

1.0 Overview

In a moderated list, the List Administrator or Moderator must approve messages prior to it being distributed to the list.

2.0 Process Overview

1. Subscriber sends email.
2. Subscriber receives an email advising that the email is being held pending approval by a Moderator.
3. The Administrators and Moderators receive an email saying that a posting requires approval.
4. The Administrator or Moderator goes to the Email List Manager Administrative site and approves the email.
5. The email is distributed to the Email List.

3.0 Approving or Denying a Posting

3.1 Notice of Email Needing Review

1. The email includes the following:
 - Attachment of the email that requires approval.
 - Attachment of an email that when responded to will auto-delete the message because you consider it a SPAM.
 - Hyperlink to the Email List Manager Administrative page where the email can be approved or denied.
<https://lists.csueastbay.edu/mailman/admin/db/listname>
2. Click on the hyperlink to go to the Administrative page.

3.2 Approving or Denying the Message

1. The email includes the following:
 - Attachment of the email that requires approval. Open the attachment to review the message.
 - Attachment of an email that when responded to will auto-delete the message because you consider it a SPAM. Open the attachment if you wish to delete this posting because it is SPAM.
 - Hyperlink to the Email List Manager Administrative page where the email can be approved or denied.
<https://lists.csueastbay.edu/mailman/admin/db/listname>
2. If you have not deleted the email because it is SPAM, click on the hyperlink to go to the Administrative page.
3. Click the appropriate Action radio button on the left of the window.
4. Click Submit All Data.
5. If you approved the posting, the email will be released to the Email List. If rejected, the sender will receive a message stating the action taken.

4.0 Support

- Additional CSU East Bay documentation can be found at: www.csueastbay.edu/training
- Send questions to the Service Desk via a ticket at: www.csueastbay.edu/service/ask