

# Manual for Mailman List Administrators

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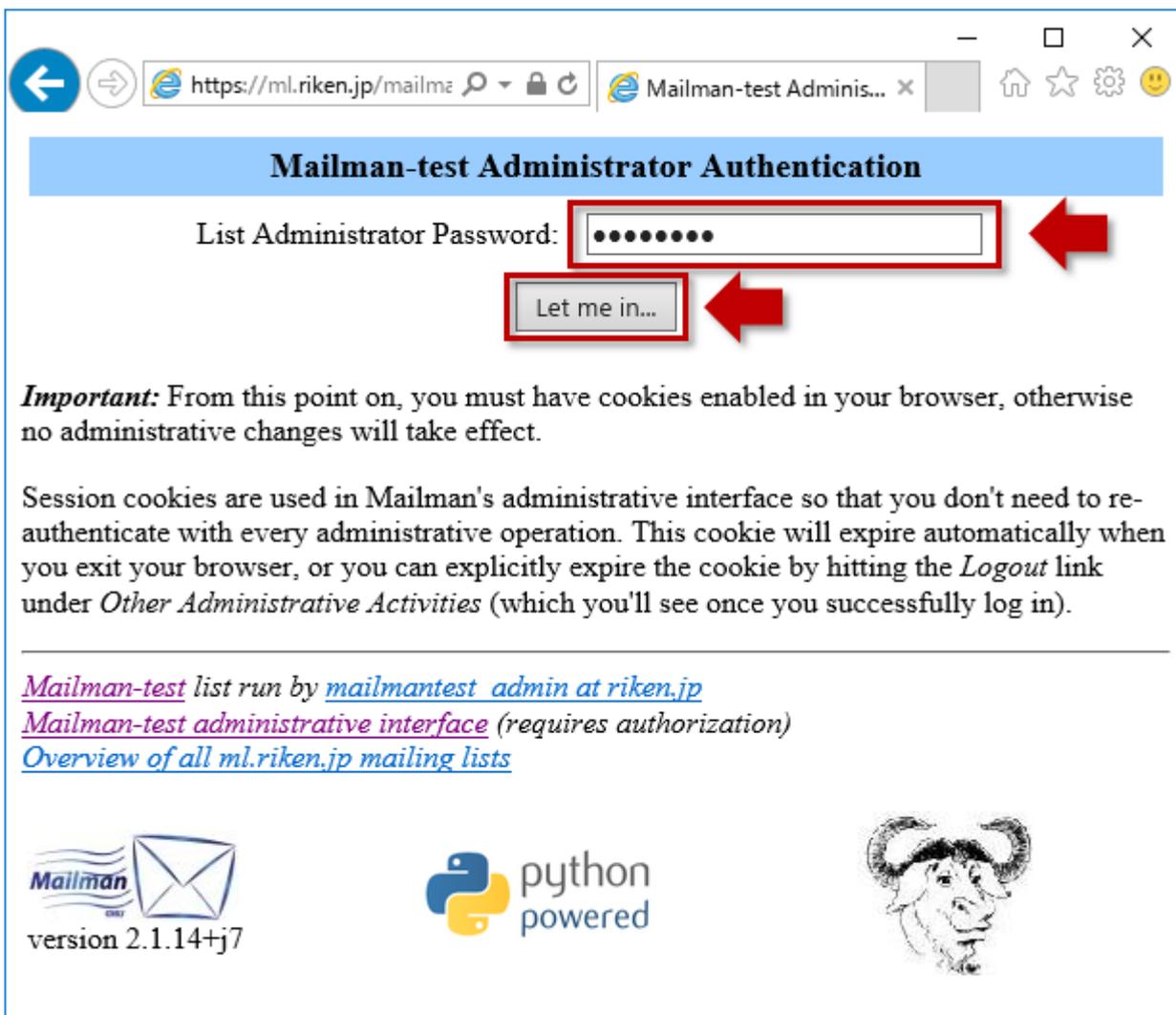
## 1. Logging on to the list administrator screen

Log on to the list administrator screen by following these procedures.

- 1) Enter this URL from your Web browser.  
`https://ml.riken.jp/mailman/admin/ [name of mailing list]/`

Example: If the name of your mailing list is “mailman-test”, the URL is:  
`https://ml.riken.jp/mailman/admin/mailman-test/`

- 2) Enter your password in the “List Administrator Password” field and click on “Let me in”



**Mailman-test Administrator Authentication**

List Administrator Password:  



**Important:** From this point on, you must have cookies enabled in your browser, otherwise no administrative changes will take effect.

Session cookies are used in Mailman's administrative interface so that you don't need to re-authenticate with every administrative operation. This cookie will expire automatically when you exit your browser, or you can explicitly expire the cookie by hitting the *Logout* link under *Other Administrative Activities* (which you'll see once you successfully log in).

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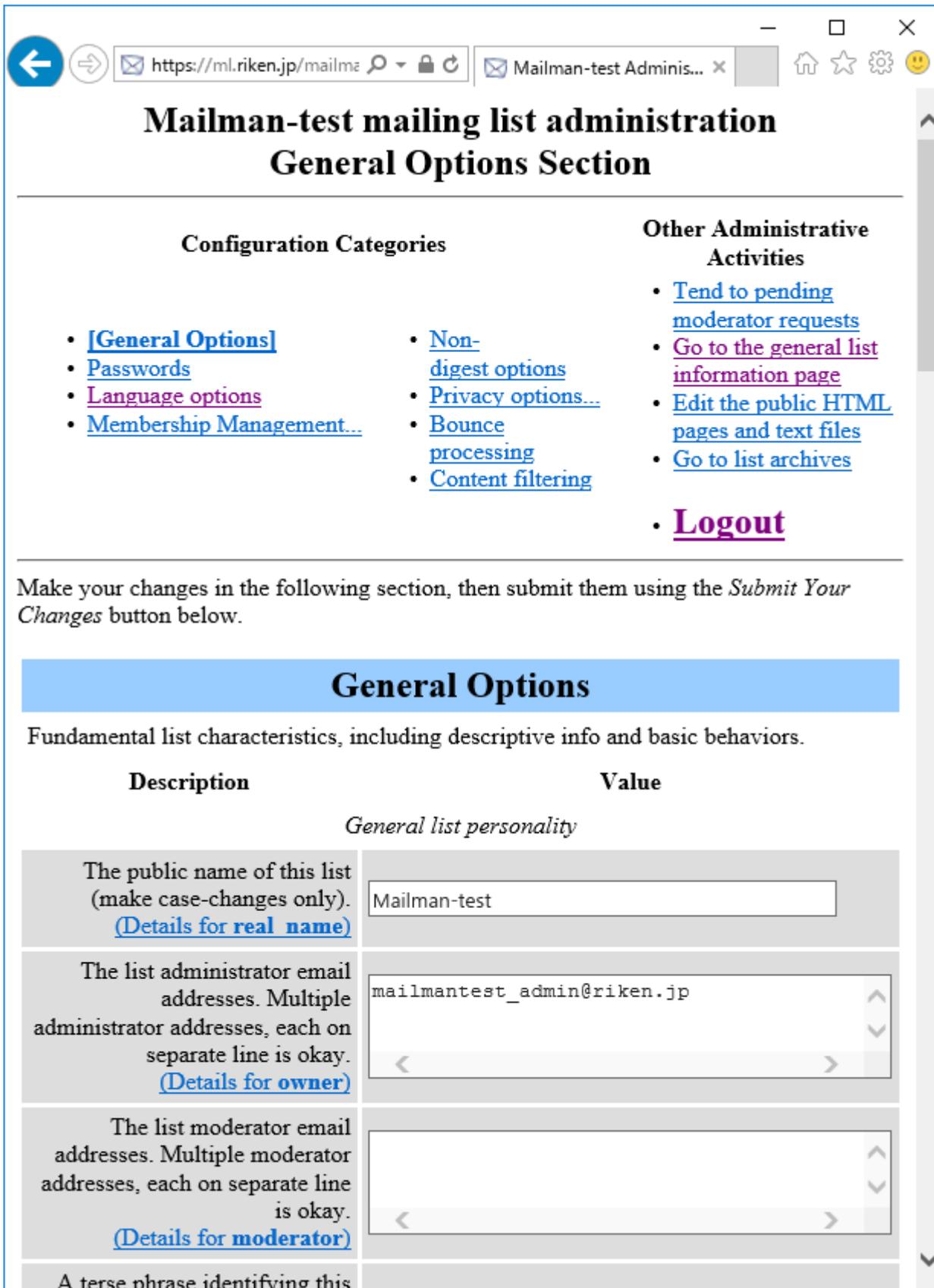
[Mailman-test](#) list run by [mailmantest\\_admin at riken.jp](mailto:mailmantest_admin@riken.jp)  
[Mailman-test administrative interface](#) (requires authorization)  
[Overview of all ml.riken.jp mailing lists](#)

 version 2.1.14+j7





3) Once you log on, the list administrator screen will appear. From this screen you can set up the mailing list and change the settings.



**Mailman-test mailing list administration**  
**General Options Section**

**Configuration Categories**

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Content filtering](#)

**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](#)
- [Logout](#)

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.

Description	Value
<i>General list personality</i>	
The public name of this list (make case-changes only). <a href="#">(Details for real name)</a>	Mailman-test
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. <a href="#">(Details for owner)</a>	mailmantest_admin@riken.jp
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. <a href="#">(Details for moderator)</a>	
A terse phrase identifying this	

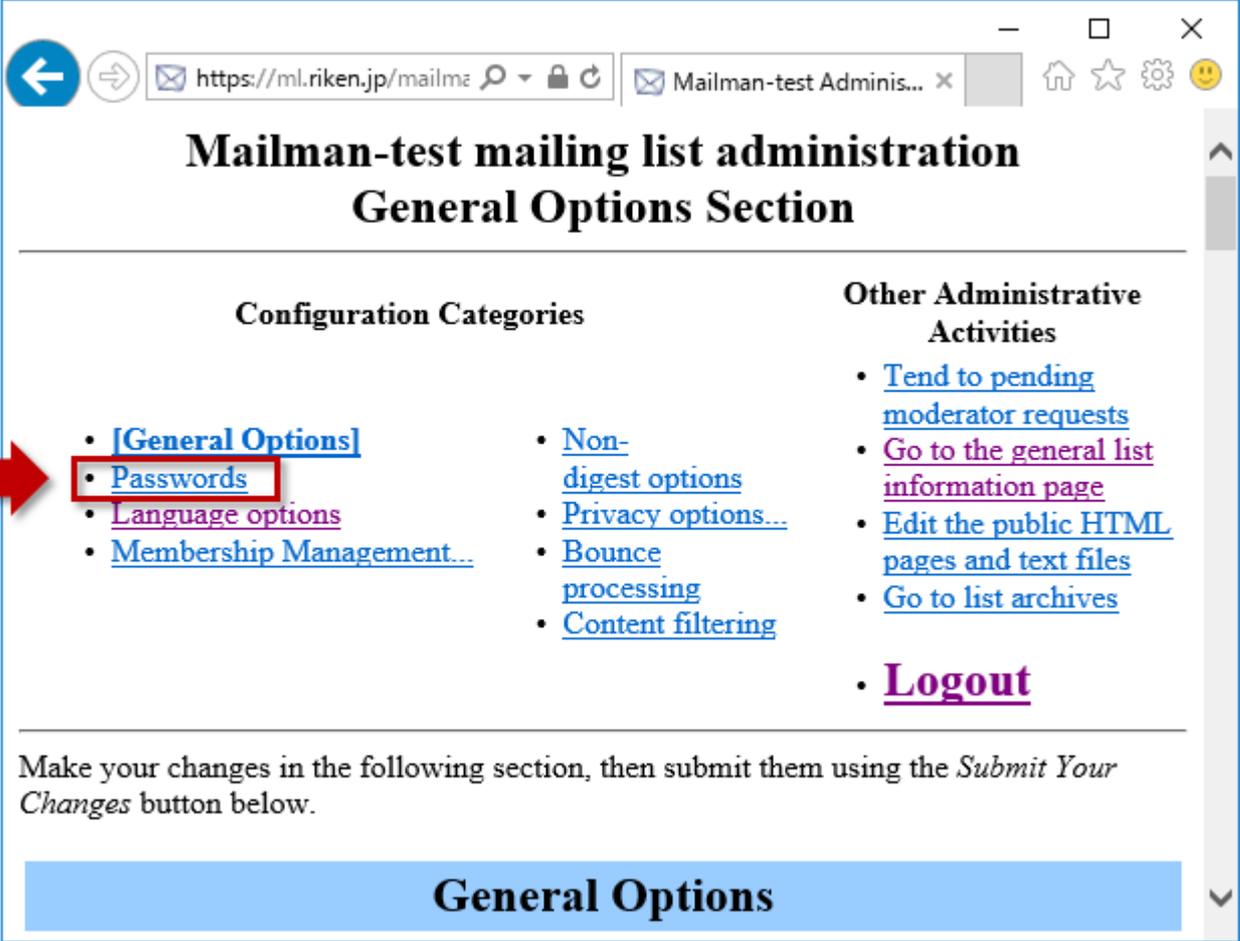
## 2. Changing your password

Follow these instructions to change your password

### Attention

Only one list administrator password is issued for each mailing list. If you have more than one administrator for a certain mailing list, all of them must use the same password. Therefore, when you change the password please give the new password to the other administrators.

