

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>

UC DAVIS

INFORMATION EDUCATIONAL TECHNOLOGY

UC Davis Email Lists

bmendonca@ucdavis.edu

Logout

Your preferences

Search lists

Your Lists

2015itssattendeess
Create 2015itssattendee List

2017issattendeess
Announcements to 2017 ISS Attendees

2017issucdattendeess
Announcements to 2017 ISS Speakers

appdev
Application Developer SIG

appscanusers
share information among appscan users

asap
Resources for Staff & Faculty - Brown Bags

atr-info
Distributes information to Area Telecommunication Reps regarding services provided by Communications Resources

admin

axe-emeriti
Entomology Axe Emeriti Faculty

axe-general
Axe General List Serve (Entomology and Nematology)

admin

axe-mmcc
axe-fac

Create listList of listsHomeHelp

This site provides mailing list services to the University of California, Davis.

Email should not be used as the only form of communication for notifications that require a timely response. Email, by design, does not guarantee immediate delivery. Under normal operation, an email message may take several minutes to several hours to be delivered. For notifications that need immediate or timely response, we recommend the use of alternative communications methods such as SMS or pagers.

Need help logging in? [Click here](#) for information on logging in.

Creating a classlist? [Click here](#) for information on creating a classlist.

First time here? Click the "help" tab, above, for ideas on using and creating mailing lists.

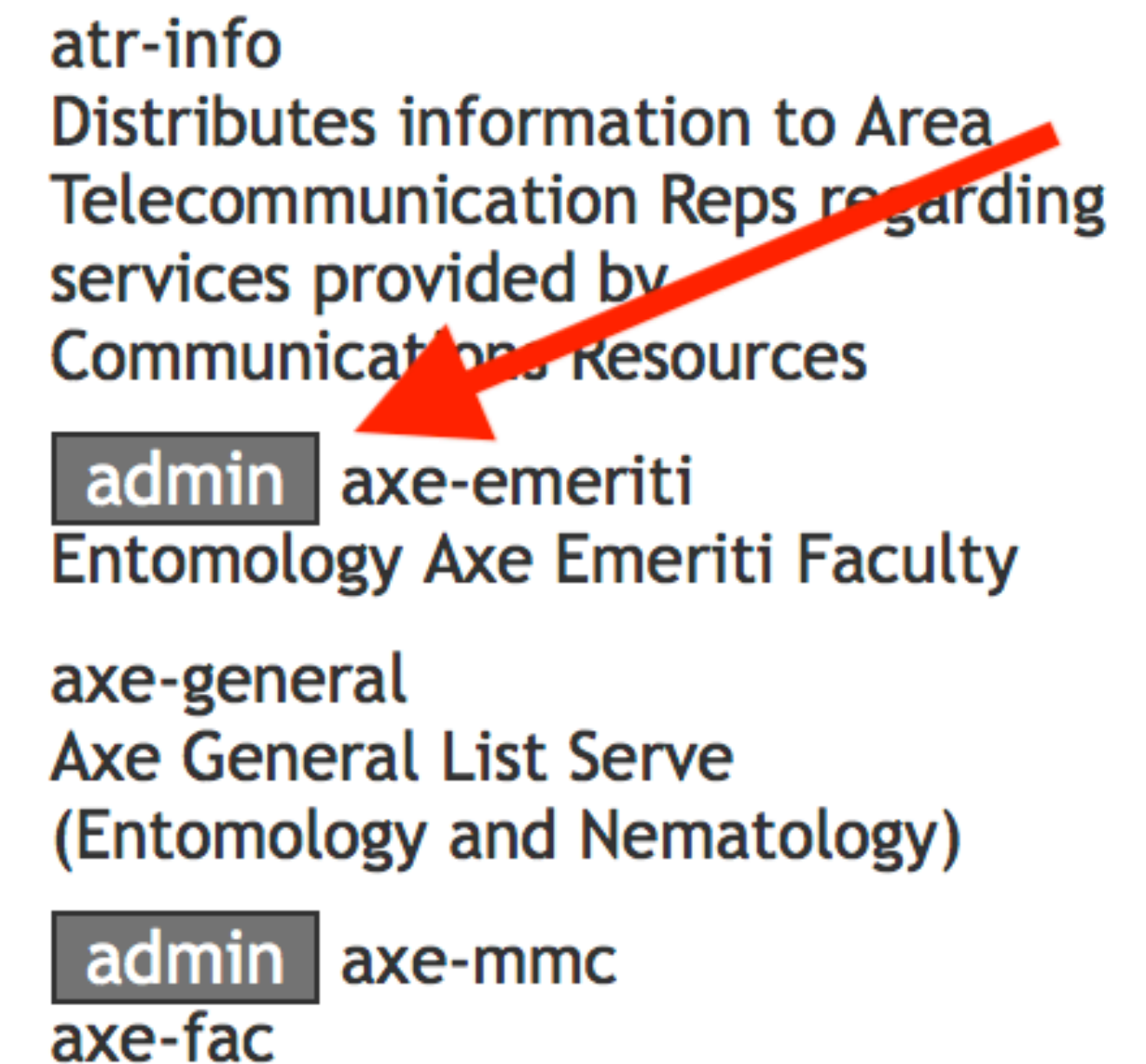
Please report any problems or questions to [IT Express](#).

