

Simple manual for ML administrators (Mailman)

Version 4.2 (Mailing List Service)

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1. Introduction

In this manual, we will explain on how to manage the basics of Mailman.

In chapter 2, we will explain on what to check before taking over from the old mailing system FML, to the new mailing list system Mailman and how to initialize it.

In chapter 3, we will explain the mailman's basic terms and 3 ways of efficiently using the Mailman as a "Construction guide".

In chapter 4, we will explain about the many functions the Mailman supports in terms of reverse lookup. Functions mentioned here are such as, how to register a member, and how to limit the post etc.

2. Checklist before taking over from the previous ML system

In this ML service, we have transited the system from FML to Mailman on 2016/1/20.

In addition to the transition, we have performed an overall review for the general configuration, and changed the operating policy as below and are now providing service based on these policies.

2.1 URL for the Mailman ML administrator page

On the ML administrator page's URL after the "/mlmn", changing the port number 8443 to 443 (Proxy setting) will allow the ML administrator page to be accessed from off-campus. By doing, this allows the members of the ML to access the personal member ML administrator page by using their own Mailman ML passwords.

☆ Old administrator page

<https://ml.cc.tsukuba.ac.jp:8443/mlmn/admin/<MLname>>

☆ Old personal page

<https://ml.cc.tsukuba.ac.jp:8443/mlmn/options/<MLname>>

★ New administrator page

<https://ml.cc.tsukuba.ac.jp/mlmn/admin/<MLname>>

★ New personal page

<https://ml.cc.tsukuba.ac.jp/mlmn/options/<MLname>>

※ Both port number mentioned above is sufficient to access.(Requires password)
It is also possible to access the previous Mailman ML you were using.

2.2 Common initial settings throughout Mailman system

We will provide the service using the initial settings throughout Mailman as shown in (a)-(l).

This applies to the ML that has been transferred from FML to Mailman on 2016/1/20 and all the ML that will be created from now on. (i) will be applied on February 2nd.

※ Settings for existing ML on Mailman will not be changed.
Please refer to the settings below and change accordingly.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none"> • General Options • Passwords • Language options • Membership Management.. • Non-digest options • Digest options 	<ul style="list-style-type: none"> • Privacy options... <ul style="list-style-type: none"> ◦ Subscription rules ◦ [Sender filters] ◦ Recipient filters ◦ Spam filters • Bounce processing • Archiving Options • Mail<->News gateways • Auto-responder • Content filtering • Topics
	<ul style="list-style-type: none"> • Tend to pending moderator requests • Go to the general list information page • Edit the public HTML pages and text files • Go to list archives • Delete this mailing list (requires confirmation) • Logout

- (a) Do not send monthly password reminders (Can be changed)
 "General Options" -> "Notifications" -> "Send monthly password reminders?" = "No"
- (b) Do not send a welcome message to newly subscribed members (Can be changed)
 "General Options" -> "Notifications" ->
 "Send welcome message to newly subscribed members?" = "No"
- ※ In this manual, refer to (4.1.7 Send/Do not send a welcome message)
- (c) Do not send a goodbye message to members when they are unsubscribed (Can be changed)
 "General Options" -> "Notifications" ->
 "Send goodbye message to members when they are unsubscribed?" = "No"
- ※ In this manual, refer to (4.1.8 Send/Do not send a goodbye (unsubscribed) message)
- (d) Set "Nodupes" to OFF (Can be changed)
 "General Options" -> "Additional settings" ->
 "Default options for new members joining this list" = "Unspecified"
- ※ This is the same as clearing the check in the "Filter out duplicate messages to list members (if possible)"
- ※ In this manual, refer to (4.1.10 Send/Do not send duplicate mail) ,
 (4.1.11 Send/Do not send duplicate mail to certain members)
- (e) Set the mail size to unlimited in Mailman (Can be changed)
 "General Options" -> "Additional settings" ->
 "Maximum length in kilobytes(KB) of a message body. Use 0 for no limit" = "0"
- ※ Although it says unlimited, the mail server [Postfix] limits the mail size to 20MB, and in addition the 70% of it will be the actual limit, thus making the limitation size to 14MB.
- (f) Disable the automatic signature Mailman sets (Can be changed)
 "Non-digest options" ->
 "Footer added to mail sent to regular list members" = "None"
- (g) Disable digest options (※Cannot be changed)
 "Digest options" -> "Can list members choose to receive list traffic bunched in digests?" = "No"
- (h) Do not advertise (being listed on the ML lists) (Can be changed)
 "Privacy options" -> "Subscription rules" ->
 "Advertise this list when people ask what lists are on this machine?" = "No"

- (i) When requesting for subscriptions, you will need a confirmation and an approval of the ML administrator (Can be changed)
 "Privacy options" -> "Subscription rules" ->
 "What steps are required for subscription?" -> "Confirm and approve"
- (j) Set the person who can view the subscription list to list administrator only (Can be changed)
 "Privacy options" -> "Subscription rules" ->
 "Who can view subscription list?" -> "List admin only"
- (k) No limit to To, Cc (Can be changed)
 "Privacy options" -> "Recipient filters" ->
 "Ceiling on acceptable number of recipients" = " 0 "
- (l) Deliver mail even when the ML address is written in Bcc (Can be changed)
 "Privacy options" -> "Recipient filters" ->
 "Must posts have list named in destination (to, cc) field
 (or be among the acceptable alias, specified below)?" -> "No"
- (m) Do not create an archive (※Cannot be changed)
 "Archiving Options" -> "Archive messages?" -> "No"

※ Our ML service does not support archiving or referring to the old posts.

★Other reference information

- (n) Setting the "From" line when sending out from the ML
 In "General options" -> "General list personality" -> "Replace the From: header address with the list's posting address to mitigate issues stemming from the original From: domain's DMARC or similar policies.", the setting you choose will affect the "From" line.

"No" : ML sender's address will become the "From" line
 "Munge Form" : ML name's address will become the "From" line

- ※ Mailman's header rewrite and the problem of the Japanese processing handling, the "From" line will become garbled up by improper encoding as shown in the following red characters.

From: Your e-mail address (ML name ㊿㊿㊿㊿) <"ML name"@ml.cc.tsukuba.ac.jp>

To avoid this problem, you can simply set this option to "No" but doing so may cause the major external e-mail service (AOL, Yahoo, etc.) which uses DMARC (SPAM e-mail finding technology) to reject the mail that has been sent out from this ML.

If your ML member does not use the external e-mail address, this can be solved as mentioned. But, if any of your member uses the external e-mail address, there is a possibility that their server will reject the mail. To fix this, set the option to "off" and change the language mode to English mode. In the [Language options], and set the default language to [English], in addition set all of the member's language to [English] will resolve the problem. But this makes the administrator menu to English.

"Wrap message" : Send out the ML using the ML name address in the "From" line, and include the header and the message from the original mail.

- ※ If there are no special reason to intentionally change the header, you should set the "Hide the sender of a message, replacing it with the list address (Removes From, Sender and Reply-To fields)" to "No". If you select "Yes", your ML name will be forced to be "From" line, and the ML sender's specified "Reply-To" line will be removed.

(o) Setting the "Reply-to" line of the delivered mail from the ML

We recommend you to set "General Options" -> "Reply-to: header munging" ->

"Should any existing Reply-To: header found in the original message be stripped? If so, this will be done regardless of whether an explicit Reply-To: header is added by Mailman or not." to "No". If the ML sender wants to remove the Reply-To: header, set the setting to "Yes"

- ※ Below this configuration, you may configure "Where are replies to list messages directed? Poster is strongly recommended for most mailing lists." field to force the Reply-To: header to the intended header.

"Poster" : Set the ML senders e-mail address to Reply-To: header
 "This List" : Set the ML name's address to Reply-To: header
 "Explicit address" : Set the Reply-To: header to intended e-mail address in the "Other Reply-To:address"

(p) Set the bounce processing when an error mail gets sent through the ML

If you select "No" in the "Bounce processing" -> "Bounce detection sensitivity" ->

"Should Mailman perform automatic bounce processing", the Mailman will not bounce process, and the error mail will be deleted.