1) On the list administrator screen, click on “Passwords”.



**Mailman-test mailing list administration**  
**General Options Section**

---

**Configuration Categories**

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Content filtering](#)

**Other Administrative Activities**

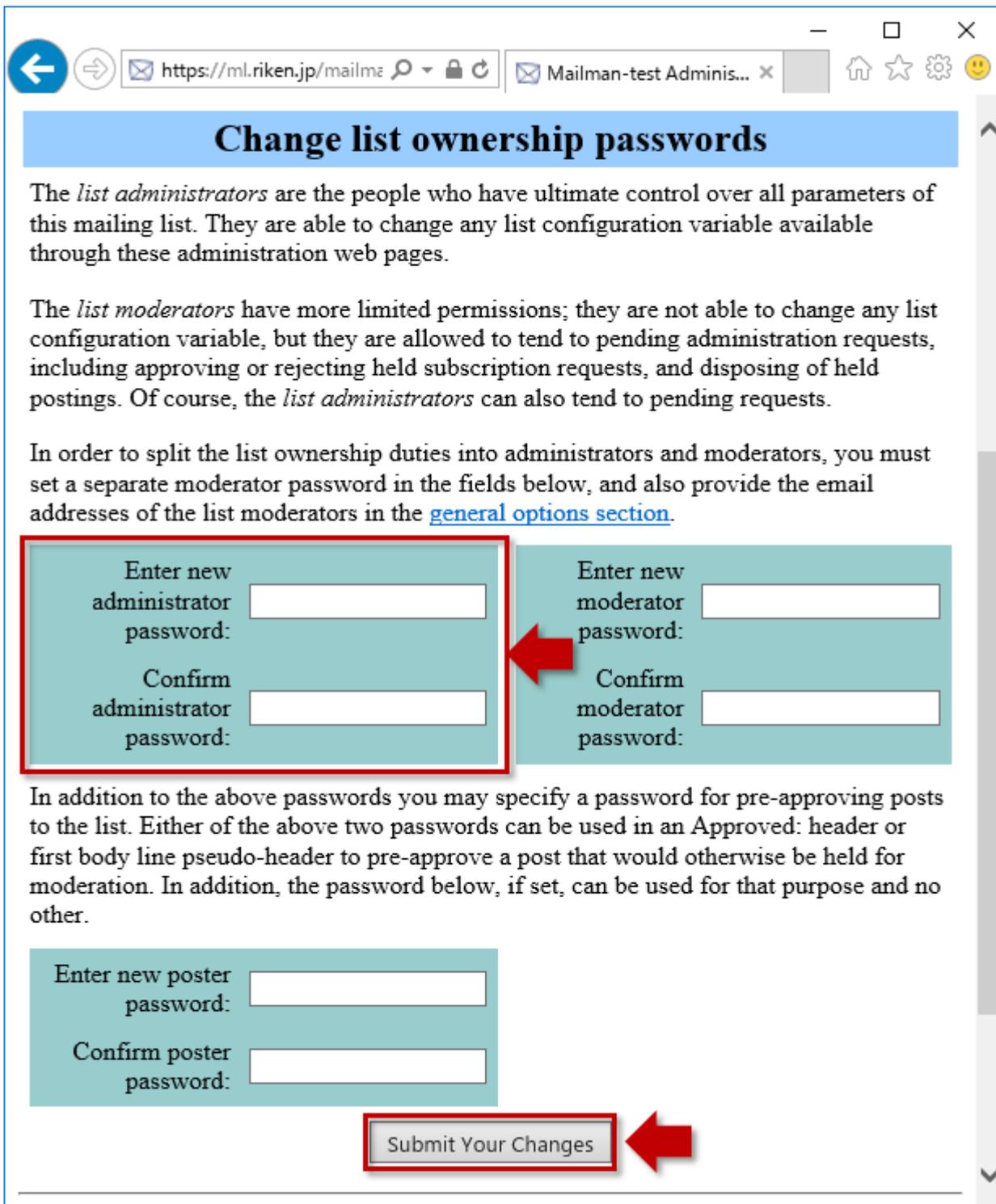
- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Go to list archives](#)
- [Logout](#)

---

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

**General Options**

2) Enter your new password in the “Enter new administrator password” field and enter the same password in the “Confirm administrator password” field. Click “Submit your changes”.



**Change list ownership passwords**

The *list administrators* are the people who have ultimate control over all parameters of this mailing list. They are able to change any list configuration variable available through these administration web pages.

The *list moderators* have more limited permissions; they are not able to change any list configuration variable, but they are allowed to tend to pending administration requests, including approving or rejecting held subscription requests, and disposing of held postings. Of course, the *list administrators* can also tend to pending requests.

In order to split the list ownership duties into administrators and moderators, you must set a separate moderator password in the fields below, and also provide the email addresses of the list moderators in the [general options section](#).

Enter new administrator password:

Confirm administrator password:

Enter new moderator password:

Confirm moderator password:

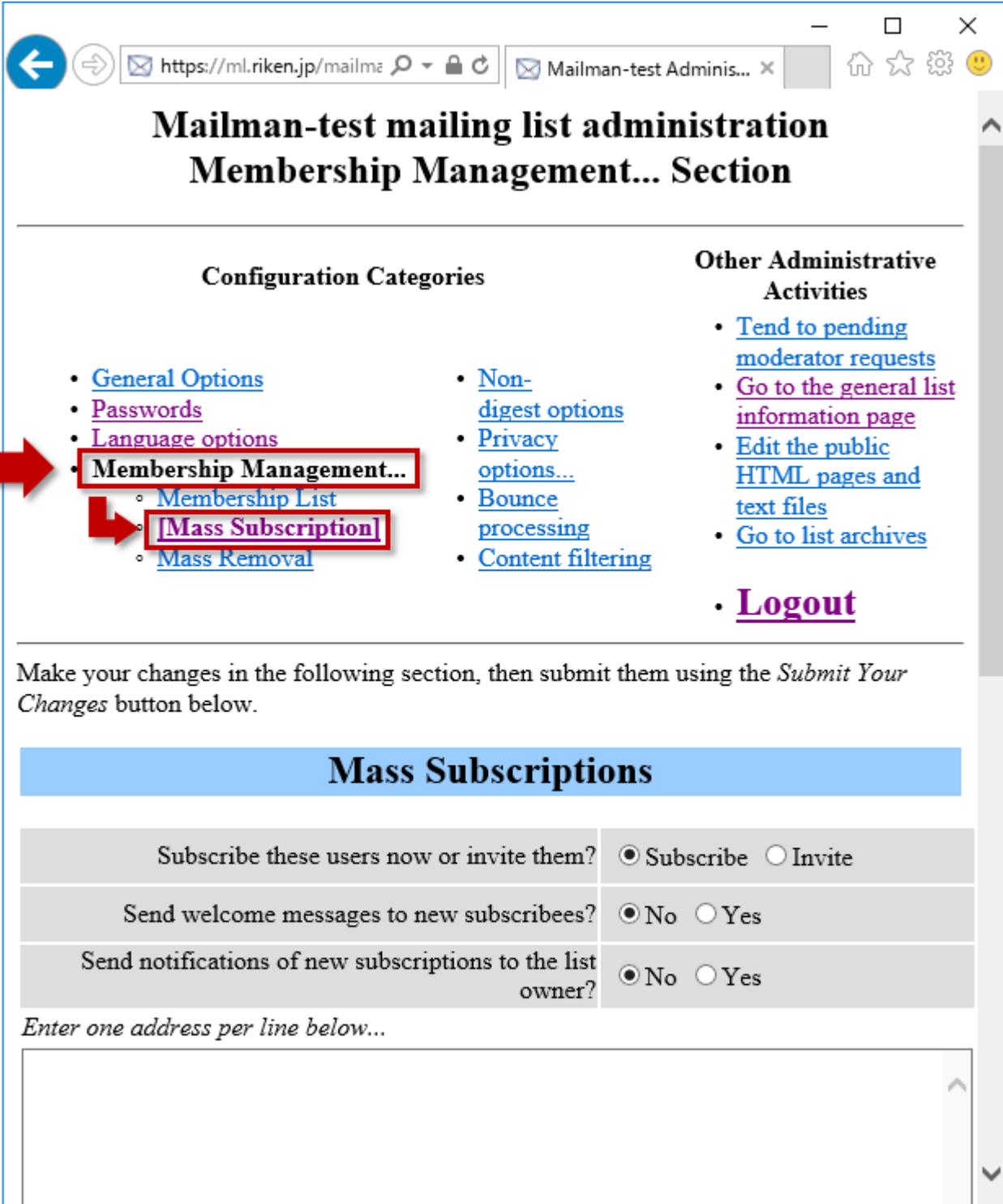
Enter new poster password:

Confirm poster password:

### 3. Subscribing mailing list members

In the Mailman program, individuals participating in a mailing list are called “Members”. To subscribe mailing list members, follow these procedures.

1) On the list administrator screen, click on “Membership Management”, then click on “Mass Subscription”.



The screenshot shows a web browser window with the URL <https://ml.riken.jp/mailma>. The page title is "Mailman-test mailing list administration Membership Management... Section".