Mailing List Topics

- Alumni
- Academic
- Administration
- Athletics and Sports
- Computing
- Continuing and Distance Education
- Faculty and Staff
- Graduate Studies
- News and Media
- Research
- Student Organizations
- Others

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



atr-info
Distributes information to Area
Telecommunication Reps regarding
services provided by
Communications Resources

☒ admin axe-emeriti
Entomology Axe Emeriti Faculty

axe-general
Axe General List Serve
(Entomology and Nematology)

☒ admin axe-mmc
axe-fac

axe-general

axe-general

axe-general

ADMINISTERING A LIST

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

The screenshot shows the UC Davis Email Lists administration interface. At the top, the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY' are displayed. Below this, the title 'UC Davis Email Lists' is shown. The interface includes a navigation bar with links for 'Create list', 'List of lists', 'Home', and 'Help'. On the left, the user 'bmendonca@ucdavis.edu' is logged in as the owner, with a 'Logout' button and a 'Your preferences' section. A search bar labeled 'Search lists' is also present. The left-hand menu contains several options: 'Subscribers: 29' (with an error rate of 0%), 'Owners' (David Rizzo), 'Contact owners', 'Subscriber Options' (including 'Unsubscribe', 'Info', 'Admin', 'Moderate', and 'Archive'), and 'Post' (with a 'Review members' link). A red arrow points from the 'Admin' link in the 'Subscriber Options' menu to the 'List Information' section on the right. The 'List Information' section displays the email address 'phx-staff@ucdavis.edu' and the list name 'Entomology & Plant Path admin staff list'. A green arrow icon is visible below the list name.

ADMINISTERING A LIST

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

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INFORMATION EDUCATIONAL TECHNOLOGY
UC Davis Email Lists

Policies | Help | Contact IET

bmendonca@ucdavis.edu
[Owner]
Logout
Your preferences

Create list | List of lists | Home | Help

phx-staff@ucdavis.edu
Entomology & Plant Path admin staff list

Edit List Config | Customizing | Manage Subscribers | Blacklist | Manage Archives | Bounces | Logs

Subscribers: 29
(Error rate: 0 %)
Owners
David Rizzo
Contact owners

Subscriber Options
Unsubscribe
Info
Admin
Moderate
» Message (0)
» Document (0)
» Subscriptions (0)
Archive
Post
Review members

Casual administration

- **Edit List Config:** Edit list config must be used with care. It allows you to modify some of the list parameters. The list of parameters you can modify depends on your privilege.
- **Customizing:** Customizing: editing of various files and messages attached to your list.
- **Manage Subscribers:** Allows you to add or delete list members, moderate subscriptions, and so on.
- **Blacklist:** Handles the set of black-listed mail addresses for this list.
- **Manage Archives:** Manage Archives: Allows you to download and delete list archives.
- **Bounces:** Bounces: Manage non-delivery reports (also called bounces).
- **Logs:** A tool for exploring the list logs.

