

Mailing Lists

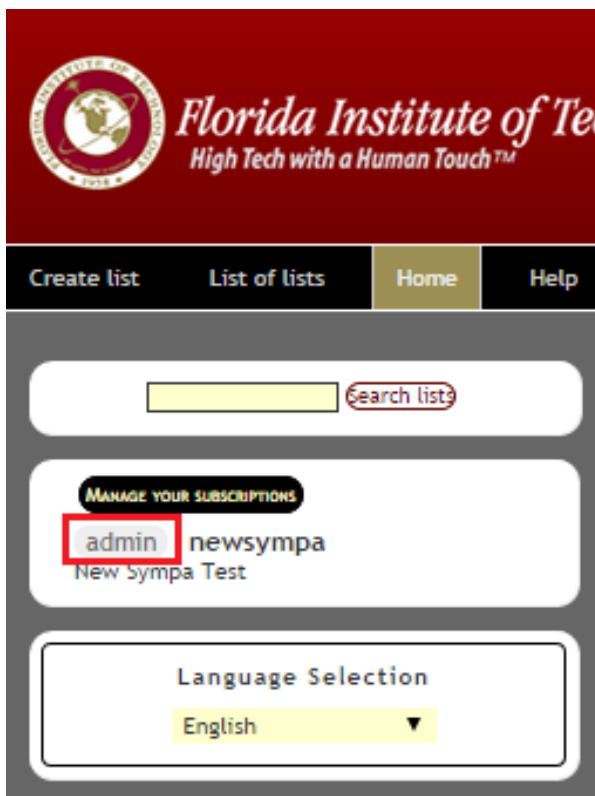
How do I manage subscribers of a list that I am the owner of?

To manage a list, sign into <https://lists.fit.edu/sympa/>.

If you are using your TRACKS account to login, click the "TRACKS-CAS" button in the upper-right. This will bring you to the standard CAS page. Enter your TRACKS username and password to proceed back to the ListServer.



To access the admin page for a list, click the admin button to the left of the lists name. You can find this on the left side of the page.



If you instead click the list's name the admin link can be found on the left side of the page.

Mailing Lists

Search lists

Subscribers: 4
(Error rate:25 %)

Owners
Kyle Rieder

Contact owners

Info

Admin

Moderate

- » Message (0)
- » Document (0)
- » Subscriptions (0)

Archive

Post

RSS

Shared documents

Review members

Language Selection

English

Once in the Admin section, click the "Manage Subscribers" tab.

newsympa@lists.fit.edu

New Sympa Test

Edit List Config Customizing **Manage Subscribers** Blacklist Yes Bounces Logs

This page is where you can view, modify, add and delete users.

To add users to the list:

To add a single user:

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To add an email, simply enter the email address in to the input shown below and click "**Add**":


Add a user: quiet

By default the system will send an email to the user to inform them that they have been subscribed to the list. You can suppress this email by checking the "**quiet**" option shown in the above image.

To add multiple users:

This method allows owners to add a large number of subscribers very fast and very easily. It allows easy importing from a spreadsheet or other like file.

Click the "**Multiple Add**" button shown below:

Add a user: 

This will bring up the following screen:

```
email1@dom1 Name1
email2@dom2 Name2
...

```

quiet

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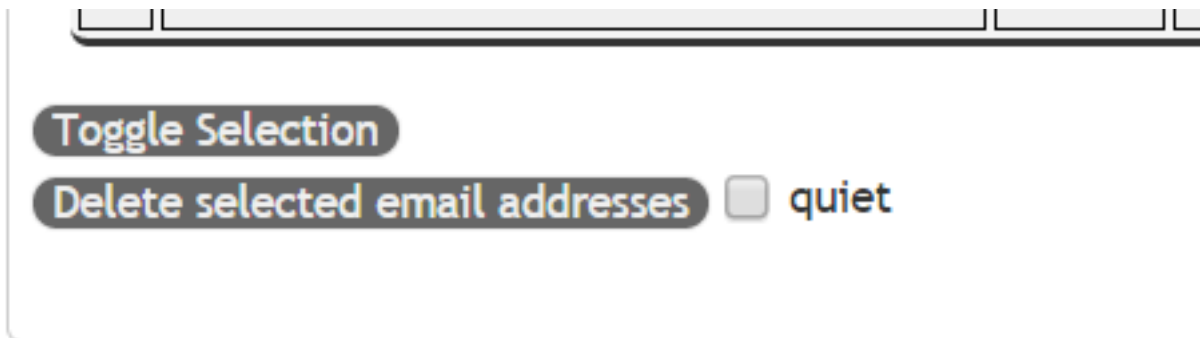
This form takes input in the format of EMAIL NAME (see example above) . Please note the necessary space between the email address and the name. The name is optional. You can add email addresses without adding the name. Pro-tip: If your spreadsheet matches the format above, you can directly copy the columns into this area.

Once done, click "**Add Subscribers**".

By default the system will send an email to the users to inform them that they have been subscribed to the list. You can suppress this email by checking the "**quiet**" option shown in the above image.

To delete users:

Scroll to the bottom of the page. Here you should see the buttons shown in the picture below.



Click "**Toggle Selection**", followed by "**Delete selected email addresses**".

By default the system will send an email to the users to inform them that they have been removed from the list. You can suppress this email by checking the "**quiet**" option shown in the above image.

The software unfortunately does not allow owners to delete everyone at once. You must delete them one page at a time. You can change the number of email per page by changing the "**Page size**" dropdown near the top of the page.

Unique solution ID: #1338
Author: Tech Support
Last update: 2014-10-15 13:51