The page is divided into two main columns:

- Configuration Categories:**
  - [General Options](#)
  - [Passwords](#)
  - [Language options](#)
  - Membership Management...** (highlighted with a red box and a red arrow pointing to it)
    - [Membership List](#)
    - Mass Subscription** (highlighted with a red box and a red arrow pointing to it)
    - [Mass Removal](#)
  - [Non-digest options](#)
  - [Privacy options...](#)
  - [Bounce processing](#)
  - [Content filtering](#)
- 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](#)
  - Logout**

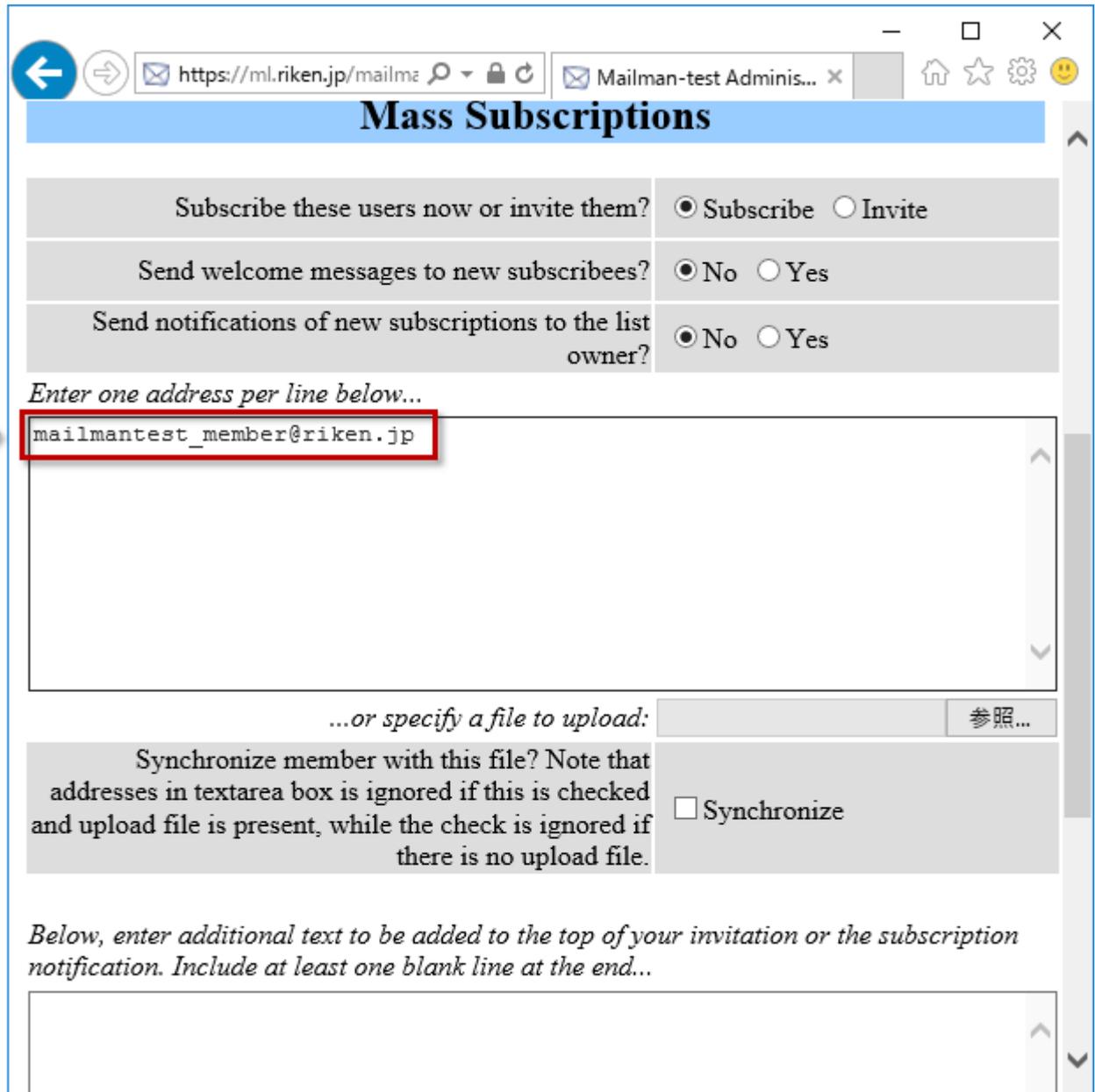
Below the navigation menu, there is a text instruction: "Make your changes in the following section, then submit them using the *Submit Your Changes* button below."

The main content area is titled "Mass Subscriptions" and contains a form with the following options:

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

Below the form, there is a text input field with the instruction: "Enter one address per line below...".

2) In the text box (see screen below) enter the email addresses of the members you wish to subscribe. Only enter one email address for each line of text. After entering the addresses, click on “Submit Your Changes”.



**Mass Subscriptions**

Subscribe these users now or invite them?  Subscribe  Invite

Send welcome messages to new subscribers?  No  Yes

Send notifications of new subscriptions to the list owner?  No  Yes

*Enter one address per line below...*

mailmantest\_member@riken.jp

*...or specify a file to upload:*

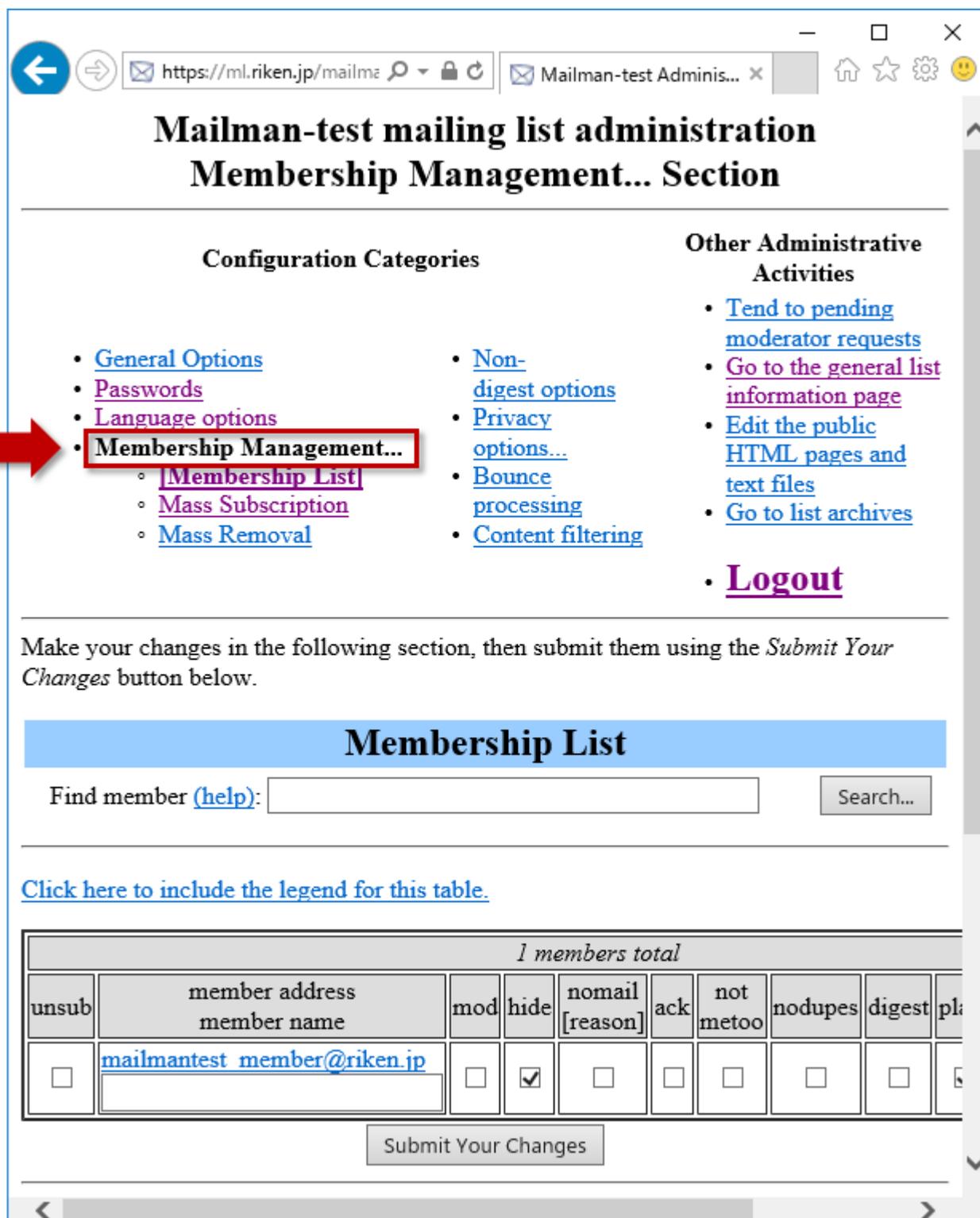
Synchronize member with this file? Note that addresses in textarea box is ignored if this is checked and upload file is present, while the check is ignored if there is no upload file.  Synchronize

*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...*

#### 4. Unsubscribing members (when unsubscribing a few members)

To unsubscribe a few members (i.e., to take members off the mailing list) follow these procedures. If you wish to unsubscribe all members, see “5. Unsubscribing members (when unsubscribing all members)”.

1) On the list administrator screen, click on “Membership Management”



The screenshot shows a web browser window with the URL `https://ml.riken.jp/mailma`. The page title is "Mailman-test mailing list administration" and the section is "Membership Management... Section".

**Configuration Categories**

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)**
  - [Membership List](#)
  - [Mass Subscription](#)
  - [Mass Removal](#)
- [Non-digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Content filtering](#)

**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](#)
- [Logout](#)**

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

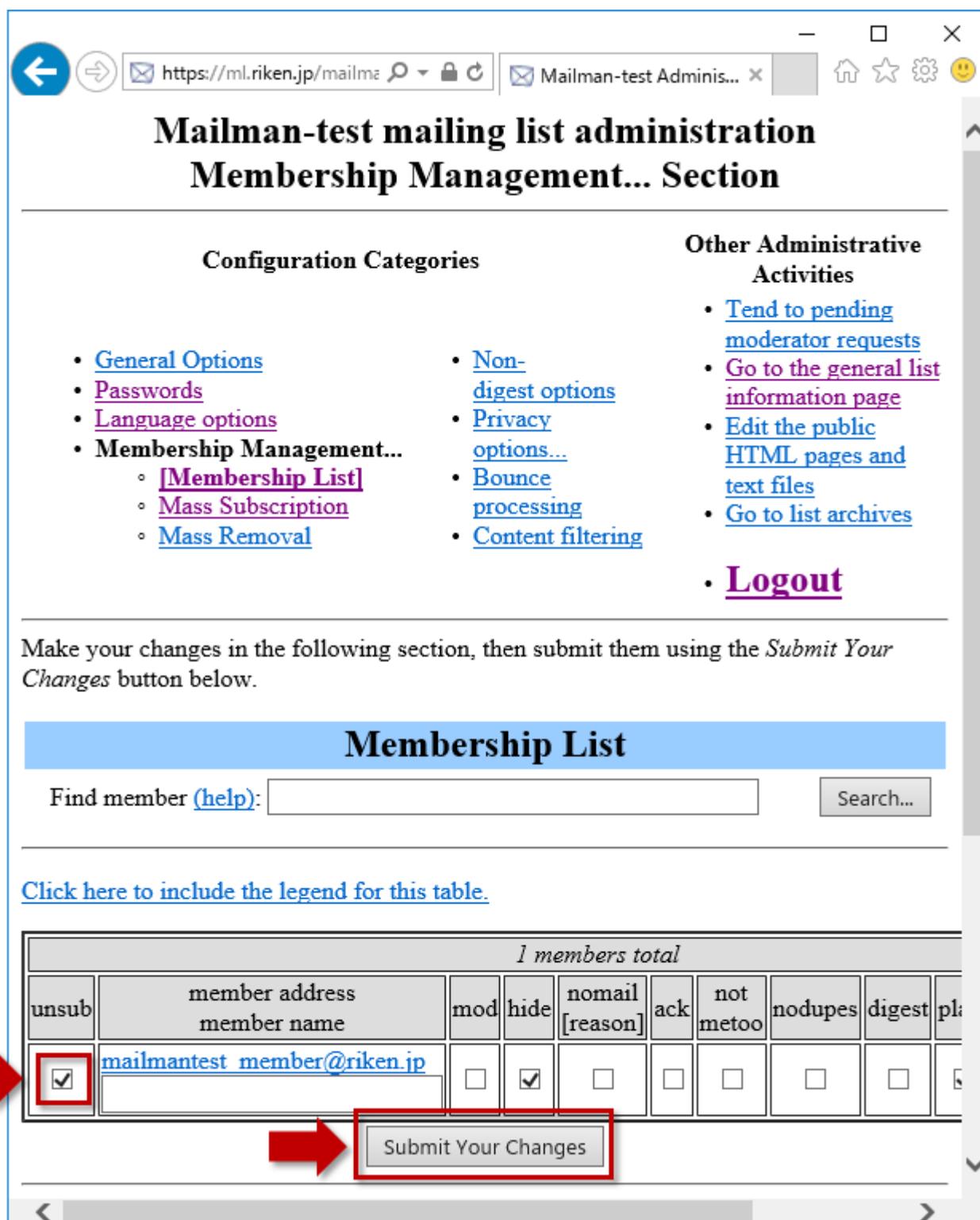
### Membership List

Find member ([help](#)):

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

1 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	pl	
<input type="checkbox"/>	<a href="mailto:mailmantest_member@riken.jp">mailmantest member@riken.jp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

2) Place a checkmark in the box to the left of the email address you wish to unsubscribe (the column titled “unsub”), and click on “Submit Your Changes.”