EDIT LIST CONFIG

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

The screenshot shows the 'UC Davis Email Lists' interface. At the top, the UC Davis Information & Educational Technology logo is displayed, along with links for Policies, Help, and Contact IET. The page title is 'UC Davis Email Lists'. Below this, there's a navigation bar with 'Create list', 'List of lists', 'Home', and 'Help'. The user 'bmendonca@ucdavis.edu' is logged in as the [Owner], with a 'Logout' button and a 'Your preferences' section. A search bar is also present. The main content area is for the 'phx-staff@ucdavis.edu' list, titled 'Entomology & Plant Path admin staff list'. A red arrow points to the 'Edit List Config' button, which is highlighted with a red box. Below this, there's a row of tabs: 'List definition' (highlighted with a red box), 'Sending/receiving setup', 'Privileges', 'Archives', 'Bounces', and 'Data sources setup'. The 'List definition' tab is active, showing a 'Configuring the list' section with a 'Help' link. Below this, it says 'You can choose below a subset of parameters to edit:' followed by a list of options: 'List definition', 'Sending/receiving setup', 'Privileges', 'Archives', 'Bounce management', 'Data sources setup', and 'Miscellaneous'. On the left side of the page, there's a sidebar with information about the list: 'Subscribers: 29' (Error rate: 0 %), 'Owners: David Rizzo', and a 'Contact owners' button. Below this, there's a 'Subscriber Options' section with links for 'Unsubscribe', 'Info', 'Admin', 'Moderate' (with sub-links for 'Message (0)', 'Document (0)', and 'Subscriptions (0)'), and 'Archive'. At the bottom, there are links for 'Post', 'Review members', and 'Archive'.

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:

email address:

name:

private information:

profile:

reception mode:

visibility:

Update

EDIT LIST CONFIG: MANAGING SUBSCRIBERS

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INFORMATION EDUCATIONAL TECHNOLOGY

UC Davis Email Lists

bmendonca@ucdavis.edu
[Privileged owner]
Logout
Your preferences

Search lists

Subscribers: 9
(Error rate:0 %)
Owners
bmendonca
Contact owners

Subscriber Options

Unsubscribe

Info

Admin

Moderate

- » Message (0)
- » Document (0)
- » Subscriptions (0)

Archive

Post

Review members

Create listList of listsHomeHelp

pits@ucdavis.edu

Phoenix Information Technology Support email list serve


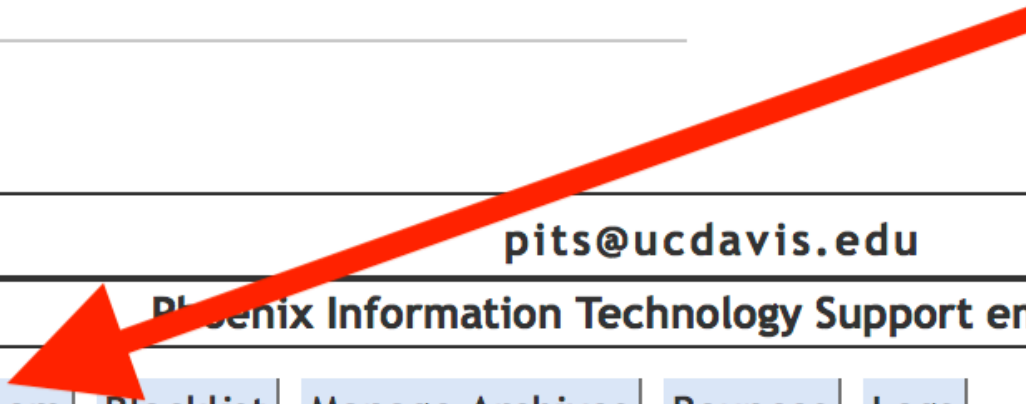
Edit List ConfigCustomizingManage SubscribersBlacklistManage ArchivesBouncesLogs

List definitionSending/receiving setupPrivilegesArchivesBouncesData sources setupDKIMMiscellaneous

Configuring the listHelp

You can choose below a subset of parameters to edit:

- List definition
- Sending/receiving setup
- Privileges
- Archives
- Bounce management
- Data sources setup
- Miscellaneous



EDIT LIST CONFIG: MANAGING SUBSCRIBERS

[Logout](#)
Your preferences
 [Search lists](#)

