How do I login?

1. Go to the main listserv page at http://mail.emu.edu/sympa
2. Near the bottom of the website there is a box for your email address and password.
3. After you have typed your e-mail address and password into the boxes click on the login button.
How do I add subscribers to a listserv?

Single Subscribers
1. In the upper left corner of the List Administration Panel there is a box where the administrator can enter text.
2. Enter the e-mail address of the person you want to add to the listserv.
3. Click the add button and the person will be added to the listserv.

The suppress welcome message checkbox will prevent the system from sending a welcome message to the email addresses that will be added to the listserv.
How do I add multiple subscribers?

Multiple Subscribers
1. Click on the multiple add button in the List Admin Panel.
2. Type in the e-mail address and name in the window as shown in the example above. Remember only one e-mail address and name per line.
3. Before clicking add subscribers make sure the dotted line is below the last e-mail address and name. The dotted line lets the program know when the list has ended.
4. Click add subscribers to add their name to the list.

The suppress welcome message checkbox will prevent the system from sending a welcome message to the email addresses that will be added to the listserv.
How do I delete subscribers to a listserv?

1. Select the users to be deleted by clicking on the boxes to the left of their name.
2. When all subscribers to be deleted are selected click the delete selected email addresses button.
3. The suppress removal message checkbox will prevent the system from sending a removal message to the email addresses that will be added to the listserv.
How can I change who can send to a listserv?
1. Select edit list config from the List Administration Panel.
2. Select sending/reception.
3. The drop down list at the top of the window includes all the options for who can send to the listserv.
4. At the bottom of the sending/reception window click the update button to update.

<table>
<thead>
<tr>
<th>List Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscribers: 1</td>
</tr>
<tr>
<td>Owners: <a href="mailto:daniel.risser@emu.edu">daniel.risser@emu.edu</a>, <a href="mailto:jon.leicth@emu.edu">jon.leicth@emu.edu</a></td>
</tr>
<tr>
<td>Moderators:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List Administration Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Definition</td>
</tr>
<tr>
<td>Subscribers</td>
</tr>
</tbody>
</table>

Who can send messages:
- Only subscribers can post, unmoderated (j)
- Anyone can post, unmoderated (not recommended) (a)
- Anyone can post, moderator must approve postings (d)
- Anyone can post, moderator must authenticate before approving (g)
- Only subscribers can post, unmoderated (m)
- Subscribers and anyone with emu.edu address can post, unmoderated (p)
- Subscribers can post unmoderated, moderated for non subscribers (q)
- Only subscribers can post, moderator must approve postings (s)
- Only moderators can post (Newsletter) (v)
- No one can post, list closed (y)

minute: 26