**Mailman-test mailing list administration**  
**Membership Management... Section**

**Configuration Categories**

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- **Membership Management...**
  - [\[Membership List\]](#)
  - [Mass Subscription](#)
  - [Mass Removal](#)
- [Non-digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Content filtering](#)

**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](#)
- **[Logout](#)**

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

**Membership List**

Find member ([help](#)):

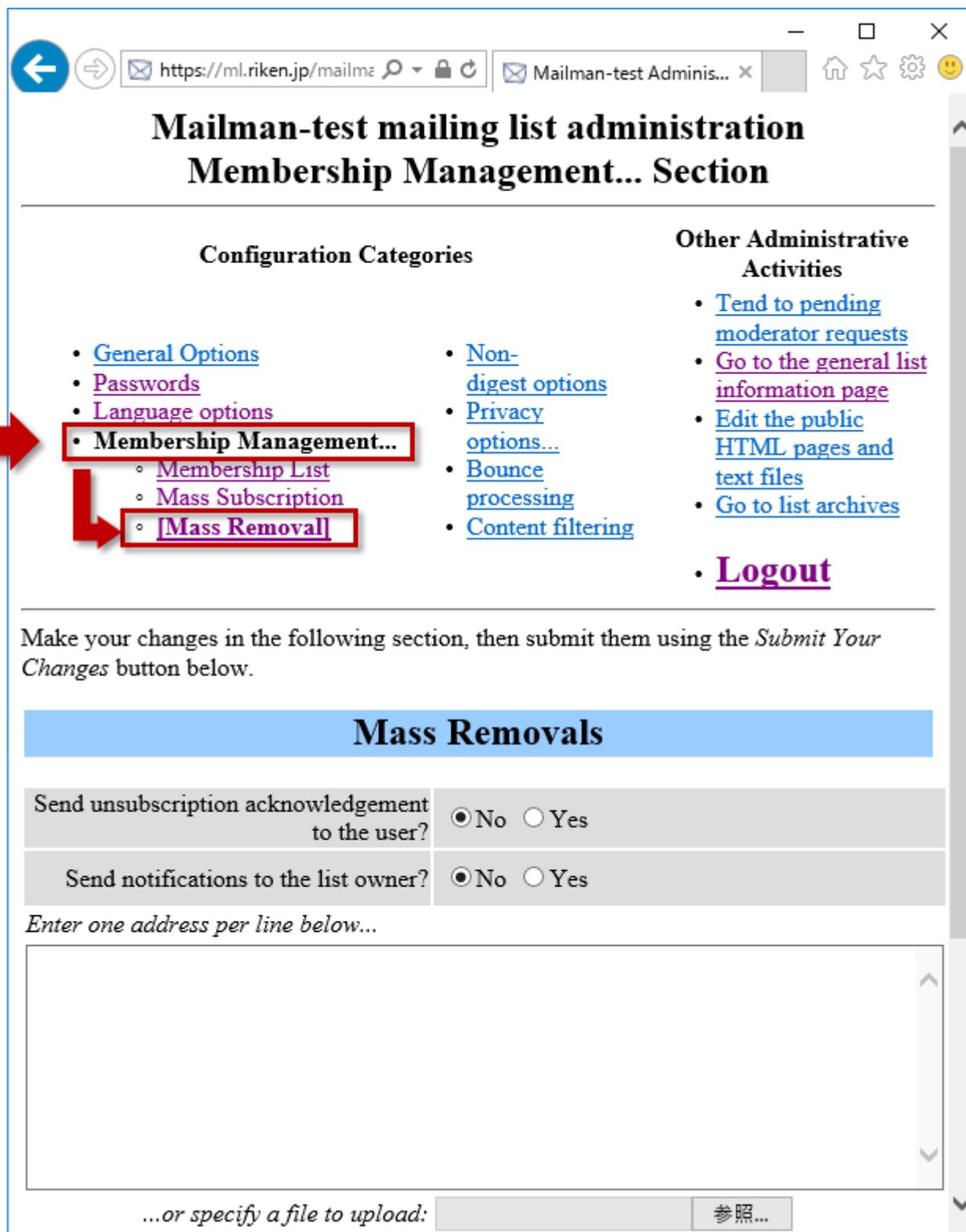
[Click here to include the legend for this table.](#)

1 members total										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	pl	
<input checked="" type="checkbox"/>	<a href="#">mailmantest member@riken.jp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

## 5. Unsubscribing members (when unsubscribing all members)

To unsubscribe all members, follow these instructions.

1) On the list administrator screen, click on “Membership Management”, then click on “Mass Removal”.



The screenshot shows a web browser window with the URL <https://ml.riken.jp/mailman-test-administration>. The page title is "Mailman-test mailing list administration Membership Management... Section".

The page is divided into two main sections:

- Configuration Categories:**
  - [General Options](#)
  - [Passwords](#)
  - [Language options](#)
  - Membership Management...** (highlighted with a red box and a red arrow pointing to it)
    - [Membership List](#)
    - [Mass Subscription](#)
    - [Mass Removal]** (highlighted with a red box and a red arrow pointing to it)
  - [Non-digest options](#)
  - [Privacy options...](#)
  - [Bounce processing](#)
  - [Content filtering](#)
- 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](#)
  - Logout**

Below the navigation menu, there is a text instruction: "Make your changes in the following section, then submit them using the *Submit Your Changes* button below."

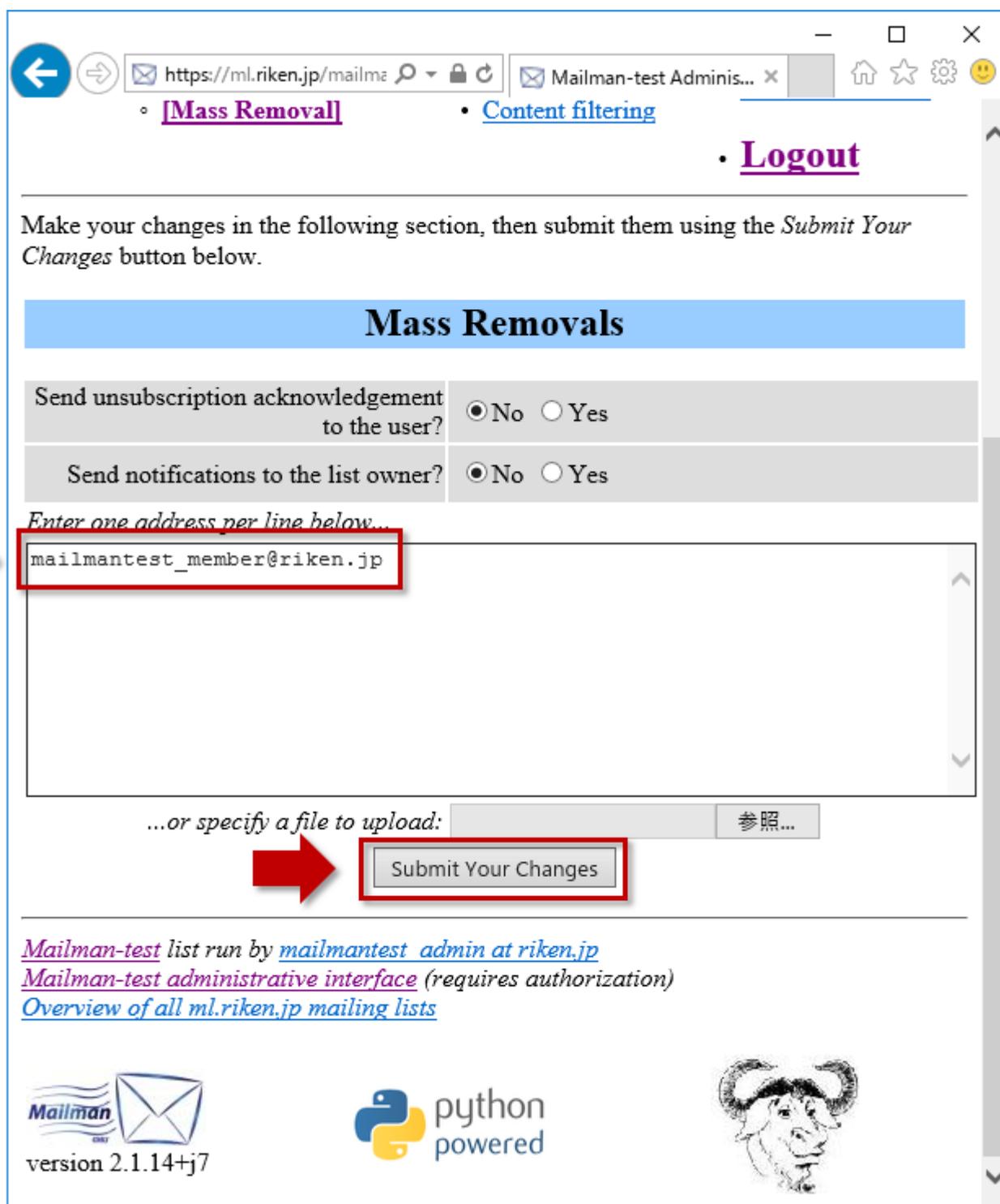
The main content area is titled "Mass Removals" and contains two form fields:

- Send unsubscription acknowledgement to the user?  No  Yes
- Send notifications to the list owner?  No  Yes

Below these fields is a text input area with the instruction: "Enter one address per line below...".

At the bottom, there is a text input field with the instruction: "...or specify a file to upload:" and a button labeled "参照..." (Reference...).

2) Place a checkmark in the box to the left of the email address you wish to unsubscribe (the column titled “unsub”), and click on “Submit Your Changes.”



The screenshot shows a web browser window at <https://ml.riken.jp/mailma>. The page has a navigation bar with links for [\[Mass Removal\]](#), [Content filtering](#), and [Logout](#). Below the navigation bar, a message reads: "Make your changes in the following section, then submit them using the *Submit Your Changes* button below."

The main section is titled "Mass Removals" and contains two configuration options:

- Send unsubscription acknowledgement to the user?  No  Yes
- Send notifications to the list owner?  No  Yes

Below these options is a text input field with the instruction "Enter one address per line below...". The field contains the email address "mailmantest\_member@riken.jp". A red arrow points to this field from the left.

Below the text input field is a file upload section with the text "...or specify a file to upload:" and a button labeled "参照...".

At the bottom of the form is a button labeled "Submit Your Changes". A red arrow points to this button from the left.

At the bottom of the page, there are three links:

- [Mailman-test list run by mailmantest admin at riken.jp](#)
- [Mailman-test administrative interface \(requires authorization\)](#)
- [Overview of all ml.riken.jp mailing lists](#)

The footer contains the Mailman logo (version 2.1.14+j7), the Python logo (python powered), and a cartoon illustration of a ram's head.

