

1.0 Overview

You can modify an existing list to moderated or unmoderated postings after the initial configuration. In order to effectively convert the list, changes must be made in the areas of General Options, Privacy and Membership.

2.0 Process Overview

1. Add or Remove the Moderator.
2. Turn On/Off moderated posting for new subscribers.
3. Add/Remove the Moderator as a subscriber.
4. Turn On/Off Moderated posting for existing subscribers.

3.0 Process Steps

3.1 Add / Remove Moderator

By default List Administrators are also Moderators.

1. Go to your List Administrative page at <https://lists.csueastbay.edu/mailman/admindb/listname>
2. On the General Options page, add/remove Moderator email addresses.
3. Click Submit Your Changes at the bottom of the page.
4. Scroll to the top of the page.

3.2 B. Turn On/Off Moderation Actions

1. Click on Privacy > [Sender Filters]
2. Only the first three rows apply to list member filters.
 - a. By default should *new list member* postings be moderated?
 - No to turn off. Yes to turn on.
 - Note: The action of turning On or Off moderation will apply to new subscribers from this time forward.
 - b. Complete the next two rows (action on rejected post and email text on rejected email) if you are turning on moderation.
3. Click Submit Your Changes at the bottom of the page.
4. Scroll to the top of the page.

3.3 Add / Remove Moderator to the List

The roles of Moderators and List Administrators are not tied to the list membership. You must add or remove the moderator as a subscriber.

1. Click on Membership Management
2. Complete the Mass Subscription or Mass Removal sub-page with the Moderator's information.

3.4 Reset the Moderation Bit on Existing Subscribers

In Step B-2a, the (un) moderated posting action was applied to new list members only. The previous attribute (of moderated or unmoderated postings) still apply to existing list members. In this step you will turn on or off moderated postings on your existing list members.

1. Click on Membership Management > [Membership List]
2. Scroll down to the Membership List area of the page. You will see that the Subscribers' moderation (mod) attribute are all turned on (checked) or off (blank.)

unsub	member address member name	mod	hide
<input type="checkbox"/>	archie.rodriquez@csueastbay.edu <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	joseph.brabant@csueastbay.edu Joseph Brabant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	richard.carlson@csueastbay.edu richard carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Scroll down to the end of Membership List to the Additional Member Tasks area.

Additional Member Tasks

- Set everyone's moderation bit, including those members not currently visible

Off
 On
 Set

4. Turn Off or On the moderation bit to apply that attribute to all list members.
5. Click the Set button which is located to the far right of the Off/On radio buttons.
6. Scroll up and review the moderation attribute on your subscribers. You can have individuals whose moderation attribute is different from other members.
7. Make any changes necessary and click Submit Your Changes.
8. Log Out.

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/servicedesk
- Mailman List Administrator Documentation: <http://staff.imsa.edu/~ckolar/mailman/mailman-administration-v2.html>
- Mailman User Documentation: <http://www.list.org/mailman-member/index.html>