

Quick Setup – How to Set Up Your List for a Basic Configuration

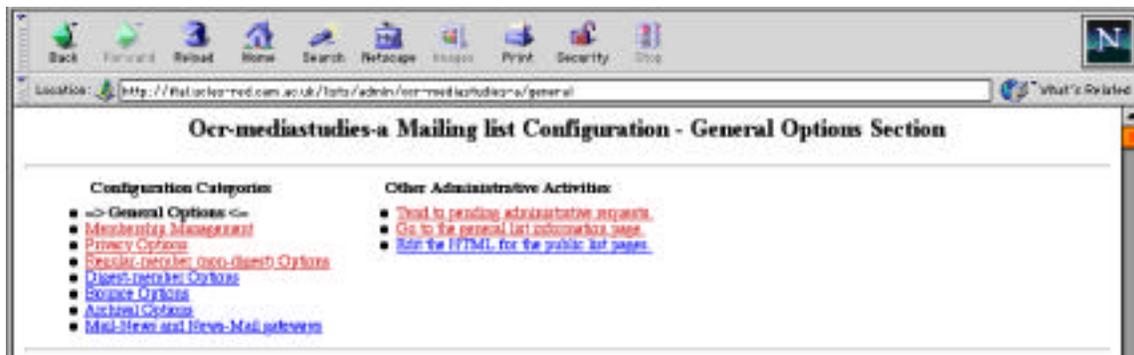
Go to <http://lists.uct.ac.za/lists/admin/<listname>>

<listname> should be replaced by the name of your list - e.g. *cie-delia-science* or *cie-delia-ffrench*. Don't put the *<>*'s in! (Top tip - put this address in your bookmarks).

You'll need your administrator password. Enter it and click on the 'Let me in...' button.

You'll then be presented with the main administration page (below). There are a number of categories where you need to configure things. Luckily for a basic setup you only need to deal with three of the categories. They are: **General Options**, **Membership Management** and **Privacy Options**.

The arrows => show which option you are in. Click on the other categories to be taken to the relevant screen.



General Options

Here you

- add the e-mail addresses of any other people you wish to share the administration of the list with.
- enter text describing your list for the list information page.
- enter text describing your list for the welcome email that new subscribers get.
- set where messages go when people reply to messages from the list (either to the author of the original message, or to the whole list).

Description	Value
The public name of the list (used in e-mail headers) Details	CC: MAILING LIST
The list address (e-mail address - using multiple addresses is possible) Details	
A line phrase describing the list. It will appear when the mailing list is added with other mailing lists (using other pages) Details	
An accessible description - a few paragraphs - about the list. It will be available at the top of the details page. Change privacy will make paragraphs... see the details that... Details	
Fields for adding list or list settings Details	
List specific web properties, see administrator services Details	
Text sent to people leaving the list. It might be special text, or added to the... Details	
An option to reply directly to the original sender or to the list (owner or group) Details	Reply to: List

1. Type in the addresses of anyone else you want to share the administration of your list with.

2. Type in a short phrase that describes your list. E.g. 'A list to support teachers of ICGSE ESL'

3. Type in some text that describes the list - this text goes on the general list information page.

4. Type in the text you wish to go into the welcome message sent out to new subscribers. Include information about the scope of the list, general rules, and etiquette, and any disclaimer you might want to include.

5. Change this to 'List' for most lists - this means when people reply to a message, everyone on the list gets a copy.

6. Don't change anything else! Scroll down to the bottom of the screen and click on 'Submit Changes'.

Privacy Options

Here you

- set up your list as a moderated list, or not.
- if it is a moderated list, set up those addresses from whom messages are automatically accepted.

Description	Value
Accepts list but not when people are not logged in (for moderated)	<input checked="" type="radio"/> No <input type="radio"/> Yes
What type of approval is required for subscribers? Details	<input type="radio"/> No-approve <input type="radio"/> Admin-approve <input checked="" type="radio"/> Admin+approve
Admins sign up approve	
Whose email addresses can't be added? Details	<input type="radio"/> Admins <input checked="" type="radio"/> List members <input type="radio"/> List administrators
Is new member email address automatically approved or not? Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
Open all posting filters	
Must posts be approved by an administrator? Details	<input checked="" type="radio"/> No <input type="radio"/> Yes
Must all posting privileges be approved? (includes posting only) Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
Addresses of members accepted for posting to this list will be included in your mailing list. (See 'Members' in the members' list section or not this is an address to which posting is not restricted. Details)	<input type="text"/>
Open-specific posting filter	
Must posts have their content be moderated, or not? (not for the opening for a moderated list, unless specified below) Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
A list member's email address will be added to the list only if the member is not on the list.	<input type="text"/>

1. Change this to 'Yes'. This means that any messages sent to the list will be 'trapped' until you (or any other administrator) can approve them.

2. Put your email address in here (and that of any other administrators). This prevents you having to approve your own messages to the list!

3. Don't change anything else! Scroll down to the bottom of the screen and click on 'Submit Changes'.

