Mailing Lists: Management

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This article reviews College mailing lists (listservs) and how they can be managed.

See also:

- Mailing Lists: Overview
- Microsoft 365: Shared Email, Calendars, and Folders

Subscribe

1. Open Google Chrome
2. Navigate to Mailman
3. If prompted, click Continue to site
4. Click Subscription Page
5. Select the mailing list you'd like to join
6. Enter the following information:
   - Email address
   - Name
   - Password
7. Click Subscribe
8. If the list is moderated, wait some time for your request to be reviewed

Management portal

Never received a listserv password? Contact the help desk!

Bryn Mawr College uses a service called Mailman for the subscription to and administration of mailing lists.

Log in

1. Open Google Chrome
2. Navigate to Mailman
3. If prompted, click Continue to site
4. Click Administration Page
5. Select the mailing list you'd like to manage
6. Enter the listserv password

Change a listserv password
1. Follow the **steps above** to login
2. In the top-left, click **Passwords**
3. Find the **Change list ownership passwords** section
4. In **Administrator password**, enter and confirm a new password
   - up to 25 characters long; only letters and numbers

## Modify a list

Once **logged in**, you'll have access to a variety of options to manage your list.

### List ownership
- accessed from **General Options** category
- add or remove **list administrators**
- add or remove **moderators**

### Add or remove members
- accessed from **Membership Management** category
- view a list of **all members**
- change settings for **individual members**
- add members in bulk with **mass subscription**
- remove members in bulk with **mass removal**

## Moderate a list

To prevent spam, all emails sent to lists are **held for moderation by default**. To change this setting, navigate to **Privacy options**.

- **Sender filters**: automatically approve or discard messages from specific senders
- review pending messages by clicking on **tend to pending moderator requests**
- be sure to **log out** when finished

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

**Phone:** 610-526-7440 | **Library and Help Desk hours**
**Email:** help@brynmawr.edu | **Service catalog**
**Location:** Canaday Library 1st floor