If you select "Yes", the bounce process will be processed according to the "Bounce detection sensitivity" and the "Notifications" column.

Test-ml mailing list administration

Bounce processing Section

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
- [\[Bounce processing\]](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

Other Administrative Activities

- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Go to list archives](#)
- [Delete this mailing list](#) (requires confirmation)
- [Logout](#)

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

Bounce processing

These policies control the automatic bounce processing system in Mailman. Here's an overview of how it works.

When a bounce is received, Mailman tries to extract two pieces of information from the message: the address of the member the message was intended for, and the severity of the problem causing the bounce. The severity can be either *hard* or *soft* meaning either a fatal error occurred, or a transient error occurred. When in doubt, a hard severity is used.

If no member address can be extracted from the bounce, then the bounce is usually discarded. Otherwise, each member is assigned a *bounce score* and every time we encounter a bounce from this member we increment the score. Hard bounces increment by 1 while soft bounces increment by 0.5. We only increment the bounce score once per day, so even if we receive ten hard bounces from a member per day, their score will increase by only 1 for that day.

When a member's bounce score is greater than the [bounce score threshold](#), the subscription is disabled. Once disabled, the member will not receive any postings from the list until their membership is explicitly re-enabled (either by the list administrator or the user). However, they will receive occasional reminders that their membership has been disabled, and these reminders will include information about how to re-enable their membership.

You can control both the [number of reminders](#) the member will receive and the [frequency](#) with which these reminders are sent.

There is one other important configuration variable; after a certain period of time -- during which no bounces from the member are received -- the bounce information is *considered stale* and discarded. Thus by adjusting this value, and the score threshold, you can control how quickly bouncing members are disabled. You should tune both of these to the frequency and traffic volume of your list.

Description	Value
<i>Bounce detection sensitivity</i>	
Should Mailman perform automatic bounce processing? (Details for bounce processing)	<input type="radio"/> No <input checked="" type="radio"/> Yes
The maximum member bounce score before the member's subscription is disabled. This value can be a floating point number. (Details for bounce score threshold)	<input type="text" value="5.0"/>
The number of days after which a member's bounce information is discarded, if no new bounces have been received in the interim. This value must be an integer. (Edit bounce info stale after)	<input type="text" value="7"/>
How many <i>Your Membership Is Disabled</i> warnings a disabled member should get before their address is removed from the mailing list. Set to 0 to immediately remove an address from the list once their bounce score exceeds the threshold. This value must be an integer. (Edit bounce you are disabled warnings)	<input type="text" value="3"/>
The number of days between sending the <i>Your Membership Is Disabled</i> warnings. This value must be an integer. (Edit bounce you are disabled warnings interval)	<input type="text" value="7"/>
<i>Notifications</i>	
Should Mailman send you, the list owner, any bounce messages that failed to be detected by the bounce processor? <i>Yes</i> is recommended. (Details for bounce unrecognized goes to list owner)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should Mailman notify you, the list owner, when bounces cause a member's bounce score to be incremented? (Details for bounce notify owner on bounce increment)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Should Mailman notify you, the list owner, when bounces cause a member's subscription to be disabled? (Details for bounce notify owner on disable)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should Mailman notify you, the list owner, when bounces cause a member to be unsubscribed? (Details for bounce notify owner on removal)	<input type="radio"/> No <input checked="" type="radio"/> Yes

Test-ml list run by [mailman at example.com](#)

Test-ml administrative interface (requires authorization)

Overview of all [mailman.example.com](#) mailing lists


 version 2.1.23





© When an bounce process occurs, Mailman evaluates the situation according to certain rules on each member.

※ Please refer to the links in the

"The maximum member bounce score before the member's subscription is disabled. This value can be a floating point number." = "5.0", and other item's editing link for more details about the evaluation rules.

© Using the evaluated values, we will stop the mail delivery temporarily and if it does not resolve in a certain period, the e-mail address for the member will be discarded.

2.3 Regarding the transfer of configurations from FML to Mailman

2.3.1 Takeover policy for the ML posting limit configuration

We will register the posting limits for each ML members type using the settings from FML's settings of "Access control (Who can post? / use the command line? How to register?)" -> "PERMIT_POST_FROM" value when transferring to Mailman.

Settings in FML	Settings in PERMIT_POST_FROM		
	anyone (A)	members_only (M)	moderator (O)
(ア) Registered only in Members	No transfer (No delivery)	Accept (No delivery)	Hold (No delivery)
(イ) Registered only in actives	Accept (Delivery)	Reject (Delivery)	Hold (Decide)
(ウ) Registered in both	Accept (Delivery)	Accept (Delivery)	Hold (Decide)
(エ) Not registered	Accept (No delivery)	Reject (No delivery)	Hold (No delivery)

- ◇ Explanation on ML members' transfer registered in FML
No transfer : Do not register as a member (Transfer all member except these)
- ◇ Explanation on if one can post to ML
Accept : Can post to ML
Reject : Cannot post to ML (Sender will be notified)
Hold : Hold the post and wait until the ML administrator reacts to the notification
- ◇ Explanation on distribute process of mail sent through the ML to the ML members
(No delivery) : Do not distribute the post
(Delivery) : Distribute the post
(Decide) : Depends on the ML administrator on whether to distribute or not

2.3.2 Overview of registering in Mailman

We will transfer the ML from FML to Mailman using the following policy, and the distinction mentioned above.

◎ If PERMIT POST FROM was set to "anyone"

To make everyone post to the ML, Mailman will register all of the members as "Official members".

- ※ "Privacy options"->"Sender filters"->"Member filters"->"By default, should new list member postings be moderated?" = "No" will be set.
- ※ The e-mail address registered as "Members" will be omitted because there are no meaning to register them as a ML member. Pattern (A)+(ア) from figure above.

- ※ The e-mail address registered as "actives" in FML will be registered as "Official members" so that they can receive the ML. Pattern (A)+(イ) and (A)+(ウ) from figure above.
- ※ "Non-member filters"->"Action to take for postings from non-members for which no explicit action is defined" = "Accept" will be set, to make everyone post to the ML. Pattern (A)+(エ) from figure above.
- ※ For reference, "Privacy options"->"Sender filters"->"Member filters"->"Action to take when a moderated member posts to the list" = "Hold" will be set, but if the member did not register as "moderated member" everyone is still possible to post.

◎ If PERMIT POST FROM was set to "members only"

To allow certain members post to the ML, Mailman will register the e-mail address that was registered as "members" in the FML as "Official members", and the ML will be sent out to the e-mail address that has been registered as "actives".

- ※ "Privacy options"->"Sender filters"->"Member filters"->"By default, should new list member postings be moderated?" = "No" will be set.
In addition, "Action to take when a moderated member posts to the list" will be set to "Reject" to make only the members can post to the ML.
- ※ The e-mail address registered only as "members" will be checked out, to not send the ML. Pattern (M)+(ア) from figure above.
- ※ The e-mail address registered only as "actives" in FML will be registered as "Moderated members" so that they can receive the ML, but cannot post the ML. Pattern (M)+(イ) from figure above.
- ※ The e-mail address registered as both "members" and "actives" in FML will be registered as "Official members" so that they can receive the ML. Pattern (M)+(ウ) from figure above.
- ※ "Non-member filters"->"Action to take for postings from non-members for which no explicit action is defined" = "Reject" will be set, to make only official members post to the ML. Pattern (M)+(エ) from figure above.

◎ If PERMIT POST FROM was set to "moderator"

To make the ML administrator moderate all the posts, Mailman will register all of the members as "Moderated members" to act the same as the FML.

- ※ "Privacy options"->"Sender filters"->"Member filters"->"By default, should new list member postings be moderated?" = "Yes" will be set.
In addition, "Action to take when a moderated member posts to the list" will be set to "Hold" to send the administrator a notification and to let the administrator moderate the ML.
- ※ The e-mail address registered only as "members" will be registered as "Moderated members", so as to make the administrator moderate the sent ML. But, to not make the ML sent to them, they will have their stop deliver option checked. Pattern (O)+(ア) from figure above.

