

NASA Agency Mailing List Service Mailman List Owners Guide

Version 1.1

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This document provides guidance for new Agency Mailing List Service (AMLS) list owners.

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Introduction

Congratulations! You are now a Mailman List Owner on the NASA Agency Mailing List Service (AMLS). This guide will walk you through how to get started and maintaining your list. Mailing lists are a valuable tool for collaboration. The purpose of this document is not to cover every feature but to cover features you really need to know.

Mailman is a Web-based email distribution list manager. With an email distribution list, you can send an email message to a single address and have it automatically distributed to any number of predetermined addresses contained in the list. Electronic mailing/distribution lists offer an efficient way to disseminate information to a large number of people.

When you submit an email, Mailman screens the email according to the rules established for the list (that you set!) and then distributes copies of the messages to every list member. List owners can manage their lists, adding and deleting list members and making changes to how the list operates. List owners can set up Mailman to allow members to “subscribe” or “unsubscribe” themselves.

Throughout these instructions, we will point out the default settings in the Mailman list. The default options have proven historically best for most lists, and list owners should start out with the default options unless they see an obvious reason why the defaults won't work for their list's purposes.

More detailed information about Mailman can be found at: <https://lists.nasa.gov/> - click on FAQ page for List Owners <https://lists.nasa.gov/FAQ-owners.html#Q7>

Terminology

Before you start adding member names to your list, let's talk about terminology and what you need to consider in order to set up your Mailman list ready to go, exactly how you want it to be!

- **Subscribe** – Joining or adding member email addresses to your Mailman list.
- **Unsubscribe** – Removing names (members) from your Mailman List.
- **Moderate** – Review message postings and subscription requests. Moderation is a very important feature and we will discuss this feature further as we walk through setting up your first notice.
- **Member/Subscriber** – A member or subscriber is someone who has subscribed (or has been subscribed) to a list, receives messages posted to the list, and can usually send messages for distribution to the list.
- There are two roles associated with each mailing list.
- The **List Administrators** (also known as **List Owners** or **List Managers**) are the people who have ultimate control over all parameters of this mailing list, and its operation. They are able to change any list configuration policy available through the administration web pages Example <https://lists.nasa.gov/mailman/admin/grc-ourlist> (change grc-our list with your Mailman list name)
- The **List Moderators** have more limited permissions; they are not able to change any list configuration policy, 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.

TIP: When you establish a Mailman list, you are not automatically added as a member. You must subscribe (add your email address) if you want to receive messages posted to the list.

TIP: We recommend reviewing and updating your mailman list membership every couple of months.

TIP: As you are going through each of the options to set up your mailman list, you will notice that each of the hyperlinks provides online instructions to help you.

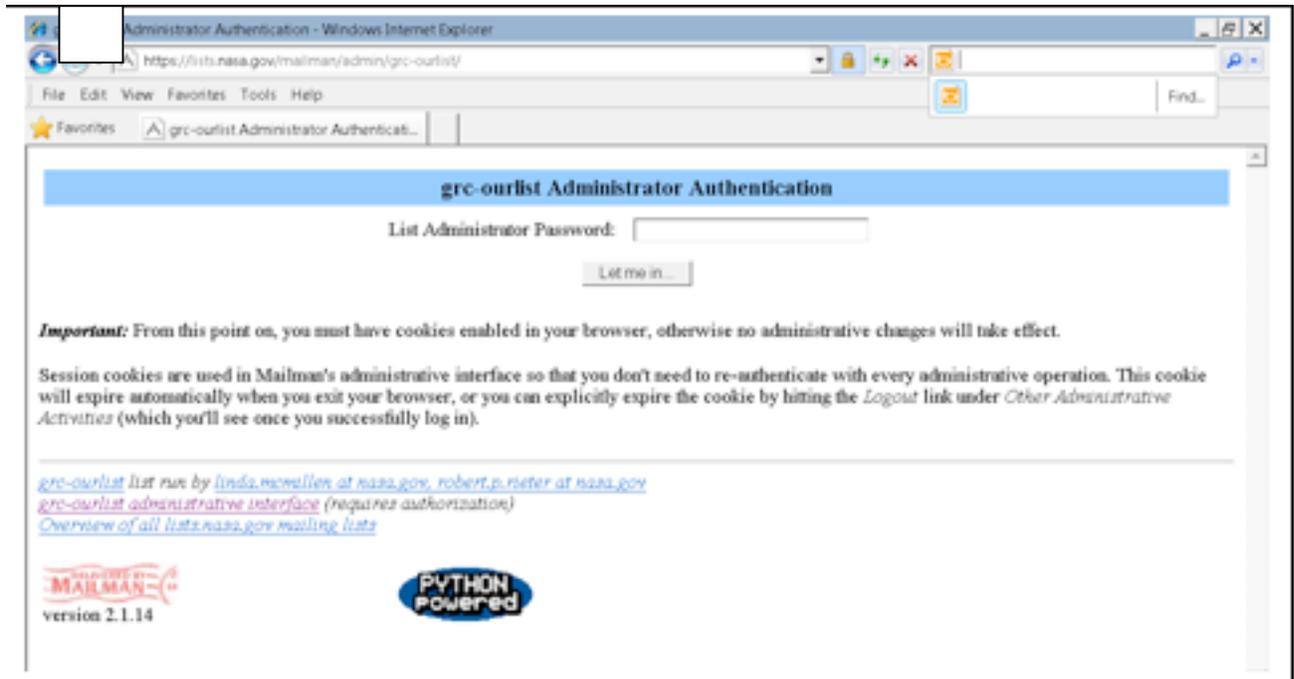
Start by Logging in:

Go to the admin link for your list that was sent to you via email. The subject of that email is “Your new mailing list: yourlistname”.

<https://lists.nasa.gov/mailman/admin/yourlistname>

You will be redirecting to the Access Launchpad login screen. Authenticate with your NASA PIV card or RSA token.

Login into the Administrator Authentication screen. To do this, enter the List Administrator Password and click the “Let Me In ...” button.



TIP: Bookmark this page in your browser
(<https://lists.nasa.gov/mailman/admin/yourlistname>
example: <https://lists.nasa.gov/mailman/admin/grc-ourlist>)

Setting up your Mailman List policies

Starting with General Options:

- **Enter the Public Name of This List** – This field is Pre-populated with the name of your Mailman List. You can change the case from lower- to upper-case.

- **Enter the List Administrator Email Address**, if not already populated – Additional list administrator addresses may be entered (having more than one owner for large or active lists is a good idea).

- **Enter the List Moderator Email Address** – If a moderator is used, enter the person’s email address here. List Moderators are optional. Most lists have only list administrators, but some large/active or more formal lists separate out the duties.

- **Enter a Terse Phrase Identifying the List** – This phrase is used for the title of the General List Information Page

(<https://lists.nasa.gov/protected/lists.html>)

- **Enter an Introductory Description** – This text will be displayed at the top of the listinfo page. (example: <https://lists.nasa.gov/mailman/listinfo/grc-ourlist>)

Configuration Categories

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

| | |
|---|---|
| The public name of this list (make case-changes only). (Details for real name) | <input type="text" value="grc-ourlist"/> |
| The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner) | <input type="text" value="linda.mcmillen@nasa.gov"/> |
| The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator) | <input type="text" value="robert.p.rieter@nasa.gov"/> |

| | |
|--|---|
| A terse phrase identifying this list. (Details for description) | <input type="text" value="This is my terse phrase for identifying our testi"/> |
| An introductory description - a few paragraphs - about the list. It will be included, as html, at the top of the listinfo page. Carriage returns will end a paragraph - see the details for more info. (Details for info) | <input type="text" value="Hello! Welcome to the GRC OurList. We created this list in order to help new Mailman List Owners with what they need to consider when setting up a list."/> |

grc-ourlist -- This is my terse phrase for identifying our testing

About grc-ourlist English (USA)

Hello! Welcome to the GRC OurList. We created this list in order to help new Mailman List Owners with what they need to consider when setting up a list.

Submit Your Changes

TIP: No changes occur until you click the **Submit Your Changes** button that appears on the bottom of each Configuration Categories page.

Configuration Categories

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

Privacy Options – Subscription Rules

Advertise this list when people ask what lists are on this machine? No Yes
[\(Edit advertised\)](#)

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- **Privacy options...**
 - [\[Subscription rules\]](#)
 - [Sender filters](#)
 - [Recipient filters](#)
 - [Spam filters](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

- **Advertise this list** – The default is to “not advertise” the list. If you would like potential subscribers to be able to find your list by browsing through a list of mailing lists, advertising the list makes sense. If you would like the list to remain private (plan to have people be told about the list) or subscribe your own members, advertising is probably not useful, and provides an opportunity for potential spammers to learn about your list.

- **What steps are required for subscription** –

What steps are required for subscription? Confirm
 Require approval
 Confirm and approve
[\(Details for subscribe policy\)](#)

- Subscription means someone wants to join your Mailman List. In order to do that, they must send a request. How do you want that subscription request to be handled:
- Confirm (*) - email confirmation required
- Require approval - require list administrator approval for subscriptions
- Confirm and approve - both confirm and approve

- Confirm (*) - when someone requests a subscription, Mailman sends them a notice with a unique subscription request number that they must reply to in order to subscribe. This prevents mischievous (or malicious) people from creating subscriptions for others without their consent. NOTE: The default is Confirm and approve.

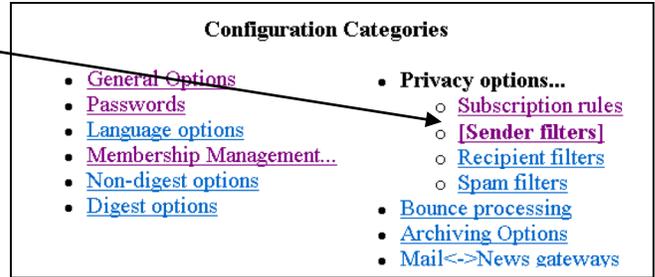
- **Is the moderator’s approval required for unsubscribing requests (No is recommended)** - When members want to leave a list, they will make an unsubscription request, either via the web or via email. Normally it is best for you to allow open unsubscriptions so that users can easily remove themselves from mailing lists (they get really upset if they can't get off lists!).

Is the list moderator's approval required for unsubscription requests? (*No is recommended*) No Yes
[\(Details for unsubscribe policy\)](#)

Privacy Options – Sender Filters

To moderate or not to moderate – that is the question

The list owner can decide to let email from a member of the lists be distributed to the list automatically, or configure the list so email from all or just some of the addresses has to be approved before distributing the list.



TIP:

- If your list is used for **discussions** among all members of a team or work group, you'll most likely leave the member addresses unmoderated.
- If your list is for distributing **announcements** from a few people to a large group, then your list would be set for moderation, and only the member addresses from the people who send the announcements would be "unmoderated".

The "mod" flag for each member address (on the Membership List web page) controls whether email from that address has to be approved before distribution to the list, and the default_member_moderation setting on the Sender Filters page controls the setting for the whole list. The other Sender Filter options allow fine tuning for email from non-member addresses, and let you add exemptions to the moderation policy for specific addresses. See the List Owner FAQ for examples of special kinds of filters (<https://lists.nasa.gov/FAQ-owners.html>).

TIP: List owners of lists with hundreds plus members should **enable** moderation of all list traffic to avoid posting "storms". List owners who subscribe users to their mailing lists without their request or consent (a generally poor practice) are risking floods of emails when users discover they have been added to such a mailing list and send "What is this?" or "Please take me off this list" emails to the entire mailing list. Moderating all list traffic for these sorts of large mailing lists is essential to avoid embarrassment, serious email flooding, and annoyed members.

Action to take when a moderated member posts to the list

- Each list member has a moderation flag which says whether messages from the list member can be posted directly to the list, or must first be approved by the list moderator.

When the moderation flag is turned

on, list member postings must be approved first. You, the list administrator can decide whether a specific individual's postings will be moderated or not. (See Membership List Instructions)

By default, should new list member
postings be moderated?
(Details for
[default member moderation](#))

No Yes

- List of non-member addresses whose postings should be automatically accepted – This is a very important setting. Determine if you need to add management in the non-member address book, especially if your management does not need to see member postings but may need to send an email to the list.

List of non-member addresses whose postings should be automatically accepted.
([Details for accept these nonmembers](#))

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)

- **Privacy options...**
 - [Subscription rules](#)
 - [\[Sender filters\]](#)
 - [Recipient filters](#)
 - [Spam filters](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)

Privacy Options – Recipient Filters

- The ceiling is not the members of the list but recipients that can be on the To/Cc headers of the email. Mailman expects most list traffic to be directed primarily to the list address, with maybe a few people copied in the Cc field. If the default ceiling is exceeded by the sender, their message will not be accepted without moderator approval. The default setting lets one send to an additional 10 people.

Ceiling on acceptable number of recipients for a posting.
([Details for max_num_recipients](#))

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Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)

- **Privacy options...**
 - [Subscription rules](#)
 - [\[Sender filters\]](#)
 - [Recipient filters](#)
 - [Spam filters](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)

Bounce Processing

The Mailman software does automatic processing for email that is undeliverable (called a "Bounce"). Most list owners don't have to worry about this except to know that:

- List member addresses which refer to destinations which later no longer exist (say when someone leaves the organization where their mailbox resides), will eventually be removed from the mailing list. This is called self-pruning and keeps the list owner from having to manually remove addresses. The default setting is to notify the list owner when this happens.
- The flip side of the convenience of self-pruning is that if a member address is subscribed that bounces too frequently (they have an unreliable email service provider), that member address will also be disabled and eventually removed.
- Again, most owners don't have to worry about this, but if mail is going to most list members, and a few members don't get the mail and keep being unsubscribed, likely they are not delivering email successfully. Get these people to subscribe with an address that you (as the list owner) can send email to and get a reply from the user from.

Tip: Most List Owners don't have to change this, if you do, you probably want to be very sure why or contact mailman@lists.nasa.gov beforehand. Likely you are compensating for bad member mailboxes at some remote service -- and that never really works in the long run.

Membership Management

Now that you've set up the policies for your new Mailman List, it's time to add members.

Mass Subscription:

- Subscribe or invite - If you only invite a new member, the potential member will receive email asking them to confirm their subscription.
- **Send Welcome messages to new subscribers?** Recommend setting to Yes and adding message that will appear on the top of the email.

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- **Membership Management...**
 - [\[Membership List\]](#)
 - [Mass Subscription](#)
 - [Mass Removal](#)
- [Non-digest options](#)

| | |
|--|---|
| Subscribe these users now or invite them? | <input checked="" type="radio"/> Subscribe <input type="radio"/> Invite |
| Send welcome messages to new subscribers? | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| Send notifications of new subscriptions to the list owner? | <input checked="" type="radio"/> No <input type="radio"/> Yes |

Enter one address per line below...

```
linda.mcmillen@nasa.gov  
rob.rieter@nasa.gov
```

- On the Mass Subscription page, you can type in a list of email addresses, cut and paste the email addresses, or upload a text file of email addresses. The format must be one address per line.

- Enter Welcome message that will be added to the top of your subscription notification

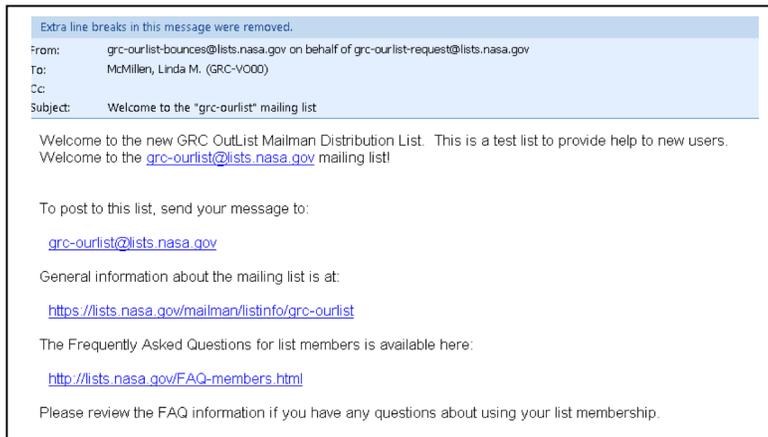
Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at least 70 characters and end with a period.

```
Welcome to the new GRC OutList Mailman Distribution List. This is a  
test list to provide help to new users.
```

Submit Your Changes

Tip: Make sure you clearly tell people why they are being added to your mailing list in the Welcome Message to avoid a flood of "Why am I on this list?" email to you or people unsubscribing themselves. Tell people why they should want to be on the list or why they need to be on the list, and what part of their duties this list will support. If you can't do that, you may not have sufficient reason to be adding their email addresses -- maybe letting them subscribe themselves is a better idea for this list.

Sample email membership will receive. Note the Welcome Sentence at the top.



- [General Options](#)
- [Passwords](#)
- [Language options](#)
- **Membership Management...**
 - [\[Membership List\]](#)
 - [Mass Subscription](#)
 - [Mass Removal](#)
- [Non-digest options](#)
- [Digest options](#)

Membership lists

| 2 members total | | | | | | | | | | |
|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-----------------|
| unsub | member address member name | mod | hide | nomail [reason] | ack | not metoo | nodupes | digest | plain | language |
| <input type="checkbox"/> | linda.mcmillen@nasa.gov | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | English (USA) ▾ |
| <input type="checkbox"/> | rob.rieter@nasa.gov | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | English (USA) ▾ |

- **unsub** -- Click on this to unsubscribe the member.
- **mod** -- The user's personal moderation flag. If this is set, postings from them will be moderated, otherwise they will be approved.
- **hide** -- Is the member's address concealed on the list of subscribers?
- **nomail** -- Is delivery to the member disabled? If so, an abbreviation will be given describing the reason for the disabled delivery:
 - **U** -- Delivery was disabled by the user via their personal options page.
 - **A** -- Delivery was disabled by the list administrators.
 - **B** -- Delivery was disabled by the system due to excessive bouncing from the member's address.
 - **?** -- The reason for disabled delivery isn't known. This is the case for all memberships which were disabled in older versions of Mailman.
- **ack** -- Does the member get acknowledgements of their posts?
- **not metoo** -- Does the member want to avoid copies of their own postings?
- **nodupes** -- Does the member want to avoid duplicates of the same message?
- **digest** -- Does the member get messages in digests? (otherwise, individual messages)
- **plain** -- If getting digests, does the member get plain text digests? (otherwise, MIME)
- **language** -- Language preferred by the user

Archiving Options

Mailman comes with an archiving program built in. By default, archiving list messages is off. To turn archiving on, change the options on the "Archiving Options" screen. The archive can be set up to be public or private (for current members/subscribers only).

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [New list creation](#)

- [Privacy options...](#)
- [Bounce processing](#)
- [\[Archiving Options\]](#)
- [Mail<->News gateways](#)

List traffic archival policies.

| Description | Value |
|--|--|
| Archive messages? (Edit archive) | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Is archive file source for public or private archival? (Edit archive private) | <input type="radio"/> public <input checked="" type="radio"/> private |
| How often should a new archive volume be started? (Edit archive volume frequency) | <input type="radio"/> Yearly <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Weekly <input type="radio"/> Daily |

Sample of Archive:

The grc-ourlist Archives

You can get [more information about this list.](#)

| Archive | View by: | Downloadable version |
|---------------|--|------------------------------------|
| 3 March 2011: | [Thread] [Subject] [Author] [Date] | [Text 717 bytes] |

When you click on Text 717 bytes, you see:

```

From: linda.mcmillen@nasa.gov Thu Mar 3 09:47:50 2011
From: linda.mcmillen@nasa.gov (McMillen, Linda M. (GRC-VO00))
Date: Thu, 3 Mar 2011 08:47:50 -0600
Subject: [grc-ourlist] Testing
Message-ID: <218E85501E1BD748A957FD8C48551BD918C0884B@NDJSSCC05.ndc.nasa.gov>

Delete me - Date 3/3/2011

Linda McMillen
IT Operations Division
(216) 433-8031
(216) 469-8542 (cell)

```

What List Owners Can't Do For Themselves

While the Mailman web interface to the list configuration allows List Owners to do a lot, there are a few things that they cannot do:

- Delete a mailing list
- Create a new mailing list
- Rename a mailing list (which usually means creating a new list and deleting an old one)
- Reset a List Owner password (though the list owner can reset the Moderator password)

... And probably a few other things that many List Owners never need to worry about, but some do.

For issues like those above and other questions you cannot find answers for in the List Owner or List Member FAQs (<http://lists.nasa.gov>), please email mailman@lists.nasa.gov. If the same question gets asked repeatedly, then it will get added to the FAQs, improving the List Owner and List Member experiences for everyone.

Thank you for using the Agency Mailing List Service.

Samples of notices received from Mailman list

Sample 1:

| | |
|--|---|
| <p>Sender receives that message is being held until List Owner or Moderator approves.</p> | <p>Your message to grc-ourlist awaits moderator approval <small>Inbox X</small></p> <p>☆ grc-ourlist-bounces show details 10:41 AM (40 minutes ago) Reply</p> <p>Your mail to 'grc-ourlist' with the subject</p> <p>test from non-member</p> <p>Is being held until the list moderator can review it for approval.</p> <p>The reason it is being held:</p> <p>Post by non-member to a members-only list</p> <p>Either the message will get posted to the list, or you will receive notification of the moderator's decision. If you would like to cancel this posting, please visit the following URL:</p> <p>https://lists.nasa.gov/mailman/confirm/grc-ourlist/9b0a75f80729207f6baae8b6805337516b4300cf</p> |
| <p>List Owner or Moderator receives when an email from grc-ourlist that a non-member sent an email to a members-only list.</p> | <p>Extra line breaks in this message were removed.</p> <p>From: mailman-bounces@lists.nasa.gov on behalf of grc-ourlist-owner@lists.nasa.gov To: grc-ourlist-owner@lists.nasa.gov Cc: Subject: grc-ourlist post from lindamcm8@gmail.com requires approval</p> <p>Message test from non-member (9 KB) confirm 9b0a75f80729207f6baae8b6805337516b4300cf (3 KB)</p> <p>As list administrator, your authorization is requested for the following mailing list posting:</p> <p>List: grc-ourlist@lists.nasa.gov From: lindamcm8@gmail.com Subject: test from non-member Reason: Post by non-member to a members-only list</p> <p>At your convenience, visit:</p> <p>https://lists.nasa.gov/mailman/admindb/grc-ourlist</p> <p>to approve or deny the request.</p> |
| <p>When a List Owner or Moderator clicks on the link above, then will see the screen to the right. A decision is needed to:</p> <ul style="list-style-type: none"> ▪ Defer -- Defer your decision until later. No action is taken now for this pending administrative request, but for held postings, you can still forward or preserve the message (see below). ▪ Accept: sent along to the list members ▪ Reject: return to the sender with a note that the email was considers unacceptable for the list ▪ Discard: silently throw the message away without notifying anyone | <p style="text-align: center;">Held Messages</p> <hr/> <p style="text-align: right;">From: linda.mcmillen@nasa.gov</p> <p>Action to take on all these held messages:</p> <p>Defer <input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Discard <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="grc-ourlist-owner@lists.nasa.gov"/> <i>The sender is now a member of this list</i></p> <p>Click on the message number to view the individual message, or you can view all messages from linda.mcmillen@nasa.gov</p> <p>Subject: Delete me! Size: 4859 bytes Reason: Too many recipients to the message Received: Thu Mar 3 10:44:13 2011</p> <hr/> <p style="text-align: right;">From: lindamcm8@gmail.com</p> <p>Action to take on all these held messages:</p> <p>Defer <input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Discard <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="grc-ourlist-owner@lists.nasa.gov"/> <input type="checkbox"/> Add lindamcm8@gmail.com to one of these sender filters: <input type="radio"/> Accepts <input type="radio"/> Holds <input type="radio"/> Rejects <input checked="" type="radio"/> Discards</p> <p><input type="checkbox"/> Ban lindamcm8@gmail.com from ever subscribing to this mailing list</p> <p>Click on the message number to view the individual message, or you can view all messages from lindamcm8@gmail.com</p> <p>Subject: test from non-member Size: 2990 bytes Reason: Post by non-member to a members-only list Received: Thu Mar 3 10:41:31 2011</p> <p style="text-align: center;"><input type="checkbox"/> Discard all messages marked <i>Defer</i> <input type="button" value="Submit All Data"/></p> |

Sample 2: Too many Recipients message

| | |
|--|--|
| <p>Privacy Options – Recipient Filters (see page 9): Ceiling on acceptable number of recipients for a posting is set to 2</p> | <p style="text-align: center;">Ceiling on acceptable number of recipients for a posting. (Details for max_num_recipients)</p> <p style="text-align: right;">2</p> |
| <p>Email is sent to grc-ourlist plus three additional non-members.</p> | <p>From: McMillen, Linda M. (GRC-VO00) Sent: Thu 3/3/2011 10:44 AM To: 'grc-ourlist@lists.nasa.gov'; Facca, Anthony A. (GRC-VO00); Wheeler, Pete (GRC-VO00); Haas, Richard A. (GRC-VO00)[DB Consulting Group, Inc.] Cc: Subject: Delete me!</p> <p>Testing to many recipients list</p> |
| <p>Sender of the email receives notice their email is being held until the list moderator can review it for approval.</p> | <p>From: grc-ourlist-bounces@lists.nasa.gov Sent: Thu 3/3/2011 10:44 To: McMillen, Linda M. (GRC-VO00) Cc: Subject: Your message to grc-ourlist awaits moderator approval</p> <p>Your mail to 'grc-ourlist' with the subject Delete me!</p> <p>Is being held until the list moderator can review it for approval.</p> <p>The reason it is being held: Too many recipients to the message</p> <p>Either the message will get posted to the list, or you will receive notification of the moderator's decision. If you would like to cancel this posting, please visit the</p> |
| <p>List Owner or Moderator receives an email from grc-ourlist to take action on a message that has too many recipients.</p> | <p>From: mailman-bounces@lists.nasa.gov on behalf of grc-ourlist-owner@lists.nasa.gov To: grc-ourlist-owner@lists.nasa.gov Cc: Subject: grc-ourlist post from linda.mcmillen@nasa.gov requires approval</p> <p>Message Delete me! (13 KB) confirm 725b0f681caa0b49a4656827f3bbd6de3b803a87 (3 KB)</p> <p>As list administrator, your authorization is requested for the following mailing list posting:</p> <p>List: grc-ourlist@lists.nasa.gov From: linda.mcmillen@nasa.gov Subject: Delete me! Reason: Too many recipients to the message</p> <p>At your convenience, visit: https://lists.nasa.gov/mailman/admin/db/grc-ourlist</p> <p>to approve or deny the request.</p> |
| <p>When a List Owner or Moderator clicks on the link above, then will see the screen to the right. A decision is needed to:</p> <ul style="list-style-type: none"> ▪ Defer -- Defer your decision until later. No action is taken now for this pending administrative request, but for held postings, you can still forward or preserve the message (see below). ▪ Accept: sent along to the list members ▪ Reject: return to the sender with a note that the email was considers unacceptable for the list ▪ Discard: silently throw the message away without notifying anyone | <p style="text-align: center;">Posting Held for Approval</p> <p>From: linda.mcmillen@nasa.gov Subject: Delete me! Reason: Too many recipients to the message Received: Thu Mar 3 10:44:13 2011</p> <p>Action: <input type="radio"/> Defer <input type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> Discard</p> <p><input type="checkbox"/> Preserve message for site administrator <input type="checkbox"/> Additionally, forward this message to: <input type="text" value="grc-ourlist-owner@lists.nasa.gov"/></p> <p>Please trim the recipient list; it is too long.</p> <p>If you reject this post, please explain (optional):</p> <p>Message Headers: (EST) Received: from lists.nasa.gov ([127.0.0.1]) by localhost (lists.nasa.gov [127.0.0.1]) (amavis-new, port 10024) with SMTP id Nro0xMvhjOST for <grc-ourlist@lists.nasa.gov>; Thu, 3 Mar 2011 10:44:13 -0500 (EST) Received: from ndmannf03.ndc.nasa.gov (ndmannf03.ndc.nasa.gov) Testing to many recipients list</p> <p>Linda McMillen IT Operations Division (216) 433-8031 (216) 469-8542 (Cell)</p> <p>Message Excerpt: A VETERAN is someone who, at one point in their life, wrote a blank check</p> |

Credits

This document was authored by Linda McMillen and Robert Rieter of the NASA Glenn Research Center, with a focus on new mailing list owners. The NASA Agency Mailing List team adapted the format and some of the wording to be used as a general guide for list owners, though Glenn specific references remain. Nonetheless, nearly all the material and helpful information contained herein was assembled by Linda and Rob, and without their efforts this guide would not exist. The administrators of the Agency Mailing List Services gratefully acknowledge their original authorship.