Mailing Lists

What is a Mailing List?

A mailing list, or listserv, allows individuals to send e-mails to a group of subscribers. The contents of mailing lists can be public or private. Brandeis operates https://lists.brandeis.edu/, and most campus mailing lists reside here.

Who can use them?

- **Create/Manage:**
  All members of the Brandeis community are welcome to create and manage their own lists. Please contact the Help Desk to get started.

- **Send/Receive Messages:**
  Anyone with a valid e-mail address, Brandeis or non-Brandeis, can subscribe and post to lists. List owners can, and usually do restrict subscribers. Likewise, list owners usually restrict who can send new messages to the list.

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Yahoo and AOL restrict their users’ e-mail activity in such a way that their postings are likely to bounce. To avoid problems, we recommend that people not subscribe to mailing lists with @yahoo.com and @aol.com addresses.

For more information on what’s happening behind the scenes, please see Yahoo’s and AOL’s policies or contact the Help Desk.

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### Mailing List Archives

By default, all messages are stored in a web-accessible archive at https://lists.brandeis.edu/wws/arch/your_list_name.

If you're a list owner and you'd prefer not to archive your messages, you can disable message archiving in the list's admin section.

### Appropriate Use

Brandeis mailing lists may not be used for sending e-mails to large numbers of recipients without their permission.

### Class Mailing Lists

- LATTE is used for class mailing lists, not the SYMPA listserv.
- Use Course News and Announcements forum to send a message to all students enrolled in your course.
- Use Quickmail to send a message to a select group of students

### How Do I?

- Add New Subscribers - One at a Time
- Add New Subscribers - Multiple Add
- Add New List Administrator
- Moderate a Discussion List
- Use lists.brandeis.edu with an e-mail Alias
- Change Reply-To Settings
- Prepend Custom Subject Line
- Append Custom Message Footer
- Invite New Subscribers
Add New Subscribers - One at a Time

2. At the top of the page, click the "Brandeis Users Click Here to Login" button.
3. Look at the "Your Lists" column on the left side of the screen to find the list you want to edit.
4. Click the "Admin" button on the left side of the list. (Note: If you do not see "Admin" listed, you may not be an administrator of this list. Contact the Help Desk at x64357 for support).
5. From the List Admin menu, select "Manage subscribers".
6. Next to "Add one e-mail address", enter the desired e-mail address.
7. Click the "Add" button directly to the right.
8. A welcome e-mail message will be sent to the new list subscriber to let him or her know that he or she has been added. If you do not wish to send this message, click on the "Quiet" button when adding a new name to the list.

Note: Public lists do not require an administrator to add users. Anyone can subscribe him or herself to a public list simply by clicking subscribe while viewing the list information published at http://lists.brandeis.edu

Add New Subscribers - Multiple Add

To add more than one subscriber at a time, follow the above instructions and select the "Multiple add" button on the Subscribers page. In the subsequent text box, enter your list of e-mail addresses, one per line.

Add New List Administrator

If you are a privileged List Administrator for a list, you may add additional administrators.

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4. Click the "Admin" button on the left side of the list. (Note: If you do not see "Admin" listed, you may not be an administrator of this list. Contact the Help Desk at x64357 for support).
5. From the List Admin menu, select "Edit List Config".
6. Select "List Definition".
7. In the Owners section, enter the new name and e-mail address.
8. Choose "mail" from the drop-down menu next to reception mode.
9. If you want this person to be able to administer the list as you can, select "privileged" from the "profile" drop-down menu. Otherwise leave it as "normal".
10. When you are done entering information, you must click the "Update Values" button either at the top or bottom of the screen in order for the change to take place.

If you are not a privileged List Administrator, or the person listed as the List Admin is no longer at Brandeis, please contact the Help Desk at extension x6-4357 or e-mail itservice@brandeis.edu.

Moderate a Discussion List

Both list administrators and subscribers can send e-mails to a moderated discussion list. All messages go first to a moderator for approval before they are sent. If you are a privileged List Administrator for a discussion list, you may add and designate moderators. In order for List Administrators to moderate a discussion list, they must also be added as moderators.

