

BRUIN ONLINE MAILING LIST FREQUENTLY ASKED QUESTIONS (FAQ)

List Subscribers

1. Where is the list of lists? Please point your web browser to the following URL:
<http://lists.ucla.edu/cgi-bin/mailman/listinfo>
(Only publicly advertised lists will be shown)
2. How do I subscribe to a list? Please point your web browser to the following URL:
<http://lists.ucla.edu/cgi-bin/mailman/listinfo/listname>
(where listname is the name of the list)
3. What is my Mailman subscriber password? Mailman sends new subscribers a default password to their email address. To retrieve this password please visit the listinfo page:
<http://lists.ucla.edu/cgi-bin/mailman/listinfo/listname>
4. How do I contact the list owner? Address your message to:
listname-owner@lists.ucla.edu
5. What lists am I on? From the list info page go to "unsubscribe or edit options. Then, enter your email address and password. Select "list my other subscriptions"
6. Is there a way to look at old messages sent to the list? From the list info page choose "Visit the *listname* Archives" If prompted, enter your email address and Mailman password.
7. How can I unsubscribe myself from a list? To unsubscribe, you can either visit the listinfo page and fill out the form or contact the list owner directly. Please do not send requests to listaids@ucla.edu or mailman.
8. How do I change my default subscriber password? To change your password you must login into your member options page.
<http://lists.ucla.edu/cgi-bin/mailman/options/listname>

List Administrators/Moderators

9. How do I access the list administrator page? Please point your web browser to the following URL:
<http://lists.ucla.edu/cgi-bin/mailman/admin/listname>
10. How do I access the list moderator page? Please point your web browser to the following URL:
<http://lists.ucla.edu/cgi-bin/mailman/admindb/listname>
11. How do I add or remove members? From the Admin Interface, choose "membership management" and then either "mass subscription" or "mass removal."
12. Why do I not receive any of the messages sent to a list? List admins/mods are not automatically added to the list as subscribers. This must be done manually within the Admin Interface.
13. How do I prevent non-members from sending mail to my list? From the Admin Interface, choose "Privacy Options," "Sender Filters," and under "Action to take for postings from non-members" choose "Hold" (All non-member messages will be held for approval)
14. How do I allow specific people to send messages to my list? From the Admin Interface, choose "Privacy Options," "Sender Filters," Now add addresses to one of the "non-member filters" on this page.
15. How do I delete my list? In order for you to have your list deleted, you must first manually remove all subscribers from the list. Once this has done please email listaids@ucla.edu with your request.
16. Why are messages being sent out without my approval? The default setting of Mailman enables free posting to the list by subscribers. We recommend that you set all new members to be moderated. Choose "Privacy Options," "Sender Filters," and turn on list moderation.
17. Why are random people allowed to subscribe to my list? If you would like to be able to screen all potential list subscribers, go to "Privacy Options" and set "Subscribe Policy" to "Require Approval."

Need more help? Please contact the Bruin OnLine Help Desk: listaids@ucla.edu
Complete documentation for Mailman can be found at: <http://www.gnu.org/software/mailman/>