- ※ The e-mail address registered only as "actives" in FML will be registered as "Moderated members", so as to make the administrator moderate the sent ML. Delivered ML will be delivered to this e-mail address.
Pattern (O)+(イ) from figure above.
- ※ The e-mail address registered as both "members" and "actives" in FML will also be registered as "Moderated members", so as to make the administrator moderate the sent ML. Delivered ML will be delivered to this e-mail address.
Pattern (O)+(ウ) from figure above.
- ※ "Non-member filters" -> "Action to take for postings from non-members for which no explicit action is defined" = "Hold" will be set, to make the administrator moderate the sent ML. In this case, they are not a ML member, so ML will not be sent to this address.
Pattern (O)+(エ) from figure above.

3. Construction guide

3.1. Basics

3.1.1 Classification of Users

Users in Mailman will be largely classified as below.

Member(Official)	User registered with no limits. Normally, this user is able to post freely and mail will be sent.
Moderated Member	User registered with moderate mode. Normally, mail will be sent to this user, but user needs moderation to send a post.
Non-member	User that is not registered. Normally, this user needs moderation to send a post, and mail will not be sent.

Other than these members, there is a "administrator" who will manage the mailing list. The administrator will not always be a member of the mailing list, so if the administrator needs to join the mailing list, they will also need to register as a member manually. Also, a member and a non-member will be further classified by the mail delivery rule.

Normal delivered member	Mail will be sent one by one.
Digest delivered member	Several mail will be gathered and will be sent as one mail.

"Normal delivery" and "Digest delivery" needs to be set individually because the setting option for the mail delivery is different. Both an administrator or the member themselves can set the deliver option.

3.1.2 Handling the post

In the Mailman's mailing list, posted mails are handled by the rules as below.

Approve	The mail will be delivered to the members automatically.
Hold	The mail will not be delivered, but will be held in the server. The administrator can select what to do with the held mail.
Reject	The mail will not be delivered, and the mail and the reject notice will be sent back to the sender.
Discard	The mail will not be sent and will be discarded. The mail will not be sent back.

These can be set to the following, depending on the member's settings.

	Approve	Hold	Reject	Discard
Member (official)	Fixed	-	-	-
Moderated member	-	Configurable	Configurable	Configurable
Non-member	Configurable	Configurable	Configurable	Configurable

Posts from members is always "approved", and moderated member can be set to anything except "approved". Non-members can be set to anything, and in addition, it can be set to each e-mail address.

3.1.3 Structure of admin page

The Admin page is structured as below.

- ① Index ... Link to each setting page
- ② Overview of configuration ... Brief explanation of the configuration page
- ③ Configuration form ... Actual setting forms
- ④ Configuration header ... Header for the configuration
(If there are multiple configuration class)
- ⑤ Submit button ... Button to submit the configuration

Configuration Categories

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

Other Administrative Activities

- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Go to list archives](#)
- [Delete this mailing list](#) (requires confirmation)
- [Logout](#)

①

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

General Options

Fundamental list characteristics, including descriptive info and basic behaviors. ②

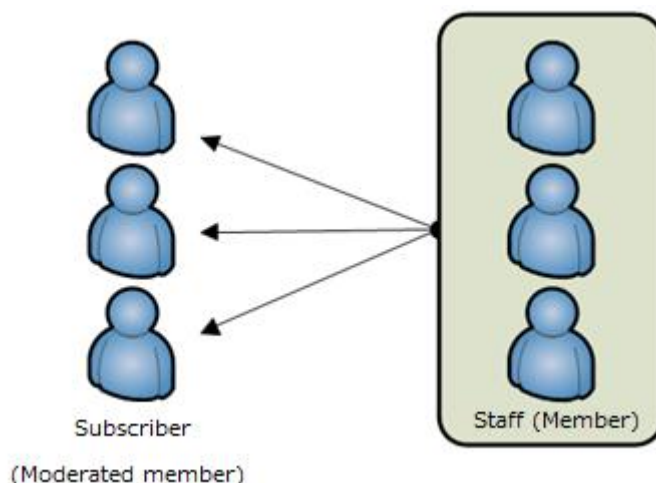
Description	Value
④ General list personality The public name of this list (make case-changes only). (Details for real name)	Mailman
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	mailman@example.org
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator)	
- Omission -	
(Details for include_list_post_header) Should the Sender header be rewritten for this mailing list to avoid stray bounces? <i>Yes</i> is recommended. (Details for include_sender_header)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Discard held messages older than this number of days. Use 0 for no automatic discarding. (Edit max days to hold)	0

⑤

3.2 Mail magazine (Announce list)

3.2.1 Overview

Mail magazine is used to broadcast a mail from the staffs (Member) to subscribers (Moderated member). Mail magazine only accepts posts from staffs, and not from the subscribers.



Here, we will explain the basic configuration based on the following conditions.

	Target	Post
Member	Staff	Accept
Moderated Member	Subscriber	Hold
Non-member	-	Hold

In the mail magazine, every posts from the staff (Member) will be accepted and be sent to all of the members (staffs and subscribers). But every posts from the subscribers (Moderated members) and non-members will be held in the server.

After the basic configuration, you can further set the options below.

- To add a new member, please refer to (4.1.2 [Register a member](#)).
- To change the membership application settings, please refer to (4.1.4 [Make/Do not make the administrator confirm the subscription](#))
- To change the disclosure method of the archives, please refer to (4.3.5 [Disclose/Withhold archives \(past articles\)](#)).
- To change the disclosure method of the member list, please refer to (4.1.5 [Make the membership list public to members/disclosed only to administrator](#)).

3.2.2 How to configure

Click the "Privacy options"->"Sender filters" from the top of the admin page in the index.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• Non-digest options• Digest options• Privacy options...<ul style="list-style-type: none">◦ Subscription rules◦ Sender filters◦ Recipient filters◦ Spam filters• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Member filters"->"By default, should new list member postings be moderated?" set the value to "Yes", and "Action to take when a moderated member posts to the list" set the value to "Hold".

Member filters	
By default, should new list member postings be moderated? (Details for default member moderation)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Ceiling on acceptable number of member posts, per interval, before automatic moderation. (Details for member verbosity threshold)	<input type="text" value="0"/>
Number of seconds to remember posts to this list to determine member_verbosity_threshold for automatic moderation of a member. (Details for member verbosity interval)	<input type="text" value="300"/>
Action to take when a moderated member posts to the list. (Details for member moderation action)	<input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Text to include in any rejection notice to be sent to moderated members who post to this list. (Edit member moderation notice)	<div></div>

Also, set the "Non-member filters"->"Action to take for postings from non-members for which no explicit action is defined" to "Hold" and press "Submit your changes" button.

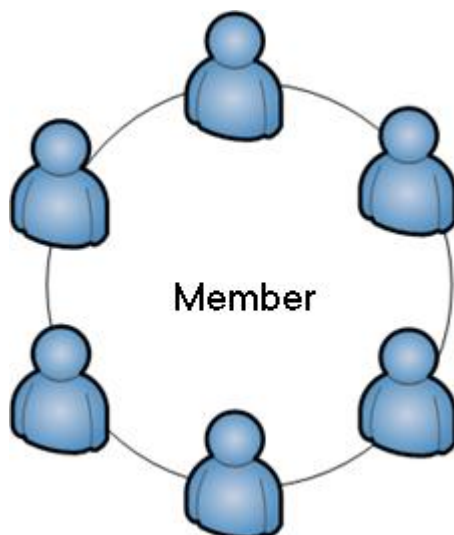
Non-member filters	
– Omission –	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input type="radio"/> Accept <input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text to include in any rejection notice to be sent to non-members who post to this list. This notice can include the list's owner address by %(listowner)s and replaces the internally crafted default message. (Edit nonmember rejection notice)	<div></div>

This completes the basic configuration.

3.3 Discussion list

3.3.1 Overview

Discussion list is generally called mailing list, and all the participants can post freely, and the post gets delivered to all the participants automatically.