Subscribers: 9
(Error rate:0 %)
Owners
bmendonca
Contact owners

Subscriber Options
Unsubscribe
Info
Admin
Moderate
» **Message (0)**
» **Document (0)**
» **Subscriptions (0)**
Archive
Post
Review members

pits@ucdavis.edu
Phoenix Information Technology Support email list serve

[Edit List Config](#) [Customizing](#) [Manage Subscribers](#) [Blacklist](#) [Manage Archives](#) [Bounces](#) [Logs](#)

Manage list members [Help](#)
Page size 500
page 1 / 1
[Pending subscriptions](#) [Blacklist](#) [Bounces](#) [Dump](#) [Exclude](#)
[Remind all](#)
Add a user: [Add](#) ☐ quiet [Multiple add](#)
Search user by email: [Search](#)
[Delete selected email addresses](#) ☐ quiet

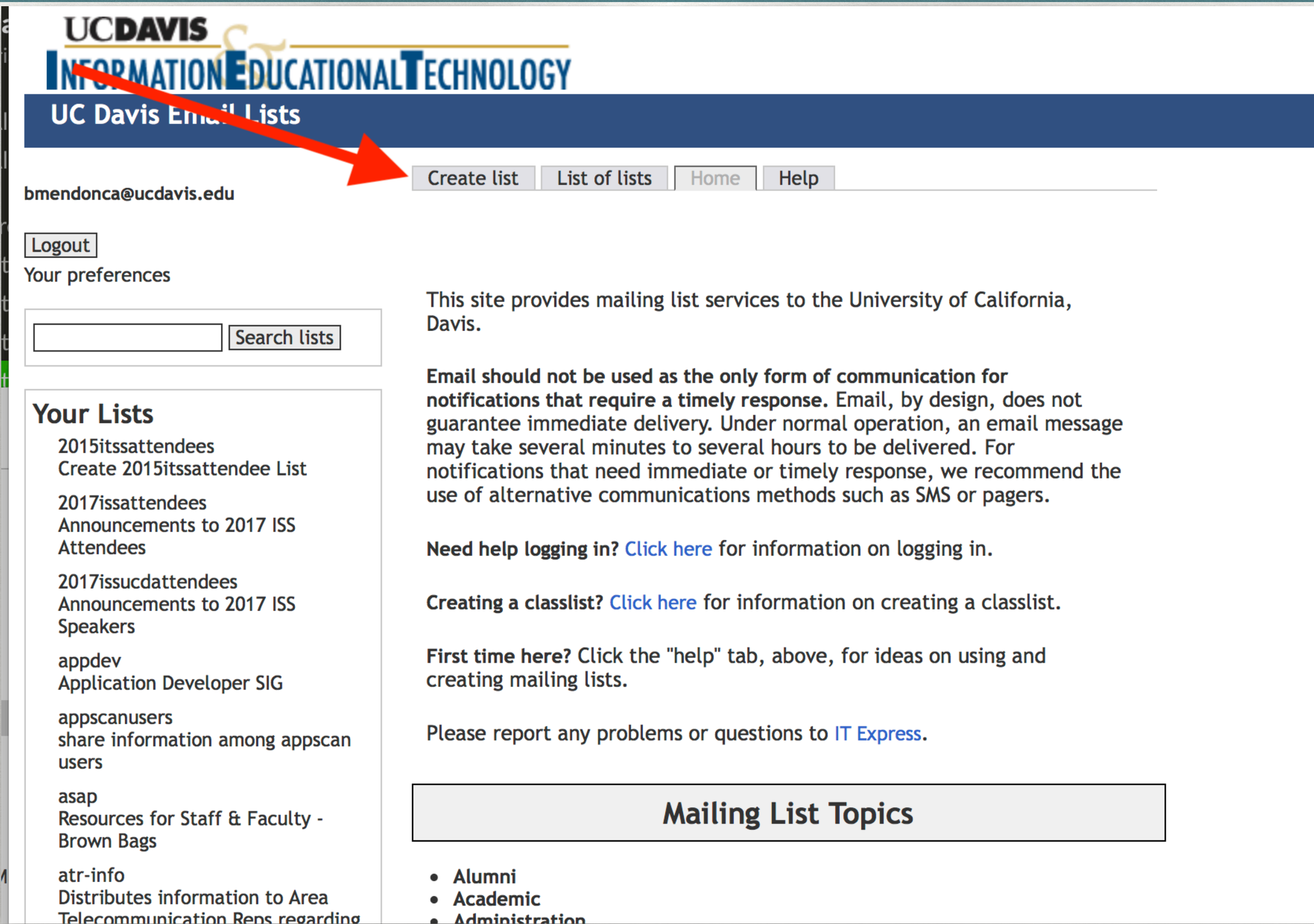
<>	Email	Domain	Picture	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	alfchan@ucdavis.edu				mail	subscribed	13 Oct 2011	13 Oct 2011
<input type="checkbox"/>	bmendonca@ucdavis.edu			Brian Mendonca	mail	subscribed	13 Oct 2011	01 Jul 2016
<input type="checkbox"/>	clucero@ucdavis.edu				mail	subscribed	20 Mar 2017	20 Mar 2017
<input type="checkbox"/>	[REDACTED]				mail	subscribed	25 Sep 2017	25 Sep 2017
<input type="checkbox"/>	gmterry@ucdavis.edu				mail	subscribed	12 Apr 2013	12 Apr 2013
<input type="checkbox"/>	jcardenas@ucdavis.edu				mail	subscribed	13 Oct 2011	13 Oct 2011
<input type="checkbox"/>	mkmettler@ucdavis.edu				mail	subscribed	08 Dec 2016	08 Dec 2016
<input type="checkbox"/>	nruan@ucdavis.edu				mail	subscribed	06 Jul 2017	06 Jul 2017
<input type="checkbox"/>	[REDACTED]				mail	subscribed	07 Sep 2016	07 Sep 2016