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5. From the List Admin menu, select "Edit List Config".
6. Select "List Definition".
7. In the Moderators section, enter the new name and e-mail address.
8. Choose "mail" from the drop-down menu next to reception mode.
9. When you are done entering information, you must click the "Update Values" button either at the top or bottom of the screen in order for the change to take place.

Moderators receive an e-mail message containing each posting to the discussion list. Within the body of this e-mail message, they click either a link to reject the e-mail or a link to approve it and send it to the rest of the list subscribers.

Use lists.brandeis.edu with an e-mail Alias

If you have an e-mail alias for your Brandeis account and are added as a list administrator or subscriber with this address, you must also login with the alias in order to access the list at http://lists.brandeis.edu.
An example: Your UNet ID is joeschmoe@brandeis.edu, and you also receive e-mail sent to the alias schmoe@brandeis.edu. A friend adds you as an administrator to a group mailing list with schmoe@brandeis.edu. You must log in with that address in order to access the list.

To create an e-mail alias or to find out whether you have one, log in to https://identity.brandeis.edu using your UNet ID and password, select 'Manage your account', and then 'Set your mail options'.

Change Reply-To Settings

The default setting for new mailing list is that the messages sent in reply to e-mails from the list are directed to the sender of the original message and not to the entire list of subscribers.

As the list administrator, you may choose to change this setting so that all of the reply messages are sent out to the entire list of subscribers.

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5. From the List Admin menu, select "Edit List Config".
6. Select "Sending/receiving setup".
7. In the "Reply address (reply_to_header)" section, choose "list" from the drop-down menu next to value.
8. When you are done, you must click the "Update" button at the bottom of the screen in order for the change to take place.

Prepend Custom Subject Line

As the list administrator, you may want to prepend a word or phrase in the subject line so that subscribers can quickly identify a mailing list message (e.g., you may want all mail sent from the list Happy-Brandeis-Students to include [HBS] before every subject line).

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5. From the List Admin menu, select "Edit List Config".
6. Select "Sending/receiving setup".
7. In the "Subject tagging (custom_subject)" section, type the word or phrase into the text box area.
   • Please note that most e-mail programs only display about 40 characters in a typical subject line, so brevity is key.
8. When you are done, you must click the "Update" button at the bottom of the screen in order for the change to take place.

Append Custom Message Footer

As the list administrator, you may want to append a custom footer to each message sent to your list. This footer may contain information on the purpose of the list, how to unsubscribe, and contact information for the list administrators.

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5. From the List Admin menu, select "Customizing"
6. Click the "Edit" button next to "Message Footer."
7. Type your footer into the text box, and click the "Save" button to save the footer.

You may wish to include in your footer some contact information for the list, and instructions on how to unsubscribe from the list.

Invite New Subscribers

You may invite new subscribers to join your list by sending them an invitation message. When you invite a new subscriber, he or she receives an e-mail inviting them to join the list. The recipient may then opt into the list by replying to the message. If the recipient is not interested, they may simply ignore the message and they will not be subscribed to the list.

First, customize the invitation message to describe your list to potential subscribers:

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5. From the List Admin menu, select "Customizing"
6. Click the "Edit" button next to "Subscribing Invitation Message."
7. Edit the message as follows:
   a. Do not edit the first twelve lines of the message.
   b. Include instructions on how the invitee may subscribe to the message: they may subscribe by replying to the message without editing the subject line. Note that the invitee may choose not to subscribe by simply ignoring the message.
   c. You may also wish to include other information, including a description of the list, the expected volume of mail the list will generate, and contact information for the list owner.
8. When finished, click Save and the message will be updated.

Now you may send an invitation message:

1. Open your e-mail client. The e-mail address you use with your e-mail client must be the same as the list owner address.
2. Create a new e-mail address, leaving the subject line blank, and address it to sympa@lists.brandeis.edu.
3. For each e-mail address you would like to invite, include a line in the body of the e-mail in the following format:
   invite [listname] [e-mail address] [name]
   Replace [listname] with the name of your list (i.e. "happybrandeisstudents"), [e-mail address] with the address of the potential subscriber, and [name] with the potential subscriber's name. You may omit the subscriber's name if necessary.
4. Send the message.
5. You will receive a confirmation e-mail from sympa@lists.brandeis.edu.

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