Mailing List Management - General Options

After login to CU Mailing Lists Administrators Page, you will see the General Options Section. You may now:

Name the List

At "The public name of this list", enter the name of the mailing list. In this example, "Test-open" is entered as the name of the mailing list.
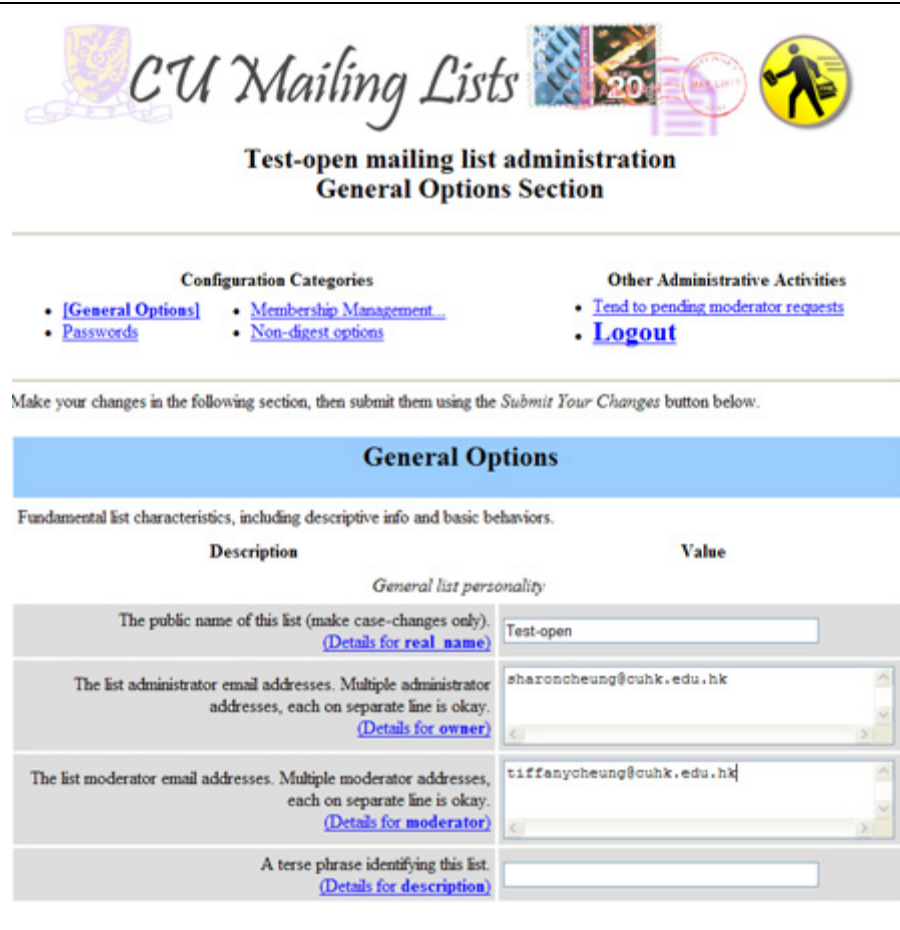
Assign Administrators

At "The list administrator email addresses", enter the e-mail address(es) of the list administrator(s). They will be informed to

- approve a subscription request when received

- approve a mailing request when the list subscribers e-mail to the list.

- receive ITSC notification on related list information.

Assign Moderators

At "The list moderator email addresses", enter the e-mail address(es) of the list moderator(s). They will be informed to approve requests for e-mail this mailing list. They will be informed to approve a mailing request when the list subscribers e-mail to the list.

CU Mailing Lists

Test-open mailing list administration
General Options Section

Configuration Categories
- [General Options]
- Passwords
- Membership Management...
- Non-digest options

Other Administrative Activities
- Tend to pending moderator requests
- **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
General list personality	
The public name of this list (make case-changes only). (Details for **real_name**)	Test-open
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for **owner**)	sharoncheung@cuhk.edu.hk
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for **moderator**)	tiffanycheung@cuhk.edu.hk
A terse phrase identifying this list. (Details for **description**)	

Change Password

Click "Passwords" and you will see the screen on the left.The list administrator password is assigned by the ITSC. To change this password, click "Passwords" under "Configuration Categories" at the top frame. You are advised to periodically change the administrator password only.

As always, click "Submit Your Changes" at the bottom of the screen to save all your settings.

Passwords Section

Configuration Categories
- General Options
- [Passwords]
- Membership Management...
- Non-digest options

Other Administrative Activities
- Tend to pending moderator requests
- **Logout**

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

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:

Submit Your Changes

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