## 6. Registering mailing list administrators

Follow these instructions to register administrators for the mailing list.

### Attention

Only one list administrator password is issued for each mailing list. If you have more than one administrator for a certain mailing list, all of them must use the same password. Therefore, when you change the password please give the new password to the other administrators.

- 1) On the list administrator screen, click on “General Options”.
- 2) Enter the email addresses of the administrators you wish to register in the text box labeled “The list administrator email addresses” and click on “Submit Your Changes.”

### Mailman-test mailing list administration

#### General Options Section

---

**Configuration Categories**

- **[General Options]**
- [Passwords](#)
- [Language options](#)
- [Membership Management](#)

**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](#)
- **[Logout](#)**

---

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.

Description	Value
	<i>General list personality</i>
The public name of this list (make case-changes only) <a href="#">(Details for real name)</a>	Mailman-test
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. <a href="#">(Details for owner)</a>	mailmantest_admin@riken.jp
The list moderator email	

## 7. Deleting mailing list administrators

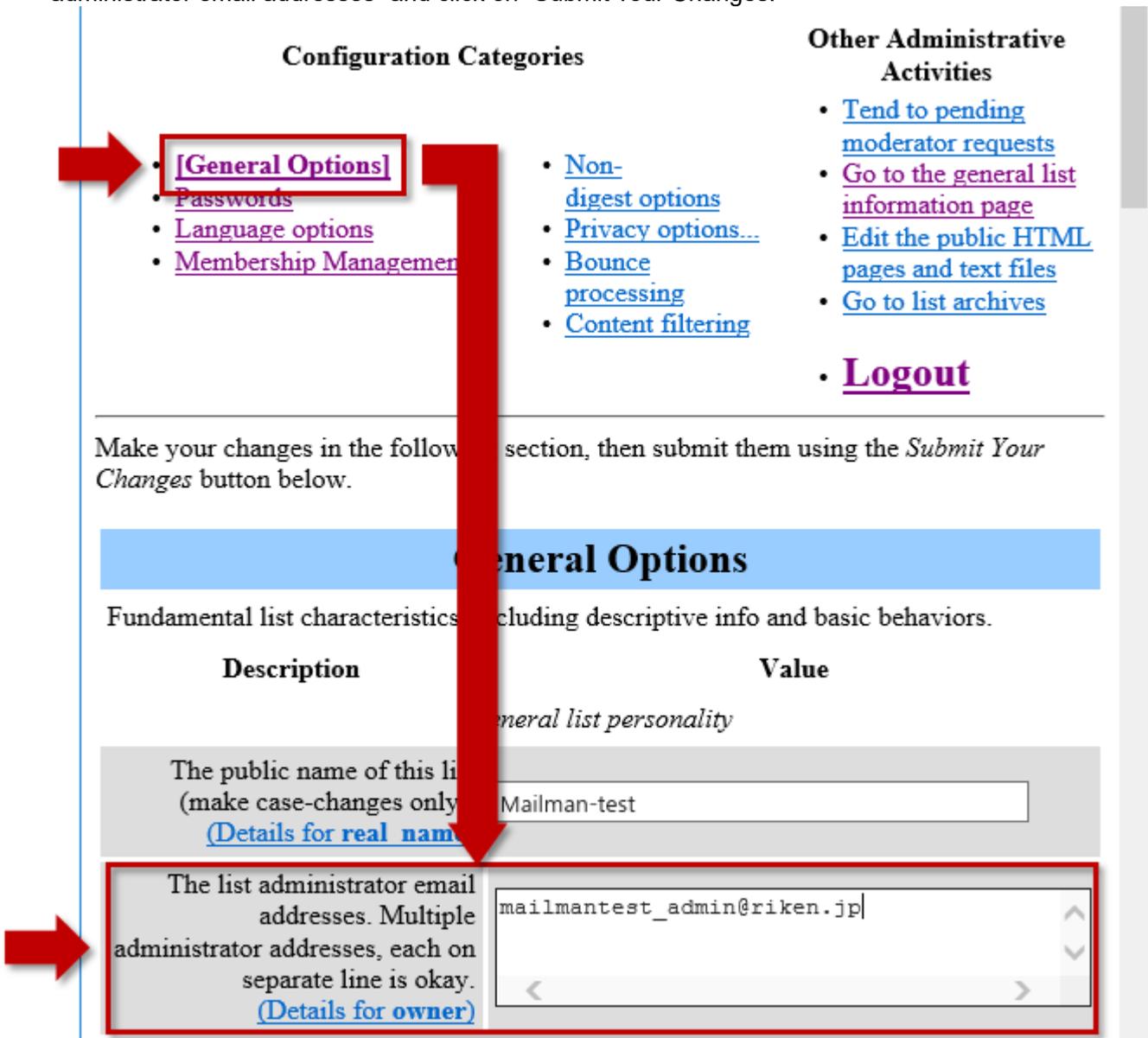
Follow these instructions to delete mailing list administrators.

### Attention

Only one list administrator password is issued for each mailing list. If you have more than one administrator for a certain mailing list, all of them must use the same password. Therefore, when you change the password please give the new password to the other administrators.

1) On the list administrator screen, click on “General Options”.

2) Delete the email addresses of the administrators you wish to delete from the text box labeled “The list administrator email addresses” and click on “Submit Your Changes.”



**Configuration Categories**

- **[General Options]**
- [Passwords](#)
- [Language options](#)
- [Membership Management](#)

**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](#)
- **[Logout](#)**

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.

Description	Value
	<i>General list personality</i>
The public name of this list (make case-changes only) <a href="#">(Details for real name)</a>	Mailman-test
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. <a href="#">(Details for owner)</a>	mailmantest_admin@riken.jp

## 8. Getting a list of members using email

Follow these instructions to receive a list of mailing list members by email.

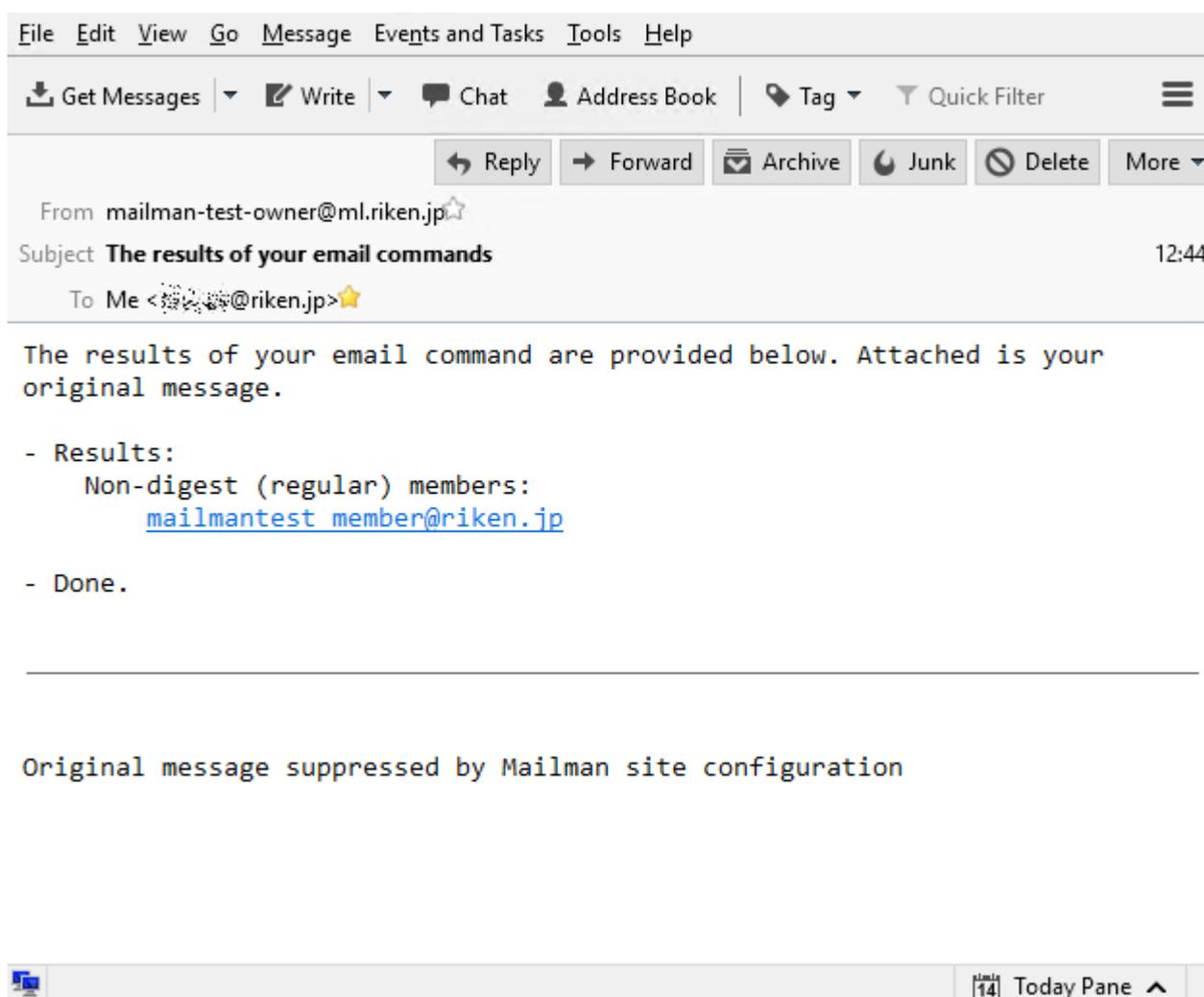
- 1) Open the screen for writing a new email.
- 2) Enter the following information in the new email.

In the “To” line enter: `[mailing list name]-request@ml.riken.jp`

In the “Subject” line enter: `who[list administrator password]`

Do not enter any text in the body of the email.

- 3) In the automatically generated return email, a list of email addresses for the registered members will appear after “Results:”



File Edit View Go Message Events and Tasks Tools Help

Get Messages Write Chat Address Book Tag Quick Filter

Reply Forward Archive Junk Delete More

From mailman-test-owner@ml.riken.jp

Subject **The results of your email commands** 12:44

To Me <[redacted]@riken.jp>

The results of your email command are provided below. Attached is your original message.

- Results:  
 Non-digest (regular) members:  
[mailmantest member@riken.jp](mailto:mailmantest member@riken.jp)

- Done.

---

Original message suppressed by Mailman site configuration

Today Pane

## 9. Changing data for all mailing list members

Follow these instructions to temporarily delete all mailing list members, change data for all the members, and register the members immediately afterwards.

- 1) Access list of mailing list members using email (for instructions see “8. Getting a list of members using email”).
- 2) Use the “Mass Removal” function to delete all members from the mailing list (for instructions see “5. Unsubscribing members (unsubscribing all members)”).
- 3) After making necessary changes, use the “Mass Subscription” function to re-subscribe all the members (for instructions see “3. Subscribing mailing list members”)

## 10. Member notifications

When members subscribe or unsubscribe, the administrators may elect to receive email notifications regarding these actions.

1) On the list administrator screen, click on “General Options”.

2) Under “Notifications”, change the setting for “Should administrator get notices of subscribes and unsubscribes?” and click “Submit Your Changes”. If you wish to receive the notices, select “Yes” and if you do not wish to receive the notifications, select “No”.