page 1 / 1
[Toggle Selection](#)
[Delete selected email addresses](#) ☐ quiet

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



The screenshot shows the UC Davis Email Lists website. At the top, the UC Davis Information Educational Technology logo is displayed. Below it, a dark blue header bar contains the text "UC Davis Email Lists". A red arrow points from the top left towards the "Create list" button in the navigation menu. The navigation menu includes "Create list", "List of lists", "Home", and "Help". Below the navigation menu, the user's email address "bmendonca@ucdavis.edu" is shown, along with a "Logout" button and a link to "Your preferences". A search bar with the text "Search lists" is also present. The main content area is divided into two columns. The left column, titled "Your Lists", contains a list of existing mailing lists with their descriptions. The right column contains a welcome message, a disclaimer about email delivery, and links for help and creating a classlist. At the bottom, there is a section titled "Mailing List Topics" with a list of topics.

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UC Davis Email Lists

bmendonca@ucdavis.edu

[Create list](#) [List of lists](#) [Home](#) [Help](#)

[Logout](#)

Your preferences

[Search lists](#)

Your Lists

- 2015itssattendeess
Create 2015itssattendee List
- 2017issattendeess
Announcements to 2017 ISS Attendees
- 2017issucdattendeess
Announcements to 2017 ISS Speakers
- appdev
Application Developer SIG
- appscanusers
share information among appscan users
- asap
Resources for Staff & Faculty - Brown Bags
- atr-info
Distributes information to Area Telecommunication Reps regarding

This site provides mailing list services to the University of California, Davis.

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Need help logging in? [Click here](#) for information on logging in.

Creating a classlist? [Click here](#) for information on creating a classlist.

First time here? Click the "help" tab, above, for ideas on using and creating mailing lists.

Please report any problems or questions to [IT Express](#).

Mailing List Topics

- Alumni
- Academic
- Administration

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**

[Copy an existing list.](#) [Create a list using a template](#)

Create a classlist.
NOTE TO FACULTY: If you are creating a classlist using this service, please follow the instructions at <https://lists.ucdavis.edu/classlists>. We advise against copying an existing classlist because of potential complications with data from the Banner Student Information System.

Copy an existing list.
You can create a list by using another existing list as a template. The configuration will be copied to the new list. Please note that neither the list members, archives, nor shared documents will be duplicated. Only the lists you own may be used as templates. After the list is created, you will be able to modify the configuration.

axe-emeriti ▾ New list name: [copy list configuration](#)

Create a list using a template [Help](#)
You can request a new list creation with the following form. You will have to choose a list template that will preset most of the list parameters according to the list usage you plan. After the list is created, you will be able to modify the configuration.

► List name:

► Owner: *bmendonca@ucdavis.edu*

► List type:

- ☐ 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
 - The list is concealed from the list of lists
 - The list is not archived

► Subject:

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?