Here, we will explain the basic configuration based on the following conditions.

	Target	Post
Member	All participants	Accept
Moderated Member	-	Hold
Non-member	-	Hold

In the discussion list, all of the participants are treated as members, and there are no moderated members. The participant's posts are received automatically, but the posts from the non-participants will be held in the server.

After the basic configuration, you can further set the options below.

- To add a new member, please refer to (4.1.2 [Register a member](#)).
- To change the membership application settings, please refer to (4.1.4 [Make/Do not make the administrator confirm the subscription](#))
- To change the disclosure method of the archives, please refer to (4.3.5 [Disclose/Withhold archives \(past articles\)](#)).
- To change the disclosure method of the member list, please refer to (4.1.5 [Make the membership list public to members/disclosed only to administrator](#)).

3.3.2 How to configure

Click the "Privacy options"->"Sender filters" from the top of the admin page in the index.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• Non-digest options• Digest options• Privacy options...<ul style="list-style-type: none">◦ Subscription rules◦ Sender filters◦ Recipient filters◦ Spam filters• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Member filters"->"By default, should new list member postings be moderated?" set the value to "No", and "Action to take when a moderated member posts to the list" set the value to "Hold".

Member filters	
By default, should new list member postings be moderated? (Details for default member moderation)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Ceiling on acceptable number of member posts, per interval, before automatic moderation. (Details for member verbosity threshold)	<input type="text" value="0"/>
Number of seconds to remember posts to this list to determine member_verbosity_threshold for automatic moderation of a member. (Details for member verbosity interval)	<input type="text" value="300"/>
Action to take when a moderated member posts to the list. (Details for member moderation action)	<input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Text to include in any rejection notice to be sent to moderated members who post to this list. (Edit member moderation notice)	<div></div>

Also, set the "Non-member filters"->"Action to take for postings from non-members for which no explicit action is defined" to "Hold" and press "Submit your changes" button.

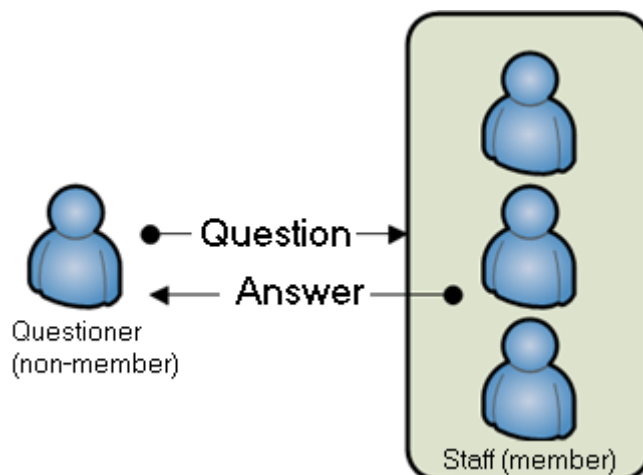
Non-member filters	
- Omission -	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input type="radio"/> Accept <input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text to include in any rejection notice to be sent to non-members who post to this list. This notice can include the list's owner address by %(listowner)s and replaces the internally crafted default message. (Edit nonmember rejection notice)	<div></div>

This completes the basic configuration.

3.4 Support list

3.4.1 Overview

Support list accepts question mails from a non-member questioner, and all the staff will receive the mail, consult the support and directly answer the questioner. Support list can be used as a consultation desk or an information counter.



Here, we will explain the basic configuration based on the following conditions.

	Target	Post
Member	Staff	Approve
Moderated Member	-	Hold
Non-member	Questioner	Approve

In the support list, the members are staffs, and there are no moderated members. Other than the member's posts, questioner's (non-member's) posts also will be automatically accepted, and all the staff can receive the mail from the questioner.

After the basic configuration, you can further set the options below.

- To add a new member, please refer to ([4.1.2 Register a member](#)).
- To change the membership application settings, please refer to ([4.1.4 Make/Do not make the administrator confirm the subscription](#))
- To change the disclosure method of the archives, please refer to ([4.3.5 Disclose/Withhold archives \(past articles\)](#)).
- To change the disclosure method of the member list, please refer to ([4.1.5 Make the membership list public to members/disclosed only to administrator](#)).

3.4.2 How to configure

Click the "Privacy options"->"Sender filters" from the top of the admin page in the index.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• Non-digest options• Digest options	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout
<ul style="list-style-type: none">• Privacy options...<ul style="list-style-type: none">◦ Subscription rules◦ Sender filters◦ Recipient filters◦ Spam filters• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	

In the "Member filters"->"By default, should new list member postings be moderated?" set the value to "No", and "Action to take when a moderated member posts to the list" set the value to "Hold".

Member filters	
By default, should new list member postings be moderated? (Details for default member moderation)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Ceiling on acceptable number of member posts, per interval, before automatic moderation. (Details for member verbosity threshold)	<input type="text" value="0"/>
Number of seconds to remember posts to this list to determine member_verbosity_threshold for automatic moderation of a member. (Details for member verbosity interval)	<input type="text" value="300"/>
Action to take when a moderated member posts to the list. (Details for member moderation action)	<input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Text to include in any rejection notice to be sent to moderated members who post to this list. (Edit member moderation notice)	<div></div>

Also, set the "Non-member filters"->"Action to take for postings from non-members for which no explicit action is defined" to "Accept" and press "Submit your changes" button.

Non-member filters	
– Omission –	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input checked="" type="radio"/> Accept <input type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text to include in any rejection notice to be sent to non-members who post to this list. This notice can include the list's owner address by %(listowner)s and replaces the internally crafted default message. (Edit nonmember rejection notice)	<div></div>

This completes the basic configuration.

4. Reverse lookup for functions

4.1 Members

4.1.1 Check the member list

Click the "Membership Management"->"Membership List" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...<ul style="list-style-type: none">◦ [Membership List]◦ Mass Subscription◦ Mass Removal◦ Address Change• Non-digest options• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

The list of the membership will be shown. You can change the configuration for the members or unsubscribe a member in this page.

Membership List

Find member ([help](#)):

[Click here to include the legend for this table.](#)

2 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
<input type="checkbox"/>	test01@example.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="checkbox"/>	test02@example.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾

A simple explanation for each configuration is as follows.

- Unsub ... Whether to unsubscribe this member
- mod ... Whether to modify this member
- hide ... Whether to hide this member from the member list
- nomail ... Whether to stop the delivery
- ack ... Whether to send an acknowledge notice when posting
- not metoo ... Whether to not receive your own mail
- nodupes ... Whether to not send a same mail
- digest ... Whether to digest multiple mail as one
- plain ... Whether to receive the digested mail as body text, or as attachment
- language ... Language for the configuration page

4.1.2 Register a member

Click the "Membership Management"->"Mass Subscription" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...<ul style="list-style-type: none">◦ Membership List◦ [Mass Subscription]◦ Mass Removal◦ Address Change• Non-digest options• Digest options	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

Fill in the necessary e-mail address to register in each row, and click "Submit Your Changes". The registered member can be checked in the membership list.

Mass Subscriptions

Subscribe these users now or invite them?	<input checked="" type="radio"/> Subscribe <input type="radio"/> Invite
Send welcome messages to new subscribers?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Send notifications of new subscriptions to the list owner?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Enter one address per line below...

```
test03@example.com
test04@example.com
test05@example.com
```

...or specify a file to upload: No file selected.

Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at least one blank line at the end...

All of the forms configure item will be applied to every entered e-mail address. Form's details are as follows.

【Subscribe these users now or invite them?】

...Selecting "Subscribe" will register the users right away.

Selecting "Invite" will send the users an invitation mail to the input address, instead of immediate registration.

【Send welcome message to new subscribers?】

...Selecting "Yes", sends the register completion notification mail. Selecting "No", will not send the mail.

4.1.3 Removing a member

Click the "Membership Management"->"Mass Removal" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">General OptionsPasswordsLanguage optionsMembership Management...<ul style="list-style-type: none">Membership ListMass SubscriptionMass RemovalAddress ChangeNon-digest optionsDigest options	<ul style="list-style-type: none">Privacy options...Bounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics
	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

Fill in the necessary number of the e-mail address to remove in each row, and click "Submit Your Changes". All of the forms configure item will be applied to every entered e-mail address.