<i>Notifications</i>	
Send monthly password reminders? <a href="#">(Details for send reminders)</a>	<input checked="" type="radio"/> No <input type="radio"/> Yes
List-specific text prepended to new-subscriber welcome message <a href="#">(Details for welcome msg)</a>	<input type="text"/>
Send welcome message to newly subscribed members? <a href="#">(Details for send welcome msg)</a>	<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. <a href="#">(Edit goodbye msg)</a>	<input type="text"/>
Send goodbye message to members when they are unsubscribed? <a href="#">(Edit send goodbye msg)</a>	<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? <a href="#">(Details for admin immed notify)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should administrator get notices of subscribes and unsubscribes? <a href="#">(Edit admin notify mchanges)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Send mail to poster when their posting is held for approval? <a href="#">(Edit respond to post requests)</a>	<input checked="" type="radio"/> No <input type="radio"/> Yes



## 11. Changing the prefix for subject line of list postings

Follow these instructions to change the prefix for the subject line (name of list or name of list and running number) of the list postings.

1) On the list administrator screen, click “General Options”

2) Change the text in the field labeled “Prefix for subject line of list postings”, as follows.

If you do not want the list name or running number: Delete all text in the field (or leave it blank)

If you want to have the list name only: Enter the desired name of mailing list in the field

If you want to have the list name, plus a 5-digit running number: Enter “*mailing list name:%05d*”

**General Options**

Fundamental list characteristics, including descriptive info and basic behaviors.

Description	Value
<i>General list personality</i>	
The public name of this list (make case-changes only). <a href="#">(Details for real name)</a>	<input type="text" value="Mailman-test"/>
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. <a href="#">(Details for owner)</a>	<input type="text" value="mailmantest_admin@riken.jp"/>
***** snip *****	
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. <a href="#">(Details for info)</a>	<input style="height: 80px;" type="text"/>
<b>Prefix for subject line of list postings.</b> <a href="#">(Details for subject prefix)</a>	<input type="text" value="(mailman-test:%05d)"/>
Hide the sender of a message, replacing it with the list address (Removes From, Sender and Reply-To fields)	<input checked="" type="radio"/> No <input type="radio"/> Yes

## 12. Non-member access restrictions

Follow these instructions to set up procedures for postings sent by non-members.

For example, you may choose to accept all non-member postings, hold non-member postings until they are approved by an administrator, or discard all non-member postings.

1) On the list administrator screen, click “Privacy options”, then click “Sender Filters”.

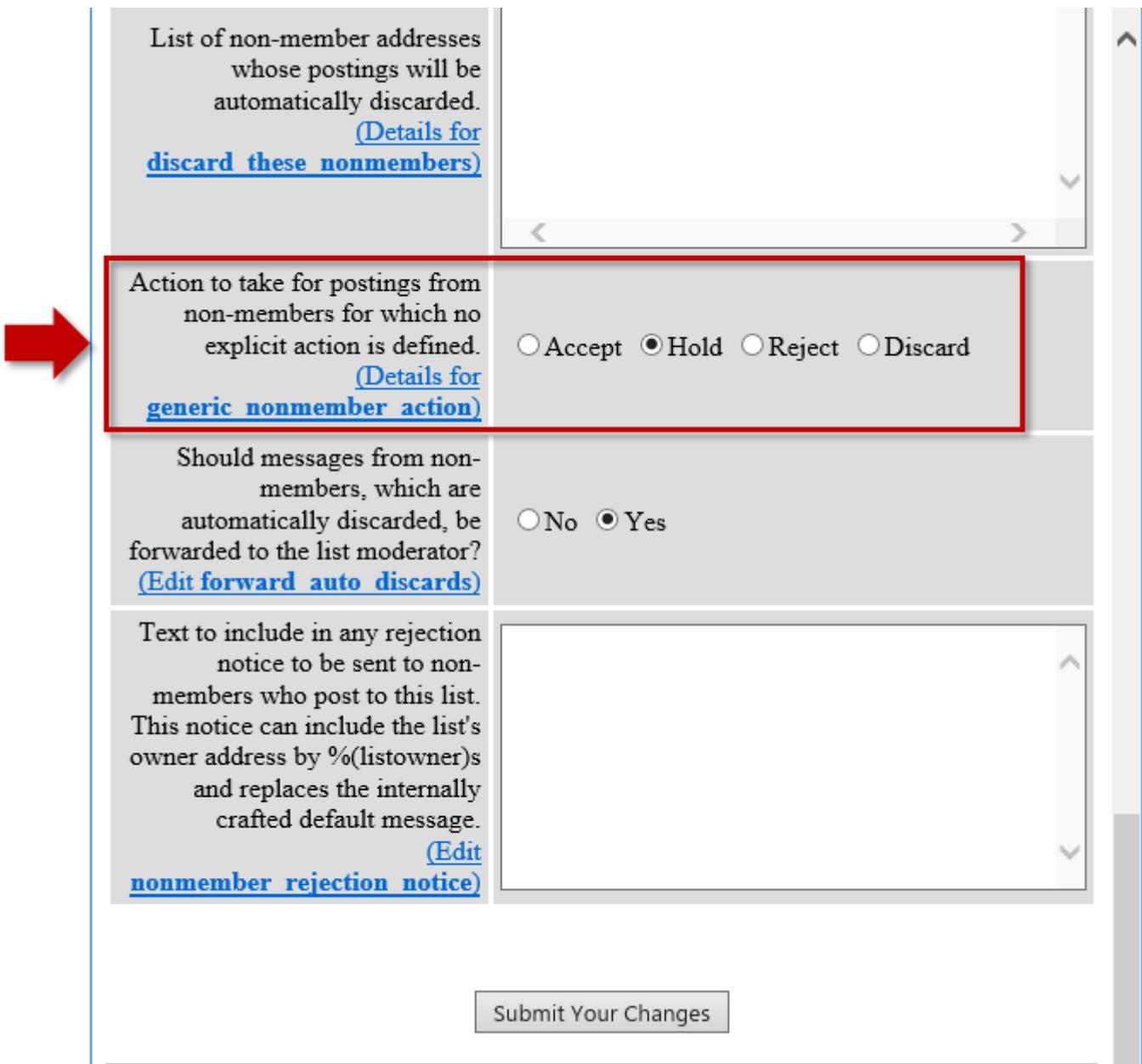
2) Select the appropriate item in the section labeled “Action to take for posting from non-members for which no explicit action is defined”, as described below. After making your selection, click “Submit your changes”.

Accept: Non-member postings are sent to all members.

Hold: Non-member postings are held and list administrators are notified. If approval is given by administrator, postings are sent to members.

Reject: Non-member postings are rejected, and the sender receives an automatically generated email informing him/her that the posting was rejected. **(Not recommended. Do not use this setting.)**

Discard: Non-member postings are not sent to members, and are discarded.



List of non-member addresses whose postings will be automatically discarded. [\(Details for discard these nonmembers\)](#)

Action to take for postings from non-members for which no explicit action is defined. [\(Details for generic nonmember action\)](#)

Accept  Hold  Reject  Discard

Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? [\(Edit forward auto discards\)](#)

No  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. [\(Edit nonmember rejection notice\)](#)

Submit Your Changes

## 13. Managing emails on hold

The administrators will receive the following email when any emails are placed on hold.

Example 1: The “Hold” option is selected, and a non-member sends an email to the mailing list.

As list administrator, your authorization is requested for the following mailing list posting:

List: [Mailman-test@ml.riken.jp](mailto:Mailman-test@ml.riken.jp)  
From: \*\*\*\*@riken.jp  
Subject: This is a test mail.  
Reason: Post by non-member to a members-only list

At your convenience, visit:

<https://ml.riken.jp/mailman/admindb/mailman-test>  
to approve or deny the request.

Example 2: An email determined to be spam is sent to the mailing list.

As list administrator, your authorization is requested for the following mailing list posting:

List: Mailman-test@ml.riken.jp  
From: spammer@example.com  
Subject: This is a spam mail.  
Reason: Message has a suspicious header

At your convenience, visit:

<https://ml.riken.jp/mailman/admindb/mailman-test>  
to approve or deny the request.

List administrators may approve or deny emails by using one of two methods: 1) Using the list administrator screen; 2) Entering the code given in the email addressed to the administrators.

### Attention

During these approval procedures, if the administrator is not careful the email may be mistakenly discarded with no possibility of retrieval.

The list administrator screen can only be accessed from the RIKEN network. If you are at home or working outside of RIKEN, make sure that you have a VPN connection to the RIKEN network before accessing the list administrator screen.

### 13.1. Approving postings from the list administrator screen

1) Using your Web browser, access the URL on the notification email you received. The following screen will appear.

## Administrative requests for mailing list: *Mailman-test*

This page contains a summary of the current set of administrative requests requiring your approval for the [Mailman-test mailing list](#). First, you will find the list of pending subscription and unsubscription requests, if any, followed by any postings being held for your approval.

For each administrative request, please select the action to take, clicking on the **Submit All Data** button when finished. [More detailed instructions](#) are also available.

You can also [view the details](#) of all held postings.

Submit All Data

Discard all messages marked *Defer*

### Held Messages

From:mailmantest_member@riken.jp	
<p>Action to take on all these held messages:</p> <p>Defer    Accept    Reject    Discard</p> <p><input checked="" type="radio"/>    <input type="radio"/>    <input type="radio"/>    <input type="radio"/></p> <p><input type="checkbox"/> Preserve messages for the site administrator</p> <p><input type="checkbox"/> Forward messages (individually) to:</p> <p><input type="text" value="mailman-test-owner@ml.riken.jp"/></p> <p><i>The sender is now a member of this list</i></p>	<p>Click on the message number to view the individual message, or you can <a href="#">view all messages from mailmantest_member@riken.jp</a></p> <p><b>[1] Subject:</b> TEST-3</p> <p><b>Size:</b> 1494 bytes</p> <p><b>Reason:</b> Post by non-member to a members-only list</p> <p><b>Received:</b> Tue Feb 7 09:38:26 2017</p>

Discard all messages marked *Defer*

Submit All Data

[Logout](#)

2) Select "Accept" for "Action to take on all these held messages", and click "Submit All Data".

## Administrative requests for mailing list: *Mailman-test*

This page contains a summary of the current set of administrative requests requiring your approval for the [Mailman-test mailing list](#). First, you will find the list of pending subscription and unsubscription requests, if any, followed by any postings being held for your approval.

For each administrative request, please select the action to take, clicking on the **Submit All Data** button when finished. [More detailed instructions](#) are also available.

You can also [view the details](#) of all held postings.

Discard all messages marked *Defer*

### Held Messages

**From:** mailmantest\_member@riken.jp

Action to take on all these held messages:

Defer    Accept    Reject    Discard  
           

Preserve messages for the site administrator

Forward messages (individually) to:

mailman-test-owner@ml.riken.jp

*The sender is now a member of this list*

Click on the message number to view the individual message, or you can [view all messages from mailmantest\\_member@riken.jp](#)

**[1] Subject:** TEST-3  
**Size:** 1494 bytes  
**Reason:** Post by non-member to a members-only list  
**Received:** Tue Feb 7 09:38:26 2017

Discard all messages marked *Defer*

[Logout](#)

## 13.2. Approving postings by sending email

Postings may also be approved by sending the following email.

