



香港中文大學 · 資訊科技服務處  
Information Technology Services Centre, CUHK

## Mailing List Management: Membership Management

After login to [CU mailing List Administrators Page](#), you will see the Membership Management Section. You may now

Add List Members (List Subscribers) .....	2
Remove List Members (List Subscribers) .....	2



### Add List Members (List Subscribers)

1. Click "Mass Subscription" under the category "Membership Management".
2. By default:
  - i. "Subscribe" is set and is strongly recommended, and;
  - ii. Welcome messages are to be sent to new subscribers.
3. To subscribe members to the list, you may either:
  - i. Enter e-mail address per line in "Enter one address per line below...", or;
  - ii. Upload a text file which contains the subscribed e-mail addresses.
4. Click "Submit Your Changes" to save all your settings.

### Remove List Members (List Subscribers)

1. Click "Mass Removal" under the category "Membership Management".
2. To unsubscribe members from the list, you may either:
  - i. Enter e-mail address per line in "Enter one address per line below...", or;

### Membership Management... Section

- |  |   |
|--|---|
| <p><b>Configuration Categories</b></p> <ul style="list-style-type: none"> <li>• <a href="#">General Options</a></li> <li>• <a href="#">Passwords</a></li> <li>• <b>Membership Management...</b> <ul style="list-style-type: none"> <li>◦ <a href="#">[Membership List]</a></li> <li>◦ <a href="#">Mass Subscription</a></li> <li>◦ <a href="#">Mass Removal</a></li> </ul> </li> <li>• <a href="#">Non-digest options</a></li> </ul> | <p><b>Other Administrative Activities</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Tend to pending moderator requests</a></li> <li>• <b><a href="#">Logout</a></b></li> </ul> |
|--|---|

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.](#)

2 members total										
unsub	member address member name	mod	hide	noemail [reason]	ack	not metoo	nodupes	digest	plain	language
<input type="checkbox"/>	s888001@cuhk.edu.hk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (HK) ▾				



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- ii. Upload a text file which contains the subscribed e-mail addresses.  
By default, unsubscription acknowledgement will not be sent to the user
3. Click "Submit Your Changes" to save all your settings.

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