Mass Removals

Send unsubscription acknowledgement to the user?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send notifications to the list owner?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Enter one address per line below...

```
test03@example.com
test04@example.com
test05@example.com
```

...or specify a file to upload: No file selected.

All of the forms configure item will be applied to every entered e-mail address. Form's details are as follows.

【Send unsubscription acknowledgement to the user?】

...Selecting "Yes" will send the users a removal completion notification mail. Selecting "No" will not send the mail.

For the unsubscription procedure, you may also do so from the (4.1.1Check the member list) In the Membership list, check the checkbox in the "unsub" row for the desired e-mail address, and click "Submit Your Changes" to confirm.

Note

The goodbye message for the unsubscribed member will follow the configuration in the (4.1.8Send/Do not send a goodbye (unsubscribed) message)

Membership List

Find member ([help](#)):

Search...

[Click here to include the legend for this table.](#)

2 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
<input checked="" type="checkbox"/>	test01@example.org <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input checked="" type="checkbox"/>	test02@example.org <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾

Submit Your Changes

4.1.4 Make/Do not make the administrator confirm the subscription

Note

Subscription request will be made from the general information of the mailing list.
<https://ml.cc.tsukuba.ac.jp/mlmn/listinfo/<MLname>>

Click the "Privacy options->Subscription rules" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">General OptionsPasswordsLanguage optionsMembership Management...Non-digest optionsDigest options	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout
<ul style="list-style-type: none">Privacy options...<ul style="list-style-type: none">Subscription rulesSender filtersRecipient filtersSpam filtersBounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics	

In the "What steps are required for subscription?" form in the "Subscribing", select "Confirm and approve" if you wish to include an identification through mail, and after the confirmation an approval from the administrator. If only an approval from the administrator is necessary, select "Require approval". Click the "Submit Your Changes" to confirm your change.

- ※ For safety purpose, we strongly recommend you to select either "Confirm and approve" or "Require approval"
- ※ If "Confirm" is selected, there is a risk of a new ML member being willfully added into the ML without the ML administrators notice.
- ※ The meaning of "Confirm" and "Approval" is as follows.
 - Confirm¹ ... Identification through e-mail is required (Not recommended)
 - Require approval ... ML administrator's approval is required (Recommended)
 - Confirm and approve ... Both confirmation and approval is required (Strongly Recommended)

Subscribing	
Advertise this list when people ask what lists are on this machine? (Edit advertised)	<input type="radio"/> No <input checked="" type="radio"/> Yes
What steps are required for subscription? (Details for subscribe policy)	<input type="radio"/> Confirm <input type="radio"/> Require approval <input checked="" type="radio"/> Confirm and approve
List of addresses (or regexps) whose subscriptions do not require approval. (Details for subscribe auto approval)	<div></div>
Is the list moderator's approval required for unsubscription requests? (No is recommended) (Details for unsubscribe policy)	<input checked="" type="radio"/> No <input type="radio"/> Yes

¹Upon subscribing, Mailman will send the new subscriber a mail including the subscribing number. Subscriber needs to use that number and complete the verification procedure through the URL written in the mail to actually subscribe to the mailing list. By this, you can prevent malicious acts such as using other person's address and willfully making them subscribe.

4.1.5 Make the membership list public to members/disclosed only to administrator

Note

Membership list can be viewed through mailing list's general information.
(Requires approval)

Click the "Privacy options->Subscription rules" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• Non-digest options• Digest options	<ul style="list-style-type: none">• Privacy options...<ul style="list-style-type: none">◦ [Subscription rules]◦ Sender filters◦ Recipient filters◦ Spam filters• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Who can view subscription list" in the "Membership exposure", to make the members accessible to the list member, select "List members". If you wish to make only the administrator accessible to the list member select "List admin only". Click "Submit Your Changes" to confirm your change.

Membership exposure	
Who can view subscription list? (Details for private roster)	<input type="radio"/> Anyone <input type="radio"/> List members <input checked="" type="radio"/> List admin only
Show member addresses so they're not directly recognizable as email addresses? (Details for obscure addresses)	<input type="radio"/> No <input checked="" type="radio"/> Yes

4.1.6 BAN certain address from subscribing

Click the "Privacy options->Subscription rules" in the index in top of the administrator page.



In the "List of addresses which are banned from membership in this mailing list." in "Ban list", input each desired addresses on each row and click "Submit Your Changes" to ban these addresses.



4.1.7 Send/Do not send a welcome message

Note

This configuration can be overwritten in "Mass Subscription (4.1.2Register a member)".

Click the "General options" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">[General Options]PasswordsLanguage optionsMembership Management...Non-digest optionsDigest optionsPrivacy options...Bounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "Send welcome message to newly subscribed members?" in the "Notifications", select "Yes" to send, or select "No" to disable the message being sent. Click "Submit Your Changes" to confirm the change.

Notifications	
Send monthly password reminders? (Details for send reminders)	<input type="radio"/> No <input checked="" type="radio"/> Yes
List-specific text prepended to new-subscriber welcome message (Details for welcome msg)	<div></div>
Send welcome message to newly subscribed members? (Details for send welcome msg)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Text sent to people leaving the list. If empty, no special text will be added to the unsubscribe message. (Edit goodbye msg)	<div></div>
Send goodbye message to members when they are unsubscribed? (Edit send goodbye msg)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should the list moderators get immediate notice of new requests, as well as daily notices about collected ones? (Details for admin immed notify)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should administrator get notices of subscribes and unsubscribes? (Edit admin notify mchanges)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send mail to poster when their posting is held for approval? (Edit respond to post requests)	<input type="radio"/> No <input checked="" type="radio"/> Yes

- ※ In the welcome message, there is an auto generated password for the new subscribers. A new subscriber can use this password to login to the mailing list page they are subscribing to change their personal settings.
- ※ If you wish to disable this setting changes from the subscribers, we recommend the setting to be "No".

4.1.8 Send/Do not send a goodbye (unsubscribed) message

Note

This setting can be overwritten in "Mass Removal (4.1.3 Removing a member)".

Click the "General options" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">[General Options]PasswordsLanguage optionsMembership ManagementNon-digest optionsDigest options	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "Send goodbye message to when they are unsubscribed?" in the "Notifications" field, select "Yes" to send, or select "No" to disable the message being sent. Click "Submit Your Changes" to confirm the change.

Notifications	
Send monthly password reminders? (Details for send reminders)	<input type="radio"/> No <input checked="" type="radio"/> Yes
List-specific text prepended to new-subscriber welcome message (Details for welcome msg)	<div></div>
Send welcome message to newly subscribed members? (Details for send welcome msg)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text sent to people leaving the list. If empty, no special text will be added to the unsubscribe message. (Edit goodbye msg)	<div></div>
Send goodbye message to members when they are unsubscribed? (Edit send goodbye msg)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Should the list moderators get immediate notice of new requests, as well as daily notices about collected ones? (Details for admin immed notify)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should administrator get notices of subscribes and unsubscribes? (Edit admin notify mchanges)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send mail to poster when their posting is held for approval? (Edit respond to post requests)	<input type="radio"/> No <input checked="" type="radio"/> Yes

4.1.9 Send/Do not send a subscribed and unsubscribed notification

Note

This setting can be overwritten in "Mass Subscription (4.1.2 Register a member) ", "Mass Removal (4.1.3 Removing a member) ".

Click the "General options" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">[General Options]PasswordsLanguage optionsMembership Management...Non-digest optionsDigest options	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "Should administrator get notices of subscribes and unsubscribes?" in the "Notification" field, select "Yes" to send, or select "No" to disable the message being sent. Click "Submit Your Changes" to confirm the change.

