

# Discussion List Guide for List Members

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Discussion lists provide a convenient way to communicate with a group of people via e-mail. Each list has one or more administrator responsible for the list's operation. This handout contains information for those who are members of discussion lists. If you are an administrator of a list, or need information about creating a new discussion list, see the handout ***Discussion List Guide for List Administrators***, available on our web site at <http://www.snc.edu/techsupport>.

All use of discussion lists must adhere to the ***St. Norbert College Computing and Networking Appropriate Use Policy***, available at <http://www.snc.edu/techsupport>. In particular, messages posted to discussion lists must not violate the College's behavioral policies nor be considered harmful or harassing to another or violate human dignity as described in the College's core values. Discussion list administrators are ultimately responsible for the content of messages posted to the list, and may, at their discretion, prevent messages from being posted and/or remove individuals from the list who violate the standards for conduct.

## Names for discussion lists

There are several different programs used for managing discussion lists, and sometimes the names of those programs, particularly the term "listserv," are used in a generic sense to refer to discussion lists, the same way the term "Kleenex<sup>TM</sup>" is used generically to mean facial tissue. We use the term *discussion lists* to refer to the lists themselves, and ***Mailman*** to refer to the program that we use to manage the lists.

## Types of Discussion Lists

There are various types of discussion lists to which you may be subscribed:

**Announcement:** An Announcement list is a one-way list, where only the list administrator(s) may send messages to the list. Postings from non-administrators are rejected.

**Moderated Discussion:** In a moderated discussion list, members may contribute, but a list administrator or moderator must approve each message before it is distributed to all list members.

**Open Discussion:** In an open discussion list, all members may post to the list freely without approval. All messages posted to the list are distributed directly to all list members.

## Passwords

Each list member, including the list administrator, has his or her own member password for each list to which they are subscribed. This password is used to change your personal subscription options.

When you subscribe to a list via the web interface, you will be asked to create a password. If you do not, a random password will be assigned by Mailman. If a list administrator subscribes you to a list, Mailman will assign you a random password. You will be notified of the password in the welcome message you receive. Be sure to save that message for future reference.

Mailman allows you to change your member password, but Mailman passwords are not secure, so you should **never** make your Mailman password the same as your password for the College network, e-mail, KnightLine, Banner, or any other system, as doing so could endanger the security of both the College's data and your personal information.

You will need to know your password to use the Mailman web interface to access the list archives or change your membership settings. You will not need your password to post to the list via e-mail. If you forget your password, you can request it from Mailman:

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the "To unsubscribe from *listname*, get a password reminder, or change your subscription options enter your subscription email address:" box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. Under "Password reminder," click the Remind button.
5. Check your e-mail for the reminder. Save that e-mail message, so that you won't need to request again next time.

## Accessing Mailman

To access Mailman, go to <http://www.snc.edu/lists>, where you will find a list of all St. Norbert College discussion lists. Once you choose a list, if you're already a member, you can log in to change your subscription options, or if you're not a member, you can subscribe. If you don't know your member password, request that Mailman send it to you as described at the bottom of page 1.

## Posting to a list

To post (send) a message to a Mailman mailing list, send it as you normally would from your e-mail program to [listname@lists.snc.edu](mailto:listname@lists.snc.edu), where "listname" is replaced by the name of the list. When replying to a list message, be sure to note whether the message is addressed to the individual or the entire list and change it if necessary.

## Archives

St. Norbert College discussion list messages are automatically archived in Mailman for at least 6 months. To view the archives, go to the Mailman page at <http://www.snc.edu/lists>, click on the list name, then click on the "listname Archives" link. Only list members and administrators can view a list's archives.

## Membership settings

Each member can adjust their membership settings as desired. These settings are mostly related to mail delivery, and are explained on the membership configuration page. To access them:

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the "To unsubscribe from *listname*, get a password reminder, or change your subscription options enter your subscription email address:" box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. Scroll down to the "Your *listname* Subscription Options" section.
5. Change any settings you wish, then click on the Submit My Changes button at the bottom of the page.

## Subscribing to a list

If a list does not require administrator approval of subscriptions, it will be listed on the Mailman web page, <http://www.snc.edu/lists>, and you can subscribe to it yourself.

### Subscribing to a list that does not require administrator approval via the web

1. Use your web browser to go to the Mailman web page, <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Fill in the "Subscribing to listname" section. If you choose your own password, do NOT use one that you use for the College network, e-mail, KnightLine, Banner, or any other system.
4. Click on the Subscribe button.
5. You will receive an e-mail message asking you to confirm your subscription. (This is to prevent someone from subscribing someone else to a list without approval.) Once you follow the instructions in that message to confirm your subscription, you will be subscribed.
6. Once subscribed, you will usually receive a welcome message containing your list member password and basic information such as how to send messages to the list. Save that message for future reference.

### Subscribing to a list that does not require administrator approval via e-mail

You can also subscribe to a list via e-mail by sending a completely blank e-mail message, with a blank subject line, to [listname-join@lists.snc.edu](mailto:listname-join@lists.snc.edu), where "listname" is replaced by the actual name of the list.

### Subscribing to a list that requires administrator approval

If a list requires administrator approval, it will not be listed on the Mailman web page, so the list administrator should subscribe you to the list or provide you with further instructions.

## Unsubscribing from a list

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the “To unsubscribe from listname, get a password reminder, or change your subscription options enter your subscription email address:” box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. In the “Unsubscribing from listname” section, check the “*Yes, I really want to unsubscribe*” box and click the Unsubscribe button.

You can also unsubscribe from a list via e-mail by sending a completely blank e-mail message, with a blank subject line, to *listname-leave@lists.snc.edu*, where “listname” is replaced by the actual name of the list.

## Changing your subscribed e-mail address

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the “To unsubscribe from listname, get a password reminder, or change your subscription options enter your subscription email address:” box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. In the “Changing your listname membership information” section at the top, type your new address in the “New address:” and “Again to confirm:” boxes, then click the Change My Address and Name button.

## Changing your member password

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the “To unsubscribe from listname, get a password reminder, or change your subscription options enter your subscription email address:” box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. In the “Change Your Password” section, type your new password in the “New password:” and “Again to confirm:” boxes. If you would like to make your password the same for all St. Norbert College Mailman lists to which you’re currently subscribed, check the “Change globally” box.
5. Click the Change My Password button.

## Determining your list subscriptions

To determine which St. Norbert College discussion lists you are subscribed to:

1. Use your web browser to go to the Mailman web page at <http://www.snc.edu/lists>.
2. Click on the name of the list.
3. Scroll down to the bottom of the page and in the “To unsubscribe from listname, get a password reminder, or change your subscription options enter your subscription email address:” box, type your full e-mail address, then click the Unsubscribe or edit options button.
4. In the “Your other mailman.snc.edu subscriptions” section, click the List my other subscriptions button.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.