

# Email List Service

Moderating a List

## Introduction

On a list which an owner has required moderation for subscriber posts (see “Customizing/Modifying a List”), owners are responsible for approving those posts by default. If owners wish to designate other people to moderate posts, then they should add moderators to the list (see “Customizing/Modifying a List”). When moderators are explicitly added to a list, owners must add themselves to the list of Moderators if they wish to have the same ability to moderate. The instructions below refer to “Moderators” even when moderation is handled just by list Owners.

## Moderating Messages

Moderators have the ability to approve or reject messages flagged for moderation by using the TU Email List Service web interface. To process messages in the moderation queue:

1. Login to the **TU Email List Service** website by visiting <http://lists.towson.edu> from your favorite browser.
2. Type your **Towson University Email Address** and **Password** in the appropriate fields and then click the **Login** button.

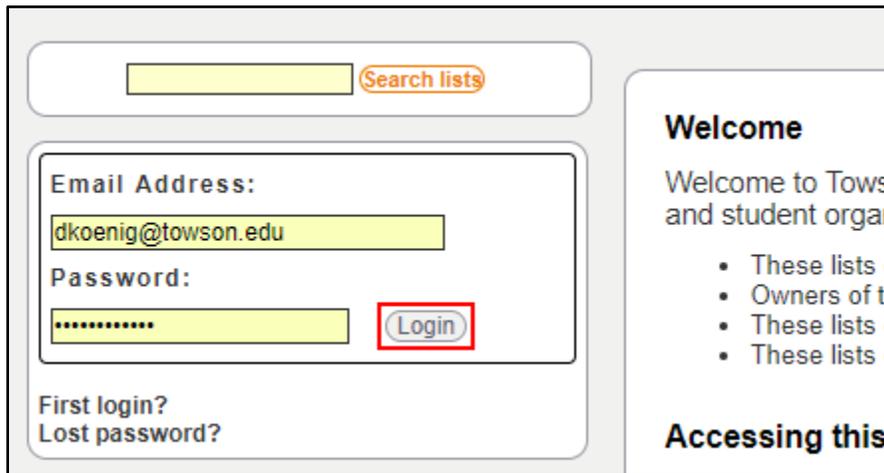


Figure 1

3. Beneath the **Manage Your Subscriptions** section, you will see any lists to which you are subscribed, an owner or moderator. Any lists beside an **admin** button indicate that you either have owner or moderation privileges.

## Email List Service: Moderating a List

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4. Click the **admin** button and it will take you to that list's information and management page.



Figure 2

5. Under the **Moderate** subheading, you will see the types and count of any items that are awaiting moderation.

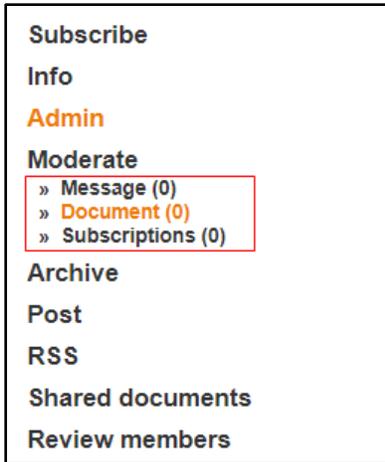


Figure 3

6. Click **Message** to display the moderation queue.



Figure 4

7. Before making a decision, you can view the message by clicking the message subject of any messages that are in the queue.
8. Select one or more messages, and then click one of the moderation action buttons to perform an action on those messages:
- **Distribute** – immediately distributes the moderated message to the list
  - **Reject** – immediately rejects the message. Does not notify the original sender
  - **Notified Reject** – immediately rejects the message and informs the original sender that the message was rejected
  - **Reject and blacklist sender** – immediately rejects the message and blacklists the sender – no further messages from the blacklisted e-mail address will reach the list (or the moderation queue)
  - **Edit Blacklist** – this button does not perform any moderation actions; it is simply another link to the blacklist management page for the list