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

> **Attention:** 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