

Email List Manager

List Administrator's Most Often Used Commands

<https://lists.csueastbay.edu/mailman/admin/ListName>

Add Subscriber

Membership Management > Mass Subscription

You can add “quietly” by choosing not to send a welcome message.

Delete Subscriber

Membership Management > Membership List

Check the box next name in the “unsub” column.

or

Membership Management > Mass Removal

You can delete “quietly” by choosing not to send a message.

Review List Members

Membership Management > Membership List

You can also unsubscribe members at this page.

Password Management Passwords

If you lose or forget your password, please enter a Service Desk ticket.

Prohibit a Subscription Privacy Options > List of Addresses which are banned from membership

Membership List Page

Membership Management > Membership List page

Membership List											
Find member (help): <input type="text"/>											<input type="button" value="Search..."/>
Click here to include the legend for this table.											
3 members total											
unsub	member address member name	mod	hide	normal [reason]	ack	not metoo	nodupes	digest	plain	language	
<input type="checkbox"/>	archie.rodriguez@csueastbay.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾	
<input type="checkbox"/>	joseph.brabant@csueastbay.edu Joseph Brabant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾	

1. View all subscribers.
2. Easily unsubscribe a member.
3. If you have a moderated list, you can choose to have individuals post without approval.
4. You can hide the membership of a subscriber from other subscribers.
5. You can view which members have chosen to have a daily digest of postings.

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>