Email List Service
Customizing a List

Introduction

As an administrator of an email list in the TU email list service, you have the ability to define additional list owners and moderators (or remove them). In most cases, you will only need to add additional owners. In this self-help document, it will also explain how to customize the list information page and automated messages and explain how to change who can send to a list.

Adding an Owner or Moderator

1. Login to the **TU Email List Service** website by visiting **http://lists.towson.edu** from your favorite browser.

2. Enter your **TU Email Address** and current **Password** and then click the **Login** button.
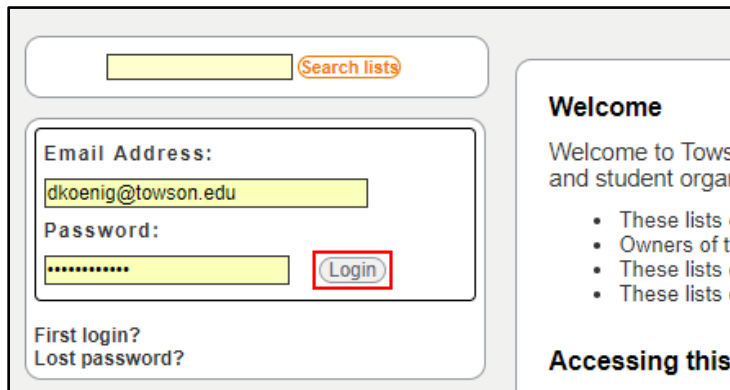

Figure 1

3. On left side of the screen, beneath the **Manage Your Subscriptions** heading, you will see any lists to which you are subscribed. If you are an owner or moderator of a list, an **admin** button will appear beside the list.

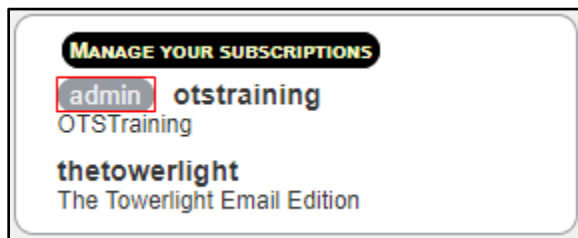4. Click the **admin** button to access the administrative options window.

Figure 2

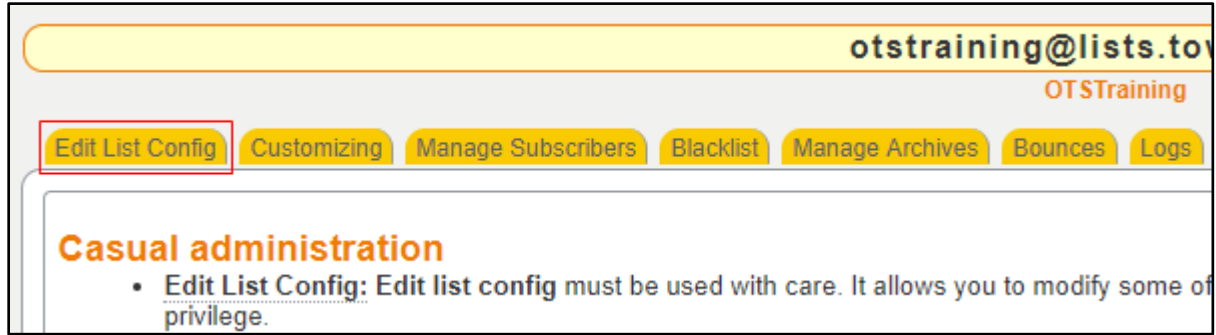5. Click the **Edit List Config** button to access the configuration screen.

Figure 3

6. Click the **List definition** button to access the **Configuring the list** section.
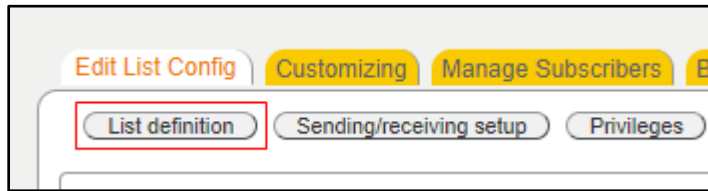

Figure 4

7. Navigate to the **Owners** or **Moderators** section of the screen, depending on which role you would like to modify.

Figure 5

Moderator Section:

Figure 6

8. At a minimum, you will need to enter the email address of the owner or moderator. The following fields exist:

    - **Email address** – The address of the owner/moderator

    - **Name** – The display name of the owner/moderator (optional)

    - **Private information** – Any private information you wish to add that is viewable only to list owners (optional)

    - **Profile** – this is set and cannot be changed

    - **Reception mode** -–Whether or not the owner or moderator should receive administrative e- mail pertaining to the list. This should be left set as mail.

    - **Visibility** – Whether or not this list owner or moderator's email and display name should be visible to subscribers of the list

9. When finished, scroll down to the bottom of the page and click the **Update** button. After you have added another owner or moderator, there will be an additional blank owner or moderator field added in case you wish to add more.
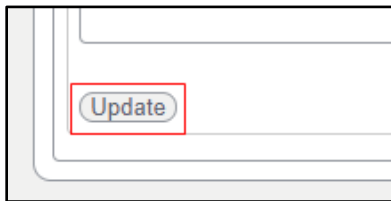

Figure 7

Customizing the List Information Page and Automated Messages

Every list has an Info page that can be customized by adding your own plain text or HTML content. Such content might include details on the subject of the list, or any rules that subscribers are expected to abide by.

Additionally, any automated messages that the Email List Service sends out (such as a welcome message for new subscribers) will initially be based on a generic template. You have the option to modify these templates.

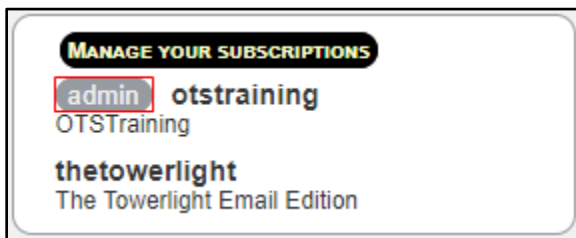1. Click the **admin** button to access the administrative options window.

Figure 8

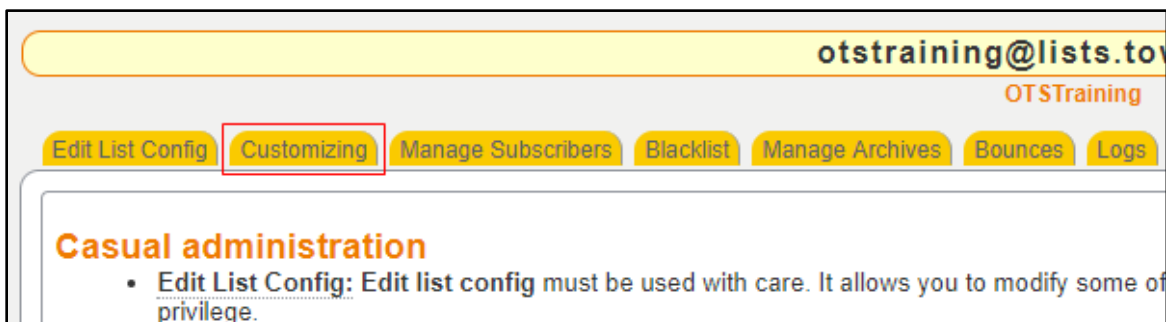2. Click the **Customizing** button.

Figure 9

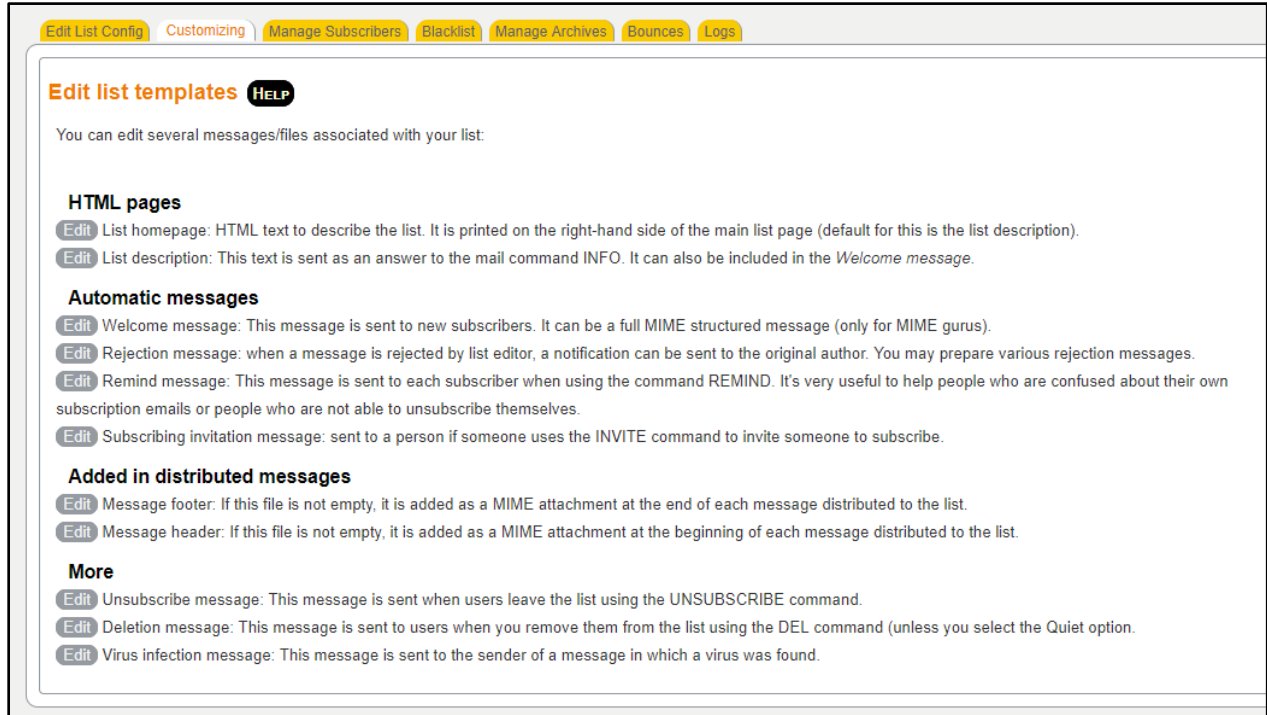3. Click the **Edit** button beside each template you wish to edit.

Figure 10

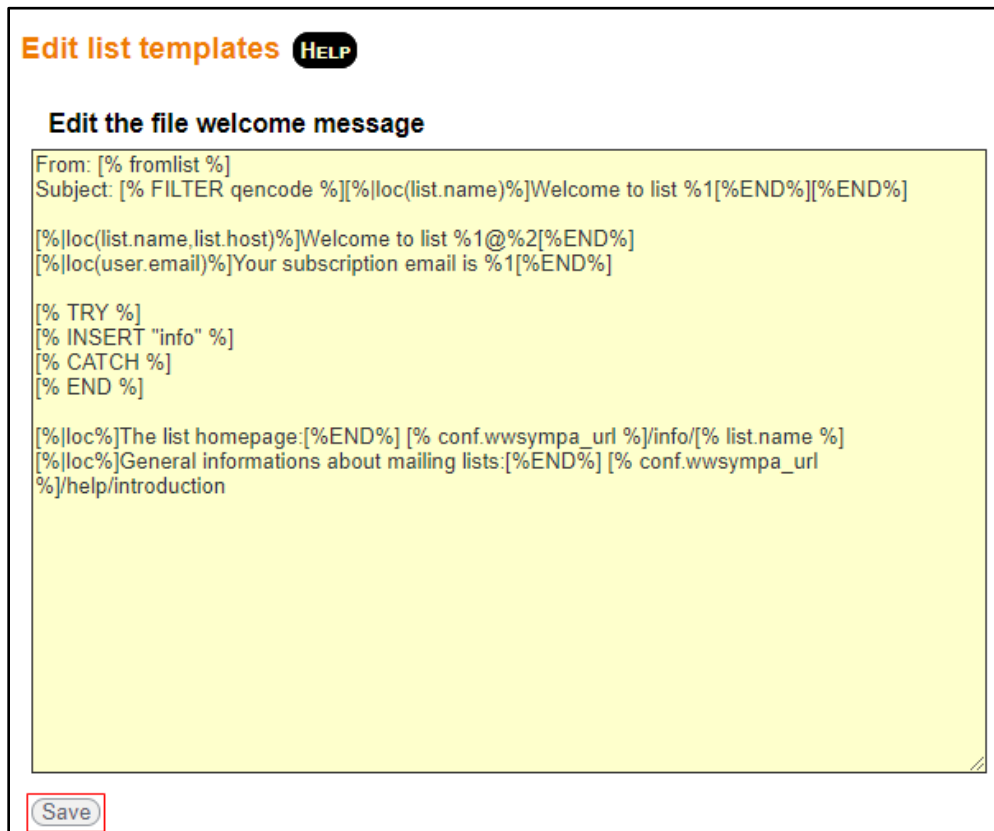4. The **Edit list templates** screen will appear. When you are finished making edits, click the **Save** button.

Figure 11

Changing Who Can Send to a List

The following three scenarios are currently supported:

- **Posts restricted to owners and moderators (newsletter)** – The default setting for a list based on the Announcements template. Only owners and moderators can send to the list. Submissions from anyone else (including subscribers) will be rejected.

- **Posts restricted to subscribers of the list (private)** – The default setting for a list based on the Discussion template. Owners, moderators, and subscribers may all send to the list. Submissions from non-subscribers will be rejected.

- **Posts from subscribers are moderated (moderated)** – All messages sent to the list by regular subscribers must be explicitly approved by an owner or moderator before they will be distributed to the other list subscribers. This feature is generally used to filter out spam, off-topic discussions, or any other type of undesirable comment.

To modify this setting:

1. Under the **Manage My Subscriptions** heading, click the **admin** button next to your list.
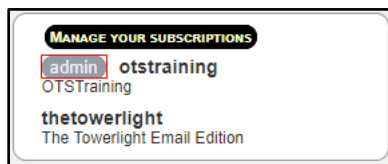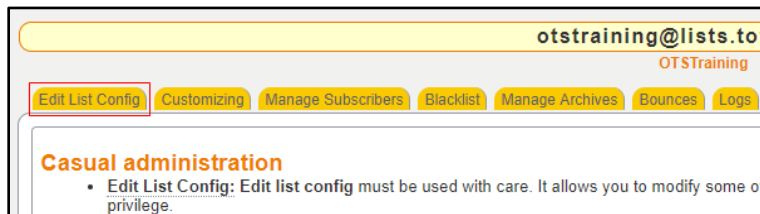

Figure 12

2. Click the **Edit List Config** button.

Figure 13

3. Click the **Sending/receiving setup** button.

Figure 14

4. In the **Who can send messages** section, click the down arrow and choose the desired option in the drop-down menu.
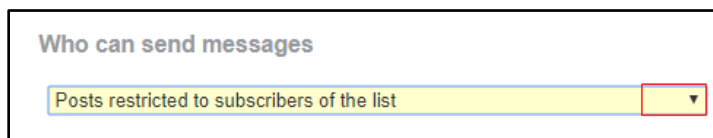

Figure 15

5. After making changes, click the **Update** button at the bottom of the screen.
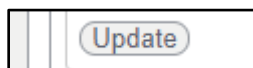

Figure 16