Notifications	
Send monthly password reminders? (Details for send reminders)	<input type="radio"/> No <input checked="" type="radio"/> Yes
List-specific text prepended to new-subscriber welcome message (Details for welcome msg)	<input type="text"/>
Send welcome message to newly subscribed members? (Details for send welcome msg)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text sent to people leaving the list. If empty, no special text will be added to the unsubscribe message. (Edit goodbye msg)	<input type="text"/>
Send goodbye message to members when they are unsubscribed? (Edit send goodbye msg)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should the list moderators get immediate notice of new requests, as well as daily notices about collected ones? (Details for admin immed notify)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should administrator get notices of subscribes and unsubscribes? (Edit admin notify mchanges)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send mail to poster when their posting is held for approval? (Edit respond to post requests)	<input type="radio"/> No <input checked="" type="radio"/> Yes

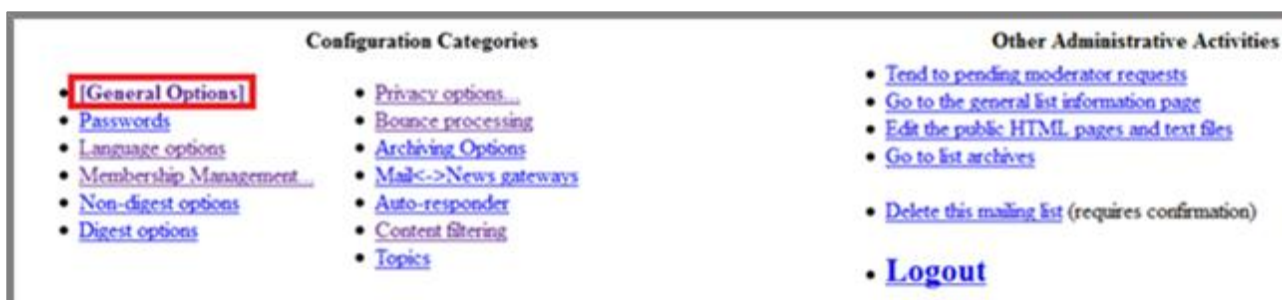
4.1.10 Send/Do not send duplicate mail

When there is a member's address in the To and Cc fields, you may select to whether to send the duplicate mail to the receiver or not.

Note

This setting can be set for each members in the (4.1.11 Send/Do not send duplicate mail to certain members)"

Click the "Membership Management"->"Membership List" in the index in top of the administrator page.



In the "Default options for new members joining this list" in the "Additional settings" field, clear the checkbox on the "Filter out duplicate messages to list members (if possible)" to send a duplicate mail, or check the checkbox to not send a duplicate mail. Click "Submit Your Changes" to confirm the change.

Additional settings	
Emergency moderation of all list traffic. (Details for emergency)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Default options for new members joining this list. (Details for new member options)	<div><input type="checkbox"/> Conceal the member's address <input type="checkbox"/> Acknowledge the member's posting <input type="checkbox"/> Do not send a copy of a member's own post <input type="checkbox"/> Filter out duplicate messages to list members (if possible)</div>
(Administrivia filter) Check postings and intercept ones that seem to be administrative requests? (Details for administrivia)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Maximum length in kilobytes (KB) of a message body. Use 0 for no limit. (Edit max message size)	<input type="text" value="0"/>
Maximum number of members to show on one page of the Membership List. (Edit admin member chunksize)	<input type="text" value="30"/>

※ If you check the "Filter out duplicate messages to list members (if possible)", this sets the newly subscribed ML member's setting to "nodupes". But if this setting is on, the mail from the ML will be omitted. This creates a confusion to the member, because it is not possible to find out if this mail was from the ML or not. **To fix this situation, clear the checkbox of "nodupes" in the membership list.**

4.1.11 Send/Do not send duplicate mail to certain members

Click the "Membership Management"->"Membership List" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...<ul style="list-style-type: none">◦ [Membership List]◦ Mass Subscription◦ Mass Removal◦ Address Change• Non-digest options• Digest options	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

Clear the checkbox of "nodupes" to send a duplicate mail, and check the checkbox to not send a duplicate mail in the membership list. Click "Submit Your Changes" to confirm the change.

※ Selecting "nodupes" in Mailman, the mail from the ML will be omitted. This creates a confusion to the member, because it is not possible to find out if this mail was from the ML or not. **To fix this situation, clear the checkbox of "nodupes" in the membership list.**

Membership List										
Find member (help): <input type="text"/> <input type="button" value="Search..."/>										
Click here to include the legend for this table.										
2 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
<input checked="" type="checkbox"/>	test01@example.org <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input checked="" type="checkbox"/>	test02@example.org <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="button" value="Submit Your Changes"/>										

4.2 Posting

4.2.1 Making everyone available to post

! Warning !

This configuration will configure all of the member's authority at once.
If each member's configuration is set individually, all configuration will be overwritten.

Click the "Membership Management"->"Membership List" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...<ul style="list-style-type: none">◦ [Membership List]◦ Mass Subscription◦ Mass Removal◦ Address Change• Non-digest options• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics
	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Set everyone's moderation bit, including those not currently visible" in "Additional Member Tasks" field, select "No" and press "Set".

Additional Member Tasks	
<ul style="list-style-type: none">• Set everyone's moderation bit, including those members not currently visible	
<input checked="" type="radio"/> Off <input type="radio"/> On	<input type="button" value="Set"/>

「By selecting "No" and pressing "Set", this configures all of the member to official member. This will also configure the hidden member to official member. After the configuration, please check if the "mod" checkbox in the "Membership List" is all cleared.

Membership List										
Find member (help) : <input type="text"/>										<input data-bbox="1267 1451 1358 1473" type="button" value="Search..."/>
Click here to include the legend for this table.										
2 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
<input type="checkbox"/>	test01@example.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="checkbox"/>	test02@example.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="button" value="Submit Your Changes"/>										

- ※ For reference, selecting "On" and pushing "Set" will set all of the member to Moderated member. Please be careful.
Next click the "Privacy options"->"Sender filters" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none"> • General Options • Passwords • Language options • Membership Management... • Non-digest options • Digest options 	<ul style="list-style-type: none"> • Tend to pending moderator requests • Go to the general list information page • Edit the public HTML pages and text files • Go to list archives • Delete this mailing list (requires confirmation) • Logout
<ul style="list-style-type: none"> • Privacy options... <ul style="list-style-type: none"> ◦ Subscription rules ◦ Sender filters ◦ Recipient filters ◦ Spam filters • Bounce processing • Archiving Options • Mail<->News gateways • Auto-responder • Content filtering • Topics 	

In the "Member filters" field, set the value of "By default, should new list member postings be moderated?" to "No", and set "Action to take when a moderated member posts to the list" value to "Hold".

Member filters	
By default, should new list member postings be moderated? (Details for default member moderation)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Ceiling on acceptable number of member posts, per interval, before automatic moderation. (Details for member verbosity threshold)	<input type="text" value="0"/>
Number of seconds to remember posts to this list to determine member_verbosity_threshold for automatic moderation of a member. (Details for member verbosity interval)	<input type="text" value="300"/>
Action to take when a moderated member posts to the list. (Details for member moderation action)	<input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard

Also, in the same page of "Non-member filters" field, set the value of "Action to take for postings for which no explicit action is defined." to "Accept" and click "Submit Your Change" to confirm.

Non-member filters	
– Omission –	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input checked="" type="radio"/> Accept <input type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text to include in any rejection notice to be sent to non-members who post to this list. This notice can include the list's owner address by %(listowner)s and replaces the internally crafted default message. (Edit nonmember rejection notice)	<div style="border: 1px solid #ccc; height: 100px;"></div>

By doing the above steps, you can now receive mails from non-registered non-members.

! Warning !

If the aliasing is set in the mailing list, the following configuration is required shown in the next page.

Click the "Privacy options"->"Recipient filters" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none"> General Options Passwords Language options Membership Management... Non-digest options Digest options 	<ul style="list-style-type: none"> Privacy options... <ul style="list-style-type: none"> Subscription rules Sender filters [Recipient filters] Spam filters Bounce processing Archiving Options Mail<->News gateways Auto-responder Content filtering Topics 	<ul style="list-style-type: none"> Tend to pending moderator requests Go to the general list information page Edit the public HTML pages and text files Go to list archives Delete this mailing list (requires confirmation) Logout

Please configure either the following method 1 or 2 in the shown page. If you choose to configure using method 1, there is no need to configure again when creating a new alias, but if you choose to configure using method 2, you will need to add the address of the alias when creating a new alias.

1. In the "Must posts have list named in destination (to, cc) field (or be among the acceptable alias names, specified below)?" in the shown items, select "No" and click "Submit Your Changes" to confirm.

Privacy options...	
This section allows you to configure various filters based on the recipient of the message.	
Description	Value
<i>Recipient filters</i>	
Must posts have list named in destination (to, cc) field (or be among the acceptable alias names, specified below)? (Details for require_explicit_destination)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Alias names (regexps) which qualify as explicit to or cc destination names for this list. (Details for acceptable_aliases)	<input type="text"/>
Ceiling on acceptable number of recipients for a posting. (Details for max_num_recipients)	<input type="text" value="10"/>
<input type="button" value="Submit Your Changes"/>	

2. In the "Alias names (regexps) which qualify as explicit to or cc destination names for this list." form, input the alias address on each row, and click "Submit Your Changes" to confirm.

Privacy options...

This section allows you to configure various filters based on the recipient of the message.

Description	Value
<i>Recipient filters</i>	
Must posts have list named in destination (to, cc) field (or be among the acceptable alias names, specified below)? (Details for require_explicit_destination)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Alias names (regexps) which qualify as explicit to or cc destination names for this list. (Details for acceptable_aliases)	<div>alias01@example.com alias02@example.com</div>
Ceiling on acceptable number of recipients for a posting. (Details for max_num_recipients)	<input type="text" value="10"/>

Submit Your Changes

4.2.2 Making certain members possible to post

! Warning !

This configuration will configure all of the member's authority at once.

If each member's configuration is set individually, all configuration will be overwritten.

Click the "Membership Management"->"Membership List" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...<ul style="list-style-type: none">◦ [Membership List]◦ Mass Subscription◦ Mass Removal◦ Address Change• Non-digest options• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail->News gateways• Auto-responder• Content filtering• Topics
	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Set everyone's moderation bit, including those members not currently visible" in the "Additional Member Tasks" field, set the value to "On" and click "Set" to confirm.

Additional Member Tasks

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

☐ Off ☒ On

Set

By doing the above, all members will become moderated members.

Next, open the Membership list and uncheck the "mod" for only the e-mail address that you will allow to post to the ML, and click "Submit Your Changes". By doing this, the unchecked member becomes the official member, and now available to post to the ML. (You may do this to multiple members to make them available to post if necessary.)

Membership List

Find member ([help](#)):

Search...

[Click here to include the legend for this table.](#)

3 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language
<input type="checkbox"/>	admin@example.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="checkbox"/>	test01@example.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾
<input type="checkbox"/>	test02@example.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA) ▾

Submit Your Changes

Next, click the "Privacy options"->"Sender filters" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none"> • General Options • Passwords • Language options • Membership Management... • Non-digest options • Digest options • Privacy options... <ul style="list-style-type: none"> ◦ Subscription rules ◦ Sender filters ◦ Recipient filters ◦ Spam filters • Bounce processing • Archiving Options • Mail<->News gateways • Auto-responder • Content filtering • Topics 	<ul style="list-style-type: none"> • Tend to pending moderator requests • Go to the general list information page • Edit the public HTML pages and text files • Go to list archives • Delete this mailing list (requires confirmation) • Logout

In the "By default, should new list member postings be moderated?" in the "Member filters" field, set the value to "No", and also the "Action to take when a moderated member posts to the list." to "Reject".

Member filters	
By default, should new list member postings be moderated? (Details for default member moderation)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Ceiling on acceptable number of member posts, per interval, before automatic moderation. (Details for member verbosity threshold)	<input type="text" value="0"/>
Number of seconds to remember posts to this list to determine member_verbosity_threshold for automatic moderation of a member. (Details for member verbosity interval)	<input type="text" value="300"/>
Action to take when a moderated member posts to the list. (Details for member moderation action)	<input type="radio"/> Hold <input checked="" type="radio"/> Reject <input type="radio"/> Discard
Text to include in any rejection notice to be sent to moderated members who post to this list. (Edit member moderation notice)	<div></div>

Also, in the "Action to take for postings from non-members for which no explicit action is defined." in the "Non-member filters" field, set the value to "Reject" and click "Submit Your Change".

Non-member filters	
– Omission –	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input type="radio"/> Accept <input type="radio"/> Hold <input checked="" type="radio"/> Reject <input type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Text to include in any rejection notice to be sent to non-members who post to this list. This notice can include the list's owner address by %(listowner)s and replaces the internally crafted default message. (Edit nonmember rejection notice)	<div></div>

4.2.3 Accept posts from certain non-members

Click the "Privacy options"->"Sender filters" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">General OptionsPasswordsLanguage optionsMembership Management...Non-digest optionsDigest options	<ul style="list-style-type: none">Privacy options...<ul style="list-style-type: none">Subscription rulesSender filtersRecipient filtersSpam filtersBounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "List of non-member addresses whose postings should be automatically accepted." in the "Non-member filters" field, fill in the necessary e-mail address to accept the post in each row, and click "Submit Your Change".

Non-member filters

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

```
test10@example.org
test11@example.org
test12@example.org
```

- Omission -

4.2.4 Hold all posts once

! Warning !

Pending notification will not be sent to the administrator when a post is pended if this setting is used.

You will need to check via the administrator page. (→4.2.5Approve pending posts)

Click the "General Options" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">[General Options]PasswordsLanguage optionsMembership Management...Non-digest optionsDigest options	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "Emergency moderation of all list traffic." in the "Additional settings" field, set the value to "Yes" and click "Submit Your Change".

Additional settings	
Emergency moderation of all list traffic. (Details for emergency)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Default options for new members joining this list. (Details for new member options)	<input type="checkbox"/> Conceal the member's address <input type="checkbox"/> Acknowledge the member's posting <input type="checkbox"/> Do not send a copy of a member's own post <input type="checkbox"/> Filter out duplicate messages to list members (if possible)
(Administrivia filter) Check postings and intercept ones that seem to be administrative requests? (Details for administrivia)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Maximum length in kilobytes (KB) of a message body. Use 0 for no limit. (Edit max message size)	40
Maximum number of members to show on one page of the Membership List. (Edit admin member chunksize)	30
Host name this list prefers for email. (Details for host name)	example.org
Should messages from this mailing list include the RFC 2369 (i.e. List-*) headers? <i>Yes</i> is highly recommended. (Details for include rfc2369 headers)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should postings include the List-Post: header? (Details for include list post header)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should the Sender header be rewritten for this mailing list to avoid stray bounces? <i>Yes</i> is recommended. (Details for include sender header)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Discard held messages older than this number of days. Use 0 for no automatic discarding. (Edit max days to hold)	0

If you wish to cancel the pending configuration, return the value to "No" in the "Emergency moderation of all list traffic."

4.2.5 Approve pending posts

By default, when a mail is pending, a notification mail will be sent to the administrator. By clicking the link in the notification mail, you can move to the Tend to pending moderator requests page. When moving from the administrator page, click the "Tend to pending moderator requests" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• [General Options]• Passwords• Language options• Membership Management...• Non-digest options• Digest options• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the tend to pending moderator requests page, the following process form will be shown for each sender of the pending mail.

From: test01@example.com	
<div>Action to take on all these held messages:</div> <div>Defer Accept Reject Discard</div> <div><input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div><input type="checkbox"/> Preserve messages for the site administrator</div> <div><input type="checkbox"/> Forward messages (individually) to:</div> <div>test-ml-owner@demo2.tsnr.com</div> <div><input type="checkbox"/> Add test01@example.com to one of these sender filters:</div> <div>Accepts Holds Rejects Discards</div> <div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/></div> <div><input type="checkbox"/> Ban test01@example.com from ever subscribing to this mailing list</div>	<div>Click on the message number to view the individual message, or you can view all messages from test01@example.com</div> <div>[1] Subject: test</div> <div>Size: 868 bytes</div> <div>Reason: Post by non-member to a members-only list</div> <div>Received: Tue Nov 1 00:51:58 2016</div>

Each item's contents are as follows.

- ① The mails subject for each pending mail
- ② How to treat the pending mail. "Defer" will leave the mail pending.
- ③ Whether to preserve the processed mail or not
- ④ How to forward the mail, and where to forward
- ⑤ How to treat the mail sent from the same sender's address (Only for unspecified non-member)
- ⑥ Ban the sender's address from subscribing the ML (Only for unspecified non-member)

After the input is complete, click the "Submit All Data". When doing this, checking the "Discard all messages marked Defer" will discard all of the mail that is marked as "Defer" for this e-mail address.

<input type="checkbox"/> Discard all messages marked <i>Defer</i>
<input type="button" value="Submit All Data"/>

4.3 Contents/Information of posts

4.3.1 Change the subject of posts

Click the "General Options" in the index in top of the administrator page.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">[General Options]PasswordsLanguage optionsMembership Management...Non-digest optionsDigest optionsPrivacy options...Bounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

In the "Prefix for subject line of list postings" in "General list personality" field, set the title for the post and click the "Submit Your Change" button. If you use "%d", this will be replaced as a serial number for the mailing list.

General list personality	
The public name of this list (make case-changes only). (Details for real name)	<input type="text" value="Mailman"/>
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	<input type="text" value="mailman@example.org"/>
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator)	<input type="text"/>
A terse phrase identifying this list. (Details for description)	<input type="text"/>
An introductory description - a few paragraphs - about the list. It will be included, as html, at the top of the listinfo page. Carriage returns will end a paragraph - see the details for more info. (Details for info)	<input type="text"/>
Prefix for subject line of list postings. (Details for subject prefix)	<input type="text" value="[Mailman] %d"/>
Replace the From: header address with the list's posting address to mitigate issues stemming from the original From: domain's DMARC or similar policies. (Details for from is list)	<input type="radio"/> No <input checked="" type="radio"/> Munge From <input type="radio"/> Wrap Message
Hide the sender of a message, replacing it with the list address (Removes From, Sender and Reply-To fields) (Edit anonymous list)	<input checked="" type="radio"/> No <input type="radio"/> Yes

4.3.2 Change the footer of the posts

Note

This configuration requires basic knowledge of Python language.

Footer configuration of posts needs to be configured for both normal delivery and digested delivery.

For normal delivery, click the "Non-digest option" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">• [General Options]• Passwords• Language options• Membership Management...• Non-digest options• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

In the "Footer added to mail sent to regular list members" input the contents for the footer, and click the "Submit Your Change" button.

Description	Value
Can subscribers choose to receive mail immediately, rather than in batched digests? (Edit nondigestable)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Header added to mail sent to regular list members (Details for msg_header)	
Footer added to mail sent to regular list members (Details for msg_footer)	<div>----- %(real_name)s mailing list %(real_name)s@%(host_name)s %(web_page_url)slistinfo%(cgtext)s\ (_internal_name)s</div>
Scrub attachments of regular delivery message? (Details for scrub_nondigest)	<input checked="" type="radio"/> No <input type="radio"/> Yes

4.3.3 Digest options

(Warning) Our mailing list service does not support the "Digest" function.

The menu shown below will be shown, but it is disabled due to the operation policy. Depending on the condition, this may be enabled but there is no guarantee to deliver the mail when on server's unexpected trouble so we recommend you to not to use this function.

Thank you for your understanding.

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• [Non-digest options]• Digest options	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

Description	Value
Can list members choose to receive list traffic bunched in digests? (Edit digestable)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Which delivery mode is the default for new users? (Edit digest is default)	<input checked="" type="radio"/> Regular <input type="radio"/> Digest
When receiving digests, which format is default? (Edit mime is default digest)	<input checked="" type="radio"/> Plain <input type="radio"/> MIME
How big in Kb should a digest be before it gets sent out? 0 implies no maximum size. (Edit digest size threshold)	30
Should a digest be dispatched daily when the size threshold isn't reached? (Edit digest send periodic)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Header added to every digest (Details for digest header)	
Footer added to every digest (Details for digest footer)	<div><pre>%(real_name)s mailing list %(real_name)s@%(host_name)s %(web_page_url)slistinfo%(cgiext)s/%</pre></div>
How often should a new digest volume be started? (Details for digest volume frequency)	<input type="radio"/> Yearly <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Weekly <input type="radio"/> Daily
Should Mailman start a new digest volume? (Details for new volume)	<input checked="" type="radio"/> No <input type="radio"/> Yes
<i>Note: setting this value performs an immediate action but does not modify permanent state.</i> Should Mailman send the next digest right now, if it is not empty? (Edit send digest now)	<input checked="" type="radio"/> No <input type="radio"/> Yes
<i>Note: setting this value performs an immediate action but does not modify permanent state.</i>	

4.3.4 Save/Do not save archives (past articles)

(Warning) Our mailing list service does not support the "Archives" function.

The menu shown below will be shown, but it is disabled due to the operation policy.
This is the same for the "Move to the list archive" function.

Thank you for your understanding.

Click the "Archiving Options" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• [Non-digest options]• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

List traffic archival policies.

Description	Value
Archive messages? (Edit archive)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Is archive file source for public or private archival? (Edit archive private)	<input type="radio"/> public <input checked="" type="radio"/> private
How often should a new archive volume be started? (Edit archive volume frequency)	<input type="radio"/> Yearly <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Weekly <input type="radio"/> Daily

4.3.5 Disclose/Withhold archives (past articles)

(Warning) Our mailing list service does not support the "Disclose Archives" function.

The menu shown below will be shown, but it is disabled due to the operation policy.
Thank you for your understanding.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">General OptionsPasswordsLanguage optionsMembership Management...[Non-digest options]Digest options	<ul style="list-style-type: none">Privacy options...Bounce processingArchiving OptionsMail<->News gatewaysAuto-responderContent filteringTopics	<ul style="list-style-type: none">Tend to pending moderator requestsGo to the general list information pageEdit the public HTML pages and text filesGo to list archivesDelete this mailing list (requires confirmation)Logout

List traffic archival policies.

Description	Value
Archive messages? (Edit archive)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Is archive file source for public or private archival? (Edit archive private)	<input type="radio"/> public <input checked="" type="radio"/> private
How often should a new archive volume be started? (Edit archive volume frequency)	<input type="radio"/> Yearly <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Weekly <input type="radio"/> Daily

4.3.6 Change the information page

! Warning !

This configuration requires knowledge of HTML.
Misconfiguring this has a risk of corrupting the information page layout.

Click the "Edit the public HTML pages and text files" in the index in top of the administrator page.

Configuration Categories		Other Administrative Activities
<ul style="list-style-type: none">• General Options• Passwords• Language options• Membership Management...• [Non-digest options]• Digest options	<ul style="list-style-type: none">• Privacy options...• Bounce processing• Archiving Options• Mail<->News gateways• Auto-responder• Content filtering• Topics	<ul style="list-style-type: none">• Tend to pending moderator requests• Go to the general list information page• Edit the public HTML pages and text files• Go to list archives• Delete this mailing list (requires confirmation)• Logout

Click the "General list information page" from the item shown.

Test-ml -- HTML Page Editing

Select page to edit:

- [General list information page](#)
- [Subscribe results page](#)
- [User specific options page](#)

An entry form of "General list information page" will be shown. Input the page contents in the form and click "Submit Your Change" button.

Test-ml:

General list information page

[View or edit the list configuration information.](#)

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<!-- $Revision: 5865 $ -->
<HTML>
  <HEAD>
    <TITLE><MM-List-Name> Info Page</TITLE>

  </HEAD>
  <BODY BGCOLOR="#ffffff">

    <P>
      <TABLE BORDER="0" CELSPACING="4" CELLPADDING="5">
```

When you are done making changes...

