

## 1.0 Overview

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Members by default have the right to post to the list. However, there may be times when you want postings to be made only by specified members. With the configuration below, list members:

1. Can receive postings to the email list.
2. Can reply to the sender of the posting.
3. Cannot reply to or send a posting to the email list.

## 2.0 Process Overview

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1. Change Sender Filters so that all new postings by members and non-members are moderated and rejected.
2. If the email list has members already, then these members' moderation settings need to be reviewed and changed if necessary.

## 3.0 Configuration Steps

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### 3.1 Set Sender Filters to Moderated Postings and Reject Postings

Members by default have the right to post to the list. However, there may be times when you want postings to be made only by specified members. With the configuration below, list members:

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. Under the area Member Filters, set "default member moderation" to YES.
5. Set "member moderation action" to Reject.

#### Member filters

By default, should new list member postings be moderated? <a href="#">(Details for default member moderation)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Action to take when a moderated member posts to the list. <a href="#">(Details for member moderation action)</a>	<input type="radio"/> Hold <input checked="" type="radio"/> Reject <input type="radio"/> Discard

6. Optional: Enter a rejection notice in the following text box

7. Move down to the Non-member filters area of the page.
8. Set “generic nonmember action” to Reject.

### 3.2 Reset the Moderation Bit on Existing Subscribers

In Step A the moderated posting action was applied to new list members only. If your list has existing members, the previous attribute of unmoderated postings still applies 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 checked off (blank.)

unsub	member address member name	mod	hide	nomail [reason]
<input type="checkbox"/>	<a href="mailto:abdulmajed.khan@csueastbay.edu">abdulmajed.khan@csueastbay.edu</a> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="mailto:alexander.patterson@csueastbay.edu">alexander.patterson@csueastbay.edu</a> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="mailto:andrew.sutters@csueastbay.edu">andrew.sutters@csueastbay.edu</a> <input type="text"/>	<input type="checkbox"/>	<input 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 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](http://www.csueastbay.edu/training)
- Send questions to the Service Desk via a ticket at: [www.csueastbay.edu/servicedesk](http://www.csueastbay.edu/servicedesk)
- Mailman List Administrator Documentation:  
<http://staff.imsa.edu/~ckolar/mailman/mailman-administration-v2.html>