

1.0 Overview

An individual can be added to an email list as a non-member contributor who:

1. Can send email to the lists.
2. Can receive replies from individuals on the list
3. Does not receive postings sent to the email list.

An administrative assistant for a department may be someone that would be granted these rights. The admin could send out information on a meeting to an email list. Individuals could reply to the admin directly with questions. However, if any list member sends an email to the email list, the admin would not receive it because of the contributor only settings..

2.0 Configuration

1. Log into your Email List Manager administrative page: <https://lists.csueastbay.edu/mailman/admin/listname>
2. Click on Privacy options
3. Click Sender filters

Configuration Categories

- Privacy options...
 - [\[Subscription rules\]](#)
 - [Sender filters](#)
 - [Recipient filters](#)
 - [Spam filters](#)

4. Move down to the Non-member filters area of the page.

List of non-member addresses whose postings should be automatically accepted.
[\(Details for accept these nonmembers\)](#)

List of non-member addresses whose postings will be immediately held for moderation.
[\(Details for hold these nonmembers\)](#)

5. Enter the non-member email address in either the “automatic accepted” or “held for moderation” box.
6. Click “Submit Your Changes” at the bottom of the page.

3.0 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>