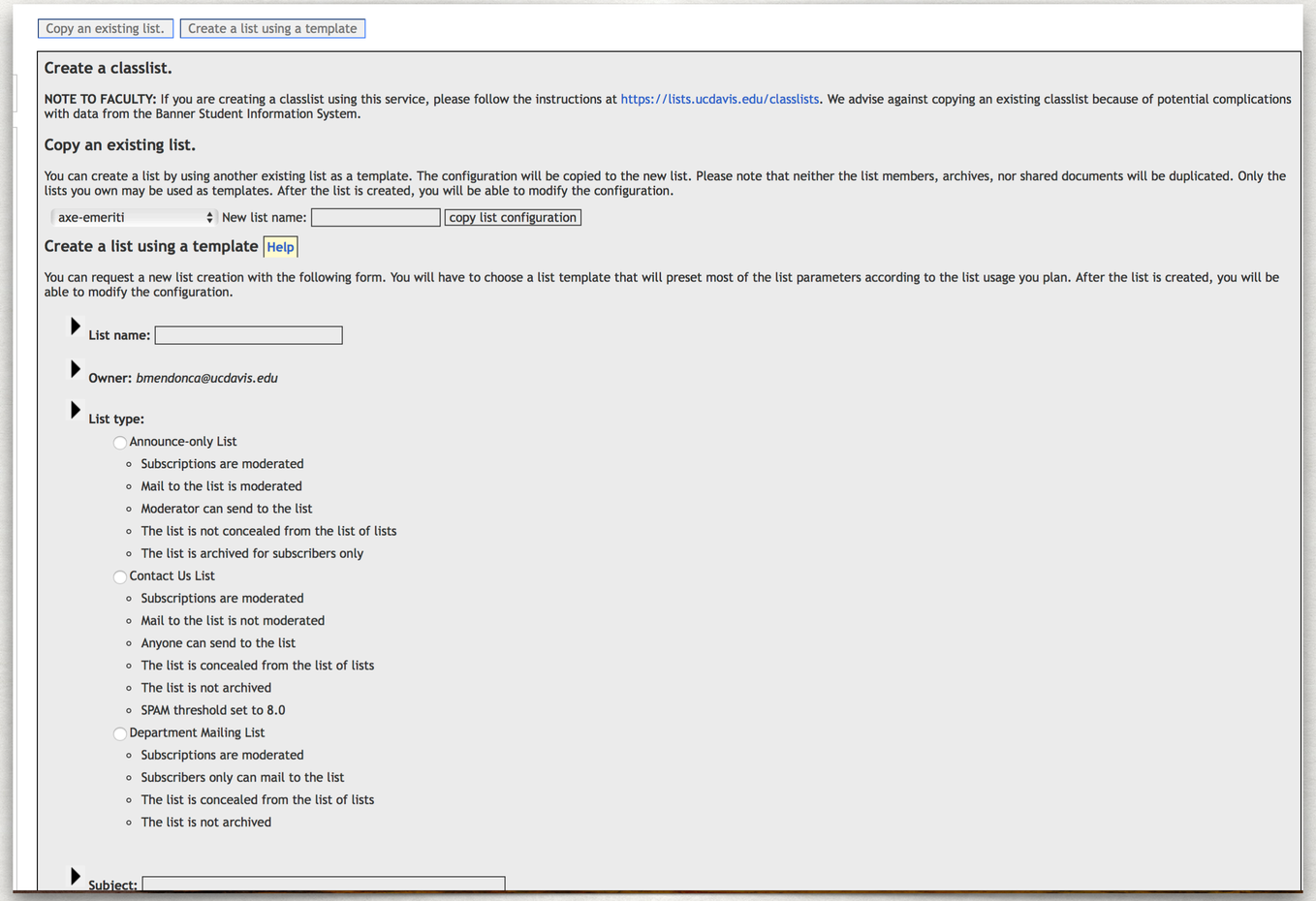
- Subscriptions are moderated
- Mail to the list is moderated
- Moderator can send to the list
- The list is not concealed from the list of lists
- The list is archived for subscribers only

Contact Us List

- Subscriptions are moderated
- Mail to the list is not moderated
- **Anyone can send to the list**
- The list is concealed from the list of lists
- The list is not archived
- SPAM threshold set to 8.0

Department Mailing List

- Subscriptions are moderated
- **Subscribers only can mail to the list**



CREATING YOUR OWN MAILING LIST

- Once you submit the creation request, IET will take up to a day to approve the mailing list. You will receive an email from them when it is ready to use.

QUESTIONS?