



Mailing List Management: Message Control

After login to [CU Mailing Lists Administrators Page](#), you can do the following to control the message to be sent to your list members:

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Authorize List Members to E-mail the List

1. Click "Membership Management..." under "Configuration Categories" at the top frame.
2. Scroll down and you will see the "Membership List".
By default, "mod" is checked so that members do not have the rights to send e-mails to all subscribers of the list. Their e-mails have to be approved before sending to all subscribers. Un-check the box to enable members to send e-mails to all subscribers of the list.
3. Click "Submit Your Changes" to save all your settings.

Membership Management... Section

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Membership Management...](#)
 - [Membership List](#)
 - [Mass Subscription](#)
 - [Mass Removal](#)
- [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.

Membership List

Find member ([help](#)):

[Click here to include the legend for this table.](#)

2 members total

unsub	member address member name	mod	hide	nomail [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) ▾				



Authorize Non-Members to E-mail the list

1. Click "Privacy options..." and further select "Sender filters" on the top menu. (See Figure 1)
2. Locate the entry "Include list of non-member addresses whose postings should be automatically accepted." Enter the authorized email address line by line. (See Figure 2)
3. Click "Submit Your Changes" at the bottom of the screen to save all your settings.



Figure 1 Select "Sender filters"



Figure 2 Enter the authorized email address line by line.



Control E-mails to Be Sent to the List

1. Click "Tend to pending moderator requests" under the category "Other Administrative Activities" at the top frame. It will then list out the pending requests, if any.
2. List administrators or moderators have the rights to defer, accept, reject, and discard any request through the options available on the screen.



Administrative requests for mailing list: *Test-open*

This page contains a summary of the current set of administrative requests requiring your approval for the [Test-open mailing list](#). First, you will find the list of pending subscription and unsubscription requests, if any, followed by any postings being held for your approval.

For each administrative request, please select the action to take, clicking on the **Submit All Data** button when finished. [More detailed instructions](#) are also available.

You can also [view the details](#) of all held postings.

Discard all messages marked *Defer*

From: s888005@mailserv.cuhk.edu.hk

<p>Action to take on all these held messages:</p> <p>Defer Accept Reject Discard</p> <p><input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p><input type="checkbox"/> Preserve messages for the site administrator</p> <p><input type="checkbox"/> Forward messages (individually) to: <input type="text" value="test-open-owner@listserv.cuhk.edu.hk"/></p> <p><input type="checkbox"/> Clear this member's <i>moderate</i> flag</p>	<p>Click on the message number to view the individual message, or you can view all messages from s888005@mailserv.cuhk.edu.hk</p> <p>[1] Subject: Mail to the group Size: 2119 bytes Reason: Post to moderated list Received: Tue Jun 12 16:55:19 2007</p>
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Discard all messages marked *Defer*



Filter Junk E-mails

1. Click "Privacy options..." and further select "Sender filters" on the top menu.
2. Define authorized addresses in "List of non-member addresses whose postings should be automatically accepted."
3. If the junk messages are sent continuously from few addresses, you can enter their addresses in "List of non-member addresses whose postings should be automatically discarded."
4. However, most junk messages come from different addresses that would be difficult to be defined. In this case, you can choose "Discard" in "Action to take for postings from non-members for which no explicit action is defined."
5. You can further select "No" in "Should messages from non-members, which are automatically discarded, be forwarded to the list moderator?" so that you do not need to be notified on the automatically discarded message.

Non-member filters

List of non-member addresses whose postings should be automatically accepted. (Details for accept these nonmembers)	
List of non-member addresses whose postings will be immediately held for moderation. (Details for hold these nonmembers)	
List of non-member addresses whose postings will be automatically rejected. (Details for reject these nonmembers)	
List of non-member addresses whose postings will be automatically discarded. (Details for discard these nonmembers)	
Action to take for postings from non-members for which no explicit action is defined. (Details for generic nonmember action)	<input type="radio"/> Accept <input type="radio"/> Hold <input type="radio"/> Reject <input checked="" type="radio"/> Discard
Should messages from non-members, which are automatically discarded, be forwarded to the list moderator? (Edit forward auto discards)	<input type="radio"/> No <input checked="" type="radio"/> Yes



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