

Mailing Lists: Administration

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Once mailing lists are created, owners and moderators can manage lists how they see fit. This article is not meant to be all-inclusive, as covering every option would be overwhelming on a single page. However, this page includes common tasks and configuration questions asked by members in the past. You can always reach out to support@wiscnet.net or call (608) 442-6761 extension 2 if your question is not answered here. This article uses the domain list.s.wiscnet.net for the web interface. Other domains also lead to the same interfaces, so even if you use a different domain to access the list portal, these settings will be the same.

Adding Users by Role

For each person of a list, they can be any combination of Owner, Moderator, Member, or Non-member. Adding and removing members to any of these roles besides the member role is performed the

same way. Owners have full control of list settings. They have the ability to manage other users on the list, make and modify templates, approve subscription changes and messages, and modify the general list settings. They can do everything a moderator can, so explicitly adding a user to both owner and moderator roles is not necessary. Moderators have the ability to approve subscription requests and deny or approve messages flagged by the inbound message filter. Members are those subscribed to lists. Non-members are those who are not subscribers yet have interacted with the list or intend to. To add a user to the Owner, Moderator, or Non-Member roles can be done by any Owner of the list.

Info Subscription requests 0 Held messages 0 Users Templates Settings Mass operations Ban List Header filters Delete

List Owners (2)

Email Address: Display Name: Add owner

Search members... Q

Address	
	Delete
	Delete

Results per page: 25

Info Subscription requests 0 Held messages 0 Users Templates Settings Mass operations Ban List Header filters Delete

List Members (2)

Search members... Q

CSV Export Remove Selected Remove ALL members

	Address	Delivery Mode	Moderation Action	Bounce Score
<input type="checkbox"/>		Regular	None	2
<input type="checkbox"/>		Regular	None	3

Results per page: 25

In the members tab, the options are slightly different, as members can only be removed and modified. To add members manually, this must be done under the Mass Operations tab by putting in each member to subscribe in the text box. The member view does, however, allow you to view members, edit individual member settings, and remove members from the list. Note that removing members is also possible in the same way you add new members, in the Mass Operations tab under Mass removal. Clicking on the CSV Export button will download a file which can be opened in a program like Microsoft Excel to view a list of all email addresses currently subscribed to the list. Doing this does not remove the members from the list. Within the list of members contains their delivery mode, the moderation action, and their Bounce Score. Bounce scores are incremented each time the delivery of a message fails. How long it takes to reset is list-dependent and is changed in the list settings.

Modifying Subscription Options for a Single User

It is currently not possible to set user preferences for all users in a list, though individual preferences can be changed under Users > Members and clicking on the email of the member to change. Note that aside from the Moderation setting, all settings can also be changed by the member themselves to meet their needs.

List Settings

The list settings lets owners control a lot about how their list behaves and handles messages. These settings are found under the Settings tab within each list. For many settings, notes under each setting explain the purpose of the setting. This section highlights questions members have had and how to configure more complex situations that are not obvious simply by looking at the various options.

Archiving

As a list owner, you are able to control if a list is archived. By default, all messages in a list are saved in the list archives privately. To change this, go to Archiving under the Settings tab. Changing the Archive Policy will dictate how accessible messages sent to the list are. Public archives will make the archives available to view by anyone, regardless if they are signed in or not. Private archives restricts viewing of archives to members and owners of a list. 'Do not archive this list' means that no messages sent in the mailing list are saved. If there is no intent to make the lists have archives in the future, you can reach out to WiscNet Support to remove the list from showing up in the list of Archives. Simply setting the list to not Archive messages only applies to future messages, and any prior messages will still exist if the list setting is changed after a message is sent to the list. If you wish to remove the Archive completely, please reach out to WiscNet Support at support@wiscnet.net.

List Settings

List Identity

Automatic Responses

Alter Messages

DMARC Mitigations

Digest

Message Acceptance

Archiving

Member Policy

Bounce Processing

Archive policy

☒ Public archives ☐ Private archives ☐ Do not archive this list

Policy for archiving messages for this list

Active archivers

☒ hyperkitty ☒ prototype

Archive Rendering mode

☒ Plain text ☐ Markdown text

This option enables rendering of emails in archiver as rich text with formatting based on markup in the email. Currently, this option is only supported by Hyperkitty.

Save changes

Bounces

When a recipient address is undeliverable, an email to them will bounce, and Mailman will increment the bounce score associated with the email if it is the first bounce of the day. While a bounce may mean a misconfiguration on our end, more than likely, it is because the recipient's address doesn't exist, their mailbox is full, or is being rejected for message filtering. How Mