

Simple manual for ML members (Mailman)

Version 4.2 (Mailing List Service)

Academic Computing & Communications Center

University of Tsukuba

28/11/2016

Index

| | |
|--|----------|
| 1. Introduction | 1 |
| 2. What is Mailing list?..... | 1 |
| 2.1. Discussion list | 1 |
| 2.2. Mail magazine (Announce list)..... | 1 |
| 3. Basic usage of Mailman | 2 |
| 3.1. Overview | 2 |
| 3.2. Sending/Posting to a list..... | 2 |
| 3.3. Receiving E-mails from a list..... | 2 |
| 4. About the ML member page | 3 |
| 4.1. Logging in to the membership configuration page..... | 3 |
| 4.2. Settings for the membership configuration page | 4 |
| 4.3. The general list information page for the ML..... | 7 |
| 5. Reverse lookup for Mailman..... | 9 |
| 5.1. Member | 9 |
| 5.1.1. Becoming a member of a list | 9 |
| 5.1.2. Unsubscribe from a list..... | 10 |
| 5.1.3. I forgot my password..... | 11 |
| 5.1.4. Changing my password | 12 |
| 5.1.5. Changing my E-mail address | 13 |
| 5.1.6. Changing my name for Mailman | 14 |
| 5.1.7. Viewing the membership list..... | 15 |
| 5.2. Mail Delivery..... | 16 |
| 5.2.1. Stopping or Resuming mail delivery..... | 16 |
| 5.2.2. Receiving all posts at once or receiving each post when posted..... | 17 |
| 5.2.3. Receive or Do Not Receive duplicated posts..... | 18 |
| 5.2.4. Receive or Do Not Receive your own post | 19 |
| 5.2.5. Notify me when I successfully posted..... | 20 |
| 5.2.6. Receive or Do Not Receive password notification..... | 21 |
| 5.3. Other functions | 22 |
| 5.3.1. Reading old posts..... | 22 |
| 5.3.2. Changing interface languages..... | 22 |
| 5.3.3. Show or hide my E-mail address from membership list..... | 23 |

1. Introduction

In this manual we will describe the basic usage of Mailman for the member of the mailing list (ML).

In Chapter 2, we describe the abstraction of the ML system.

In Chapter 3, we describe the most basic function the mailman offers, such as posting (sending)/receiving to/from a list.

In Chapter 4, we will introduce how to use the ML member page.

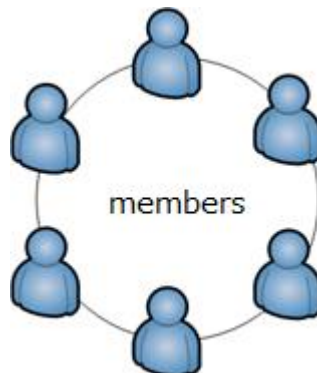
In Chapter 5, we will describe many functions that the ML offers in the form of reverse lookup. For instance, how to join a list, how to briefly stop mail delivery, etc.

2. What is Mailing list?

Mailing list (ML) is a mechanism which delivers e-mail to multiple people at once. We will often abbreviate-mailing list to just "list", and any "list" in this manual will refer to mailing list. There are 2 popular mailing lists.

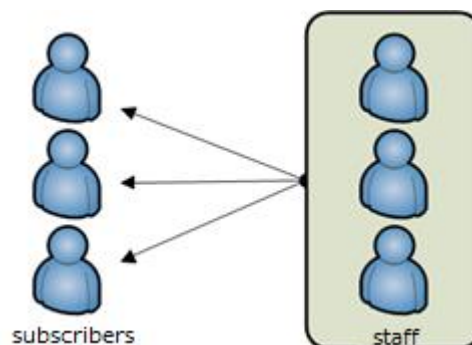
2.1. Discussion list

The most common mailing list is the discussion list. All members can freely post anything, and the post will be sent to all members in the list. Below shows the figure for the discussion list.



2.2. Mail magazine (Announce list)

Mail magazine (Announce list) can be used to send a post from the staff (member) to all of the subscribers simultaneously. In a mail magazine, only the staff can post and subscribers are not able to post. Below shows the figure for the mail magazine.



3. Basic usage of Mailman


3.1. Overview

A list in the mailman is represented with one unique e-mail address. For example, the mailing list for list name "List1" where domain "example.com" manages will be "list1@example.com". List name will be converted into lower case letters, and will be placed before the @. (There are no distinction between a capital letter and a lower case letter, but generally all letters in an e-mail address should be in lower case letters.)

For further explanation, we will assume that you are already a member of an imaginary list "list1@example.com". For instruction on how to join a list, please refer to (5.1.1. Becoming a member of a list).

3.2. Sending/Posting to a list

When any members in a discussion list or a member who has the posting authority in a mail magazine sends an e-mail to "list1@example.com", Mailman will send the same e-mail to all of the members in the list.



The image shows a screenshot of an email composition interface. At the top, there are three input fields: '宛先:' (To), 'Cc:', and '件名:' (Subject). The '宛先:' field contains the text 'list1@example.com', which is highlighted with a red rectangular border. Below these fields is a large, empty text area for the email body. To the left of the '件名:' field, there is a small button with a downward arrow icon.

3.3. Receiving E-mails from a list

If you have already registered to a list, there is nothing you need to do from there. If someone posts to that list, the same e-mail will be automatically sent to your e-mail address.

4. About the ML member page

4.1. Logging in to the membership configuration page

There is a login page for the ML member as shown in the figure below. Type in your e-mail address registered as the ML member, and your password in the mailing list. Then press the "Log in" button to login.

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

※ Please replace the "<MLname>" to mailing list name. (Applies hereafter)

※ After logging in, screen (B) will be displayed.

The screenshot shows a web page titled "Test list: member options login page". At the top, there is a language selection dropdown set to "English (USA)". Below this, a paragraph explains that users must log in to change membership options and provides instructions for password recovery and unsubscribing. An important note states that cookies must be enabled. The login section contains fields for "Email address:" and "Password:", followed by a "Log in" button which is circled in red. Below the login section are two more options: "Unsubscribe" and "Password reminder", each with a brief description and a corresponding button. At the bottom, there are links to the test list run by nobody at tsnr.com, the test administrative interface, and an overview of all secup.cc.tsukuba.ac.jp mailing lists. Logos for Mailman version 2.1.22, python powered, and FreeBSD are also present.

※ If you can not select language option, ask for MLowner's address like below about adding your LANG in the language option of ML setting menu.

mailto: <MLname>-owner@ml.cc.tsukuba.ac.jp

```
***** Language list *****
Arabic  Asturian  Catalan  Czech   Danish  German  Greek
English (USA)  Spanish (Spain)  Estonian  Euskara  Persian
Finnish  French   Galician  Hebrew  Croatian  Hungarian
Interlingua  Italian  Japanese  Korean  Lithuanian  Dutch
Norwegian  Polish   Portuguese  Portuguese (Brazil)  Romanian
Russian    Slovak   Slovenian  Serbian  Swedish  Turkish
Ukrainian  Vietnamese  Chinese (China)  Chinese (Taiwan)
*****
```

※ **If you have forgotten your password**

If you cannot remember your password for your ML, type in your e-mail address in the "E-mail address" field and press the "Remind" button below the "Password reminder". You will receive an e-mail to the ML members e-mail address with the password written in it.

※ **If you wish to resign from the ML member**

If you wish to cancel your registration, type in your e-mail address in the "E-mail address" field and press the "Unsubscribe" button in the middle "Unsubscribe" field to request your resignation.

4.2. **Settings for the membership configuration page**

Once you log in to the ML membership configuration page, you will get a screen as shown below.

(B) **<http://ml.cc.tsukuba.ac.jp/mlmn/options/<MLname>/<Your e-mail address>>**

In this page, you can change your password and configure various settings. For more information, please refer to "5. Reverse lookup for Mailman". To shut the option page, press the "Log out" button.

※ Please replace the "<Your e-mail address>" to your registered e-mail address as ML member.

Test mailing list membership configuration for sample1 at example.com

sample1 at example.com's subscription status, password, and options for the Test mailing list.

[Log out](#)

Changing your Test membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at secup.cc.tsukuba.ac.jp, turn on the *Change globally* check box.

| | | | |
|---|----------------------|-----------------------|----------------------|
| New address: | <input type="text"/> | Your name (optional): | <input type="text"/> |
| Again to confirm: | <input type="text"/> | | |
| <input type="button" value="Change My Address and Name"/> | | | |
| <input type="checkbox"/> Change globally | | | |

Unsubscribing from Test

Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. **Warning:** This action will be taken immediately!

☐ Yes, I really want to unsubscribe

Your other secup.cc.tsukuba.ac.jp subscriptions

You can view a list of all the other mailing lists at secup.cc.tsukuba.ac.jp for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.

[List my other subscriptions](#)

Your Test Password

Forgotten Your Password?

Click this button to have your password emailed to your membership address.

Change Your Password

| | |
|-------------------|----------------------|
| New password: | <input type="text"/> |
| Again to confirm: | <input type="text"/> |

☐ Change globally.

Your Test Subscription Options

Current values are checked.

Note that some of the options have a *Set globally* checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on secup.cc.tsukuba.ac.jp. Click on *List my other subscriptions* above to see which other mailing lists you are subscribed to.

| | |
|---|---|
| Mail delivery Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled. | <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> Set globally |
| Set Digest Mode If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest. | <input type="radio"/> Off <input checked="" type="radio"/> On |
| Get MIME or Plain Text Digests? Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests. | <input type="radio"/> MIME <input checked="" type="radio"/> Plain Text <input type="checkbox"/> Set globally |
| Receive your own posts to the list? Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to <i>No</i> . | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| Receive acknowledgement mail when you send mail to the list? | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Get password reminder email for this list? Once a month, you will get an email containing a password reminder for every list at this host to which you are subscribed. You can turn this off on a per-list basis by selecting <i>No</i> for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you. | <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> Set globally |
| Conceal yourself from subscriber list? When someone views the list membership, your email address is normally shown (in an obscured fashion to thwart spam harvesters). If you do not want your email address to show up on this membership roster at all, select <i>Yes</i> for this option. | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| What language do you prefer? | English (USA) ▾ |
| Which topic categories would you like to subscribe to? By selecting one or more topics, you can filter the traffic on the mailing list, so as to receive only a subset of the messages. If a message matches one of your selected topics, then you will get the message, otherwise you will not. If a message does not match any topic, the delivery rule depends on the setting of the option below. If you do not select any topics of interest, you will get all the messages sent to the mailing list. | No topics defined |
| Do you want to receive messages that do not match any topic filter? This option only takes effect if you've subscribed to at least one topic above. It describes what the default delivery rule is for messages that don't match any topic filter. Selecting <i>No</i> says that if the message does not match any topic filters, then you won't get the message, while selecting <i>Yes</i> says to deliver such non-matching messages to you. If no topics of interest are selected above, then you will receive every message sent to the mailing list. | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> Set globally |

Test list run by [nobody at tsm.com](#)

Test administrative interface (requires authorization)

Overview of all secup.cc.tsukuba.ac.jp mailing lists



version 2.1.22



Here, you are provided with the following contents.

- Changing your(list) membership information : You can change your registered e-mail address for this ML.
 - ※ If you choose the "Change globally" option, all of your registered e-mail address for every ML in this ML server will be changed. (Proceed with caution)
- Unsubscribing from (list): You can proceed to unsubscribe from this ML.
- Check your other (list) subscriptions : You can check/change which ML you are in, in this ML server.
- Your ML password : You can check/change your password for your ML member.
- Your (list) Subscription Options: You can customize various settings for your ML member.

4.3. The general list information page for the ML

Referring to the "the general list information page" URL as below, you will get a screen as shown below.

(C) <https://ml.cc.tsukuba.ac.jp/mlmn/listinfo/<MLname>>

You can request new ML member registration, and configure various settings for existing members.

Test --

About Test

View this page in
English (USA) ▼

To see the collection of prior postings to the list, visit the [Test Archives](#). *(The current archive is only available to the list members.)*

Using Test

To post a message to all the list members, send email to test@secup.cc.tsukuba.ac.jp.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Test

Subscribe to Test by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages?

English (USA) ▼

Subscribe

Test Subscribers

(The subscribers list is only available to the list administrator.)

Enter your admin address and password to visit the subscribers list:

Admin address:

Password:


Visit Subscriber List


To unsubscribe from Test, get a password reminder, or change your subscription options enter your subscription email address:


Unsubscribe or edit options

If you leave the field blank, you will be prompted for your email address

[Test list run by nobody at tsnr.com](#)
[Test administrative interface \(requires authorization\)](#)
[Overview of all secup.cc.tsukuba.ac.jp mailing lists](#)


version 2.1.22


python
powered

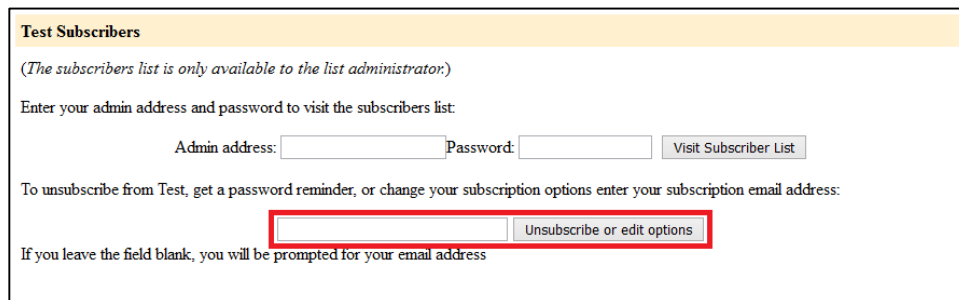

Powered by...
FreeBSD

Here, you are provided with the following contents.

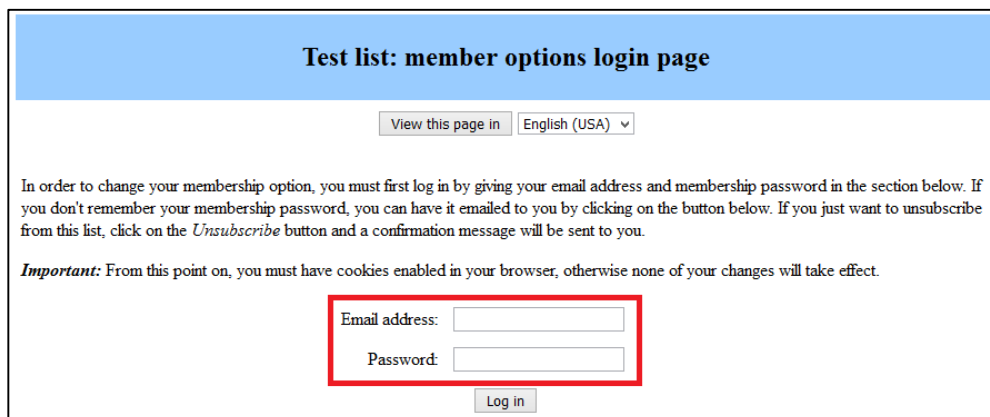
- About (list): You can refer to the archived e-mails.
 - ※ Past post is only referable when the "Archive" is already created, and when the "Archive" is public to the ML member and general.
- Using (list): Shows which e-mail address to post.
- Subscribing to(list): Register request form for a new ML member.
- (list) Subscribers: You may only refer to the member list only when permitted. Pressing "Unsubscribe or edit options" will open the ML membership configuration page (B). Use this page for password reset and resignation procedure.

(Note) Logging in to membership configuration page from "the general list information page" Using the method from "4.1 Logging in to membership configuration page" is much easier than logging in from "the general list information page", so we recommend you do so. We will show how to login from "the general list information page" for reference.

- (1) In the bottom of the "the general list information page" there is a field called [(list name) Subscribers], and a button labeled "Unsubscribe or options". Input your e-mail address in the textbox and press "Unsubscribe or options".



- (2) You will be required to enter your password. Input your login password inside the [(list name) : <your e-mail address> member options login page], and press "Log in". (If you have forgotten your password please refer to "5.1.3 I forgot my password".)



- (3) You will be able to configure various settings in the membership configuration page after logging in.

5. Reverse lookup for Mailman

5.1. Member

5.1.1. Becoming a member of a list

! WARNING !

Your login password will be sent in plain text through an e-mail. DO NOT use your system password or any important password for ML login password.

To join a mailing list of Mailman, you must have the list administrator have your e-mail address registered, or have the user subscribe to the list. Joining procedure differs from the ML management policy, but will require the list administrators "approval" procedure most of the time.

Here, we will describe how to join by users join request.

- (1) Go to the list's "the general list information page". From the [Subscribing to (list name)], input/select
 - e-mail address(*required)
 - name(optional)
 - password(optional. Will be automatically generated by the system)
 - Language selection for membership configuration page etc.(optional. This can be selected when the list supports multi-language.)

Subscribing to Test

Subscribe to Test by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages?

English (USA) ▾

Subscribe

- (2) After filling the required questions press "Subscribe". Depending on the list's joining policy, confirmation e-mail will be sent to your address and requires further confirmation using a link written in the e-mail, and some will pend the request until the administrator approves the join request.

5.1.2. Unsubscribe from a list

To unsubscribe from a list, please follow the instructions below. You can stop the mail delivery even if you are still in a list. For more information about stopping mail deliveries please refer to "5.2.1 Stopping or Resuming mail delivery".

- (1) Go to the "the general list information page" of the list. Below the page there is a button "Unscribe or edit options" inside a field called [(List name) Subscribers]. Type in your e-mail address in the textbox and press "Unscribe or edit options".

Test Subscribers
(The subscribers list is only available to the list administrator.)
Enter your admin address and password to visit the subscribers list:
Admin address: Password:
To unsubscribe from Test, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

- (2) There will be a button named "Unsubscribe". When pressed, a confirmation mail will be sent to your address.

Unsubscribe
By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

- (3) From the page using the link in the mail, press "Unsubscribe" to confirm the resignation procedure.

Confirm unsubscription request
Your confirmation is required in order to complete the unsubscription request from the mailing list *Test*. You are currently subscribed with

- Real name:
- Email address:

Hit the *Unsubscribe* button below to complete the confirmation process.
Or hit *Cancel and discard* to cancel this unsubscription request.

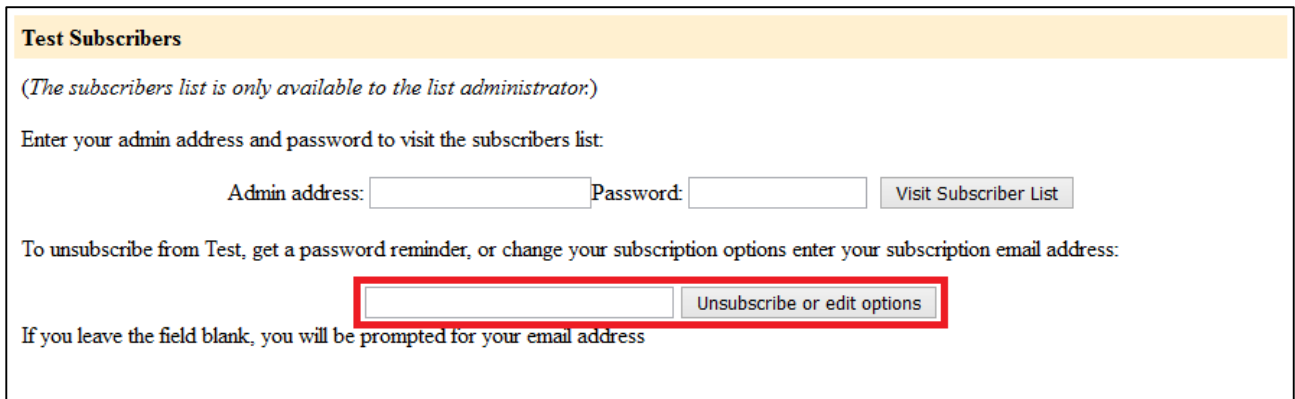
5.1.3. I forgot my password

NOTE

Even when the "If you are a list member, your password has been e-mailed to you." notification has been displayed but the e-mail does not reach your address, there is a high chance that you mistyped your e-mail address or your address has not been registered in the list. For security purposes, Mailman will always show the same message whether or not the address typed in is registered.

If you have forgotten your member password, you may send a copy of your password to your registered e-mail address.

- (1) Go to the "the general list information page" of the list. Below the page there is a button "Unsubscribe or edit options" inside a field called [(List name) Subscribers]. Type in your e-mail address in the textbox and press "Unsubscribe or edit options".



Test Subscribers

(The subscribers list is only available to the list administrator.)

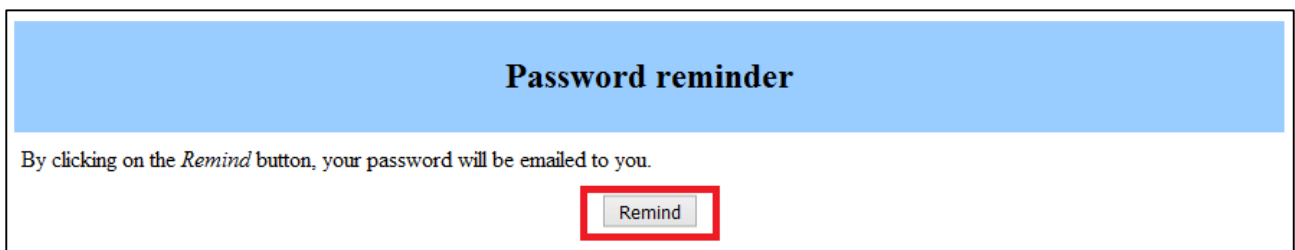
Enter your admin address and password to visit the subscribers list:

Admin address: Password:

To unsubscribe from Test, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

- (2) Pressing the button "Remind" inside a field called [Password reminder], your member password will be sent to your e-mail address.



Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

- (3) The page will be refreshed after displaying a message "If you are a list member, your password has been e-mailed to you.."

5.1.4. Changing my password

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Inside the [(list name)'s Password] field, input your new password in the right side of the field. (If you have registered to multiple lists inside the same domain, checking the "Change globally" checkbox will allow you to change the entire list's password at once.)

Your Test Password

Forgotten Your Password?
Click this button to have your password emailed to your membership address.

Change Your Password

☐ Change globally.

- (3) Press the "Change My Password" button to confirm.

5.1.5. Changing my E-mail address

- (1) Login to the "membership configuration page". For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Input your new e-mail address in the textbox inside [Changing your (list name) membership information] field. If you wish to change all e-mail address in the same domain, check the "Change globally" checkbox. Your e-mail address will not be changed if the original e-mail address differs, or if the domain is different.

Changing your Test membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at secup.cc.tsukuba.ac.jp, turn on the *Change globally* check box.

New address:

Again to confirm:

Your name (optional):

Change My Address and Name

☐ Change globally

- (3) A confirmation mail will be sent to your new address after pressing "Change My Address and Name".
- (4) Click the link written in the e-mail, and in that page press "Change address" to apply your changes.

Confirm change of address request

Your confirmation is required in order to complete the change of address request for the mailing list *Test*. You are currently subscribed with

- Real name:
- Old email address:

and you have requested to change your email address to

- New email address:

Hit the *Change address* button below to complete the confirmation process.

Or hit *Cancel and discard* to cancel this change of address request.

Change address

Cancel and discard

5.1.6. Changing my name for Mailman

NOTE

Setting your name for the ML is optional.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Input your name in the right textbox inside [Changing your (list name) membership information] field.
 - ※ If you have registered to multiple list in the same ML server, checking the "Change globally" checkbox will allow you to change all the list setting at once. (Proceed with caution)

Changing your Test membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at `secup.cc.tsukuba.ac.jp`, turn on the *Change globally* check box.

New address:

Again to confirm:

Your name (optional):

Change My Address and Name

☐ Change globally

- (3) Press "Change My address and Name" to apply the change.

5.1.7. Viewing the membership list

Access to the membership list page is limited by the administrator. This differs from the ML management policy, whether it is public, ML member only, or restricted except for the administrator. We will mainly describe on how to view the membership list page when the policy is set to ML member only.

- (1) Go to the list's "the general list information page". Below the page there is a button "Visit Subscriber List" inside a field called [(list name) Subscribers]. Type in your e-mail address and your password and press "Visit Subscriber List". (If the membership list is public, there is no need to type in your e-mail address or password.)

Test Subscribers
(The subscribers list is only available to the list administrator.)
Enter your admin address and password to visit the subscribers list:

Admin address:

Password:

Visit Subscriber List

To unsubscribe from Test, get a password reminder, or change your subscription options enter your subscription email address:

Unsubscribe or edit options

If you leave the field blank, you will be prompted for your email address

- (2) The membership list will be shown. If the member has his/her e-mail address private, he/she will not be shown but shown as "hidden member"

Test Subscribers

View this page in English (USA) ▾

Click on your address to visit your subscription options page.
(Parenthesized entries have list delivery disabled.)

| | |
|---|------------------------------------|
| 1 Non-digested Members of Test: | 0 Digested Members of Test: |
| <ul style="list-style-type: none">• sample1 at example.com | |