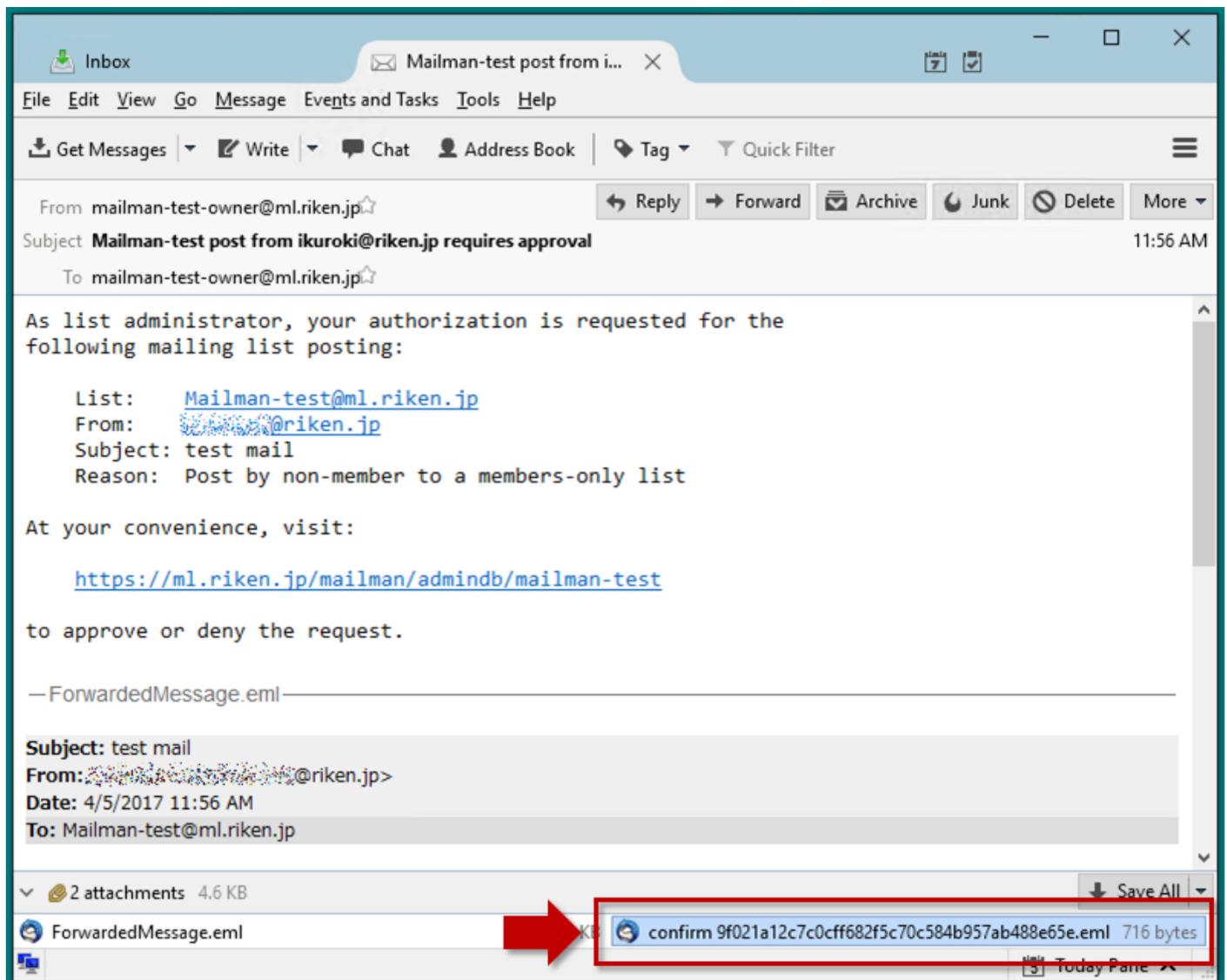
In the “To” line enter: *[mailing list name]-request@ml.riken.jp*

In the “Subject” line enter: confirm *[code given in the name of the file attached to the email]*

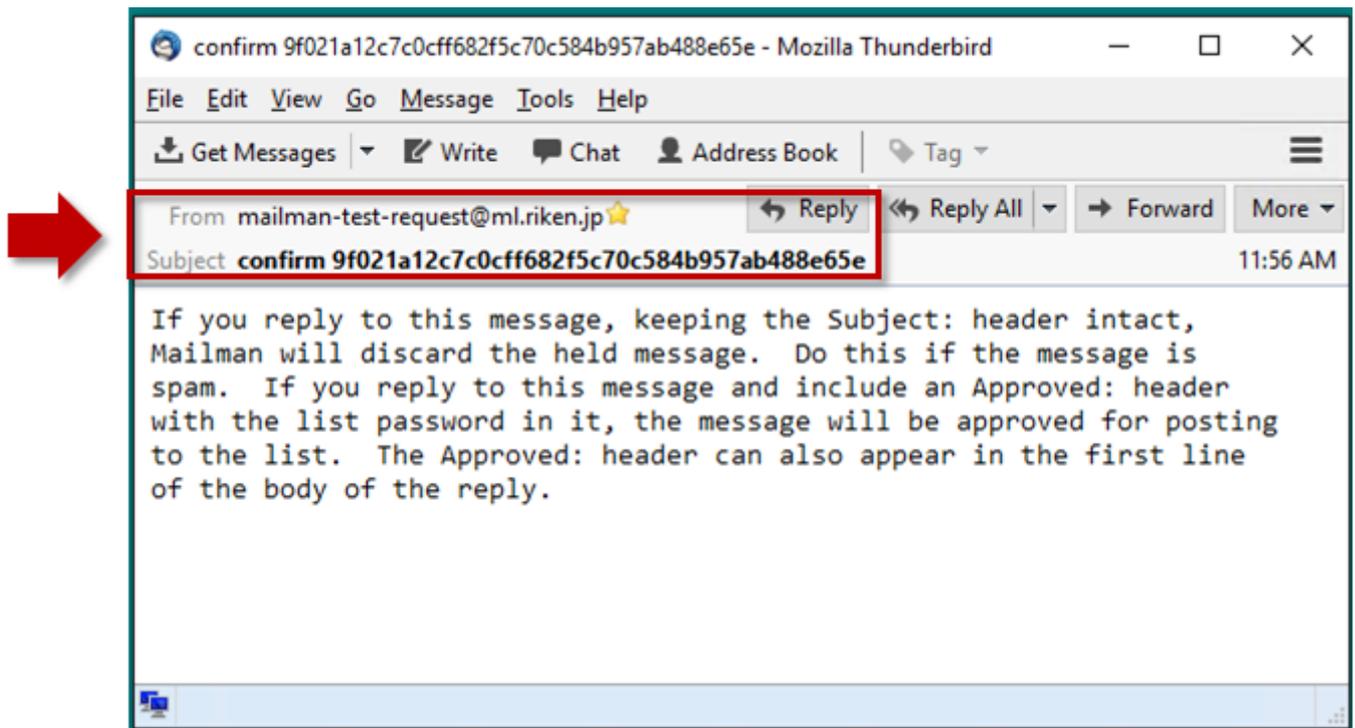
In the body of the email enter: Approved:*[mailing list administrator’s password]*

In the email that you have received, you will find an attachment that gives a code after the word “Confirm”. By replying to this message you will be able to complete the approval process. If you are using Thunderbird, follow the procedures shown below.

1) Double-click the attachment to the mailing list addressed to the list administrators that starts with the word “confirm”.



2) After checking that an email with the following text is displayed, click “Reply”.



2) Enter the following text in the body of the email and click “Reply”.

Approved:[*list administrator password*]

Example: If the list administrator password is “abcdefg012345”, enter “Approved:abcdefg012345”

3) You will receive the following email confirming that the posting was approved.

The results of your email command are provided below.

Attached is your original message.

- Results:
- Confirmation succeed (Approve)
- Done.

## 14. Changing frequency of notifications from list administrator

Administrators will receive email notifications when a posting is on hold and the like. When a large volume of spam emails are received, the administrators will receive a notification email for each spam email. To avoid this problem, it is possible to limit the frequency of notifications to one email per day. Instructions are given below.

- 1) On the list administrator screen, click "General Options".
- 2) In "Notifications" select "No" for "Should the list moderators get immediate notice of new requests, as well as daily notices about collected ones?".

<i>Notifications</i>	
Send monthly password reminders? <a href="#">(Details for send reminders)</a>	<input checked="" type="radio"/> No <input type="radio"/> Yes
List-specific text prepended to new-subscriber welcome message <a href="#">(Details for welcome msg)</a>	<input type="text"/>
Send welcome message to newly subscribed members? <a href="#">(Details for send welcome msg)</a>	<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. <a href="#">(Edit goodbye msg)</a>	<input type="text"/>
Send goodbye message to members when they are unsubscribed? <a href="#">(Edit send goodbye msg)</a>	<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? <a href="#">(Details for admin immed notify)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Should administrator get notices of subscribes and unsubscribes? <a href="#">(Edit admin notify mchanges)</a>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Send mail to poster when their posting is held for approval? <a href="#">(Edit respond to post requests)</a>	<input checked="" type="radio"/> No <input type="radio"/> Yes



## 15. Setting “Reply to” header for posted email

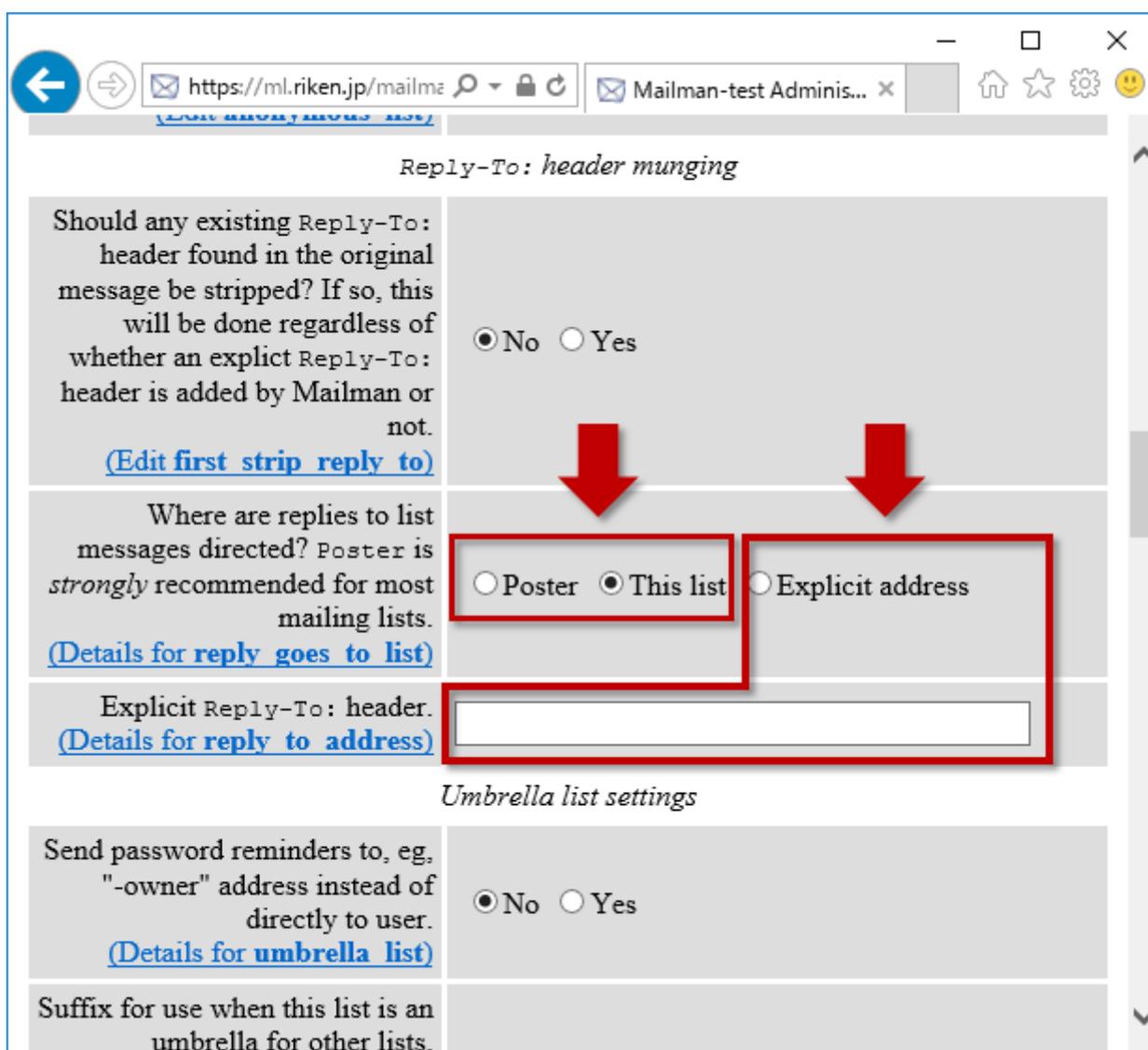
The “Reply-To” header for posted emails may be set as shown below.