5.2. Mail Delivery

5.2.1. Stopping or Resuming mail delivery

In Mailman, you may stop the mail delivery while still being a member of the ML. In this case, e-mail will not be sent from the list but the settings like option and password can be left for future re-subscription. This is also effective when you want to read all the post later at once in the member only archive, not by receiving every single post.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Stop" if you want to stop the mail delivery temporarily or check "Enable" if you want to resume the mail delivery, in the "Mail delivery" section located inside the [Your(list name) Subscription Options] field. (If you have registered in several lists inside the same domain, checking the "Set globally" checkbox allows you to take change on the entire list.)

| Your Test Subscription Options | |
|--|---|
| <i>Current values are checked.</i> | |
| Note that some of the options have a <i>Set globally</i> checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on secup.cc.tsukuba.ac.jp . Click on List my other subscriptions above to see which other mailing lists you are subscribed to. | |
| Mail delivery Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled. | <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> Set globally |
| Set Digest Mode If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest. | <input checked="" type="radio"/> Off <input type="radio"/> On |
| Get MIME or Plain Text Digests? Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests. | <input type="radio"/> MIME <input checked="" type="radio"/> Plain Text <input type="checkbox"/> Set globally |

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|---|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> Set globally |
| <div>Submit My Changes</div> | |

5.2.2. Receiving all posts at once or receiving each post when posted

In Mailman, if the digest mode sets to enable by the administrator, you can receive all the e-mail sent on that day gathered in 1 e-mail each day as a summary, rather than receiving each e-mail every time.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Enabled" if you want to gather your e-mail each day or "Disabled" if you want to receive each e-mail timely, in the "Set Digest Mode" section located inside the [Your(list name) Subscription Options] field.

| Your Test Subscription Options | |
|--|--|
| <i>Current values are checked.</i> | |
| Note that some of the options have a <i>Set globally</i> checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on secup.cc.tsukuba.ac.jp. Click on <i>List my other subscriptions</i> above to see which other mailing lists you are subscribed to. | |
| Mail delivery Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled. | <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> <i>Set globally</i> |
| Set Digest Mode If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest. | <input checked="" type="radio"/> Off <input type="radio"/> On |
| Get MIME or Plain Text Digests? Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests. | <input type="radio"/> MIME <input checked="" type="radio"/> Plain Text <input type="checkbox"/> <i>Set globally</i> |

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|--|
| Avoid duplicate copies of messages? When you are listed explicitly in the <i>To:</i> or <i>Cc:</i> headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a <i>X-Mailman-Copy: yes</i> header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
| <div>Submit My Changes</div> | |

5.2.3. Receive or Do Not Receive duplicated posts

When a sender accidentally uses the "Reply to all" function and sends the mail to both list and individuals, the receiver receives duplicate posts. Mailman can check if your address is included in the To Header and CC Header and prevent from duplicate posts being sent.

※ If you choose not to receive duplicated posts, Mailman chooses to omit out the e-mail delivered to the ML and delivers only to the one delivered to the individuals. This causes confusion whether it was intended to be delivered individually or to the ML thus creating recognition gap between other ML members. If you want avoid these cases, you should receive duplicated posts.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Yes" if you do not want to receive duplicated posts or "No" if you want to receive duplicated posts, in the "Avoid duplicate copies of messages?" section located inside the [Your(list name) Subscription Options] field. (If you have registered in several lists inside the same domain, checking the "Set globally" checkbox allows you to take change on the entire list.)

| | |
|--|---|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> Set globally |
|--|---|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|--|---|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> Set globally |
| <div style="text-align: center;"><input type="button" value="Submit My Changes"/></div> | |

5.2.4. Receive or Do Not Receive your own post

If you do not wish to receive your backup post, you are able to change the settings in this option. Aside from this backup post, you can have the mailman notify if you have successfully sent a post. Please refer to (5.2.5 Notify me when I successfully posted) if you are interested.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Yes" if you want to receive post or "No" if you DO NOT want to receive post, in the "Receive your own posts to the list?" section located inside the [Your(list name) Subscription Options]" field.

| | |
|---|--|
| Receive your own posts to the list? Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to <i>No</i> . | <input type="radio"/> No <input checked="" type="radio"/> Yes |
|---|--|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|--|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
| <input type="button" value="Submit My Changes"/> | |

5.2.5. Notify me when I successfully posted

Normally, Mailman sends a backup e-mail when you send an e-mail to a ML. But if you changed your settings via method "5.2.4 Receive or Do Not Receive your own post" or you have stopped receiving e-mails via method "5.2.1 Stopping or Resuming mail delivery", this option will be useful to know if you have successfully posted or not.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Yes" if you want to receive notification or "No" if you DO NOT want to receive notification, in the "Receive acknowledgement mail when you send mail to the list?" section located inside the [Your(list name) Subscription Options] field.

| | |
|---|--|
| Receive acknowledgement mail when you send mail to the list? | <input checked="" type="radio"/> No <input type="radio"/> Yes |
|---|--|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|--|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
| <div>Submit My Changes</div> | |

5.2.6. Receive or Do Not Receive password notification

Depending on the administrator's settings, you might receive a reminder e-mail of your password written in it periodically. If you think this is unnecessary you can stop it and if you think that it's necessary you can have it sent to you.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Check "Yes" if you want to receive the password reminder e-mail or "No" if you DO NOT want to receive the password reminder e-mail, in the "Get password reminder e-mail for this list?" section located inside the [Your(list name) Subscription Options] field. (If you have registered in several lists inside the same domain, checking the "Set globally" checkbox allows you to take change on the entire list.)

| | |
|---|--|
| Get password reminder email for this list? Once a month, you will get an email containing a password reminder for every list at this host to which you are subscribed. You can turn this off on a per-list basis by selecting <i>No</i> for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you. | <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
|---|--|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|--|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
| <div style="text-align: center;"><input type="button" value="Submit My Changes"/></div> | |

5.3. Other functions

5.3.1. Reading old posts

This Archives function is unavailable by policy of ML service.

If the ML administrator has the posts on the list to be saved, you may access to the old posts in the "Archive" page. Archive may or may not be available depending on the ML administrator's management policy. (Unavailable, limited to ML administrator only, limited to ML members, public) If the setting is set to limited to ML members or public, it is possible to refer from the link below.

- (1) Go to the general list information page. Click the link named "(list name) Archives" inside the [About (list name)] field on top of the page.

| | |
|--|---|
| About Test | View this page in English (USA) |
| To see the collection of prior postings to the list, visit the Test Archives . <i>(The current archive is only available to the list members.)</i> | |

- (2) You can read the old posts from the displayed page. (If the Archive's view permission is limited to members only, you will be required to type in your e-mail address and your password.)

5.3.2. Changing interface languages

Mailman's interface has been translated into multiple languages. (Available language is listed in <http://mailman.sourceforge.net/i18n.html>). If the list supports multi-language, you may use your preferred language for the interface.

You have already set your preferred language when you have registered (5.1.1 Becoming a member of a list), but here we will show how to change your settings later on.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Select your preferred language from the DropDownList in the "What language do you prefer?" section located inside the [Your(list name) Subscription Options] field. If there is no DropDownList, your list only supports one language.

| | |
|-------------------------------------|-------------------------------|
| What language do you prefer? | English (USA) |
|-------------------------------------|-------------------------------|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|--|---|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> Set globally |
| Submit My Changes | |

5.3.3. Show or hide my E-mail address from membership list

You may hide your e-mail address from appearing in the membership list. Even if you hide your e-mail address, the list administrator can see your address.

- (1) Login to the membership configuration page. For instruction on how to log in, please refer to "4.1 Logging in to the membership configuration page".
- (2) Find "Conceal yourself from subscriber list?" section inside the [Your(list name) Subscription Options] field. Select "Hide" if you do not want to show your name in the name list, or select "show" if you want to show your name in the name list.

| | |
|---|--|
| Conceal yourself from subscriber list? When someone views the list membership, your email address is normally shown (in an obscured fashion to thwart spam harvesters). If you do not want your email address to show up on this membership roster at all, select <i>Yes</i> for this option. | <input checked="" type="radio"/> No <input type="radio"/> Yes |
|---|--|

- (3) Press the "Submit My Changes" button below the page to apply the change.

| | |
|---|--|
| Avoid duplicate copies of messages? When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies. If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it. | <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i> |
| <div style="text-align: center;"><input type="button" value="Submit My Changes"/></div> | |