- 1) On the list administrator screen, click “General Options”.
- 2) Make your selections in the field labeled “Where are replies to list messages directed?” as given below. Click “Submit Your Changes” after you make your selections.

If you click “Poster”, “Reply-To” will be set to the email address of the person posting the email.

If you click “This list”, “Reply-To” will be set to the email address of the mailing list.

If you click “Explicit address”, “Reply-To” will be set to the email address that you must enter in the “Explicit Reply-To header” field (immediately below).



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.  
 No  Yes  
[\(Edit first strip reply to\)](#)

Where are replies to list messages directed? Poster is strongly recommended for most mailing lists.  
 Poster  This list  Explicit address  
[\(Details for reply goes to list\)](#)

Explicit Reply-To: header.  
  
[\(Details for reply to address\)](#)

Umbrella list settings

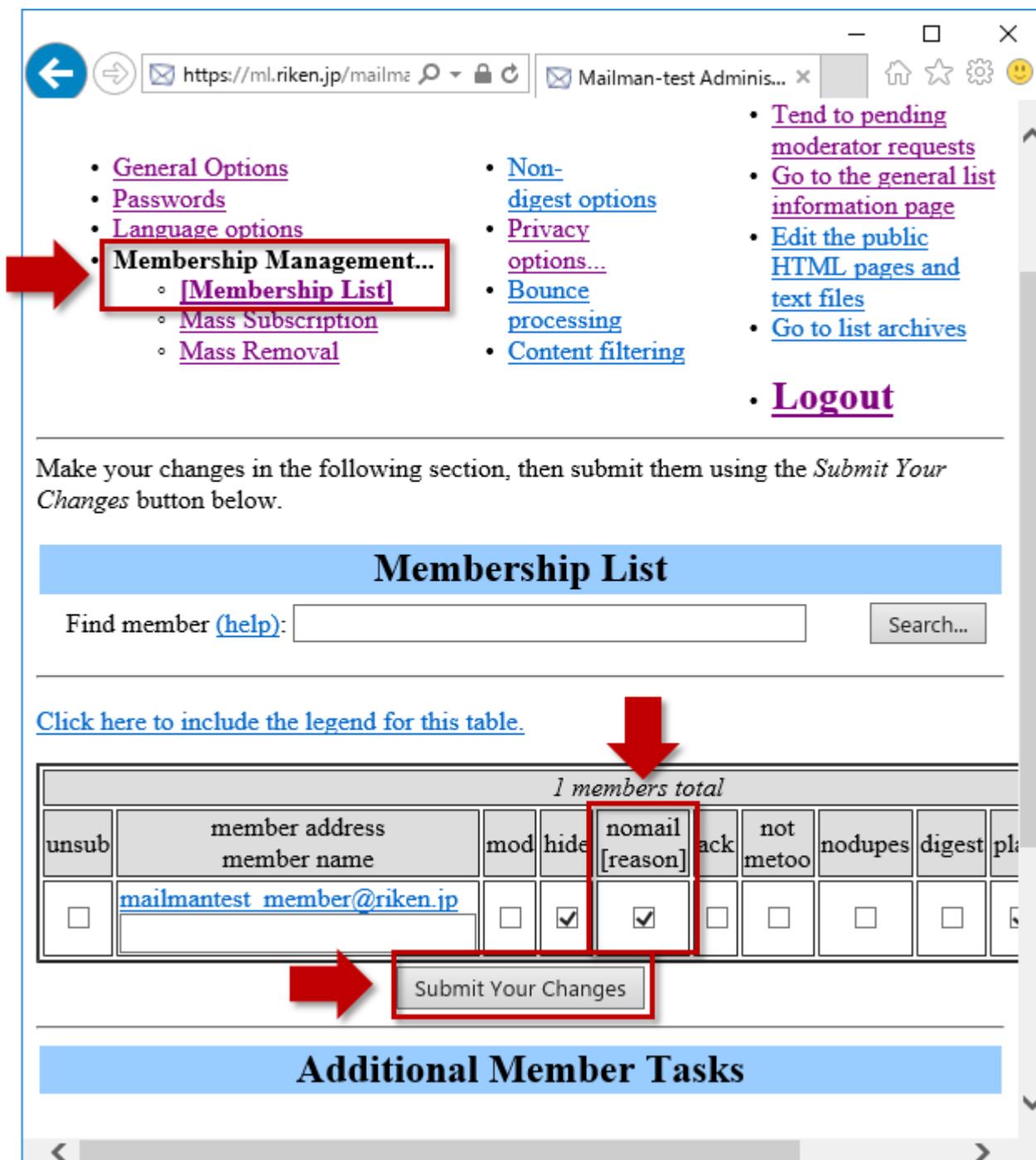
Send password reminders to, eg. "-owner" address instead of directly to user.  
 No  Yes  
[\(Details for umbrella list\)](#)

Suffix for use when this list is an umbrella for other lists,

## 16. “No mail” setting

Follow these instructions to stop emails to specific members of the mailing list.

- 1) On the list administrator screen, click “General Options”.
- 2) Click “Membership List” in “Membership Management”.
- 3) Place a checkmark in the column labeled “nomail” for the member whose emails you wish to stop, and click “Submit Your Changes”.



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

### Membership List

Find member ([help](#)):

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

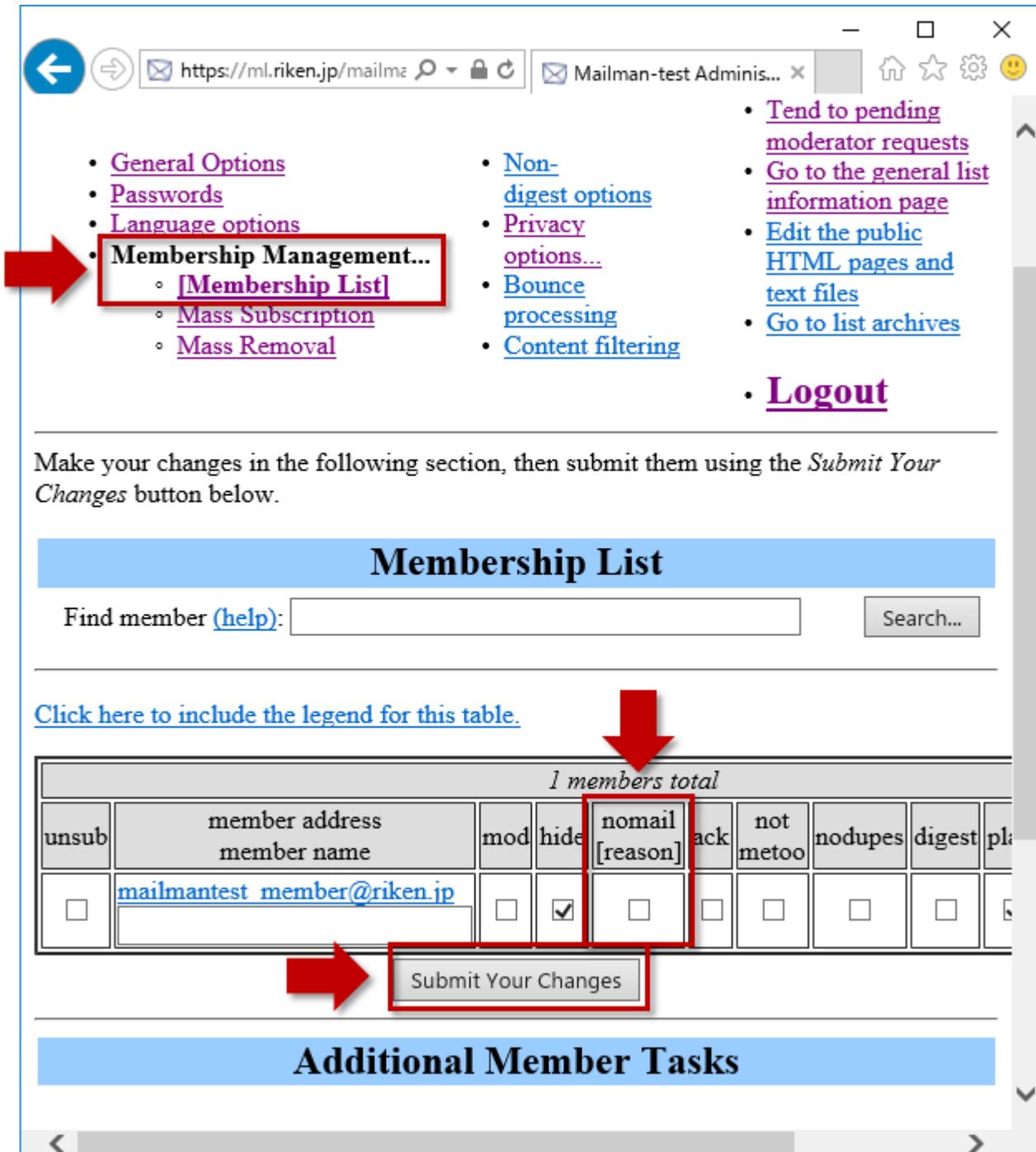
<i>1 members total</i>										
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	pl	
<input type="checkbox"/>	<a href="#">mailmantest member@riken.jp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5				

### Additional Member Tasks

## 17. Cancelling “No mail” setting

Follow these instructions to cancel the “No mail” setting.

- 1) On the list administrator screen, click “General Options”.
- 2) Click “Membership List” in “Membership Management”.
- 3) Remove the checkmark in the column labeled “nomail” for the member whose “No mail” setting you wish to cancel, and click “Submit Your Changes”.



The screenshot shows the Mailman list administrator interface. The browser address bar displays `https://ml.riken.jp/mailman-test-adminis...`. The main navigation menu includes:

- General Options
- Passwords
- Language options
- Membership Management...** (highlighted with a red arrow)
  - [Membership List]** (highlighted with a red box)
  - Mass Subscription
  - Mass Removal
- Non-digest options
- Privacy options...
- Bounce processing
- Content filtering
- Tend to pending moderator requests
- Go to the general list information page
- Edit the public HTML pages and text files
- Go to list archives
- Logout

Below the navigation menu, a message reads: "Make your changes in the following section, then submit them using the *Submit Your Changes* button below."

The **Membership List** section features a search bar with the text "Find member (help):" and a "Search..." button.

A link reads: "Click here to include the legend for this table."

The table shows "1 members total" and contains the following data:

unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	pl
<input type="checkbox"/>	<a href="#">mailmantest member@riken.jp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

The "nomail [reason]" column for the member is highlighted with a red box, and a red arrow points to it. Below the table, the "Submit Your Changes" button is also highlighted with a red box and a red arrow.

The bottom section is titled **Additional Member Tasks**.

When “B” is displayed in the “nomail [reason]” box, Mailman has automatically stopped sending emails to the member concerned for some reason. Find the cause of the problem in order to restore distribution of posting to the member.

Possible causes are:

- A) The email address of the member has changed.

- B) The email address of the member has been deleted.
- C) The security system used by the member, or the member's provider, is treating the mailing list postings as spam.
- D) The member is not able to receive email because his/her mailbox exceeds its capacity.
- E) The member has set his/her emails to be forwarded, and an error is occurring in the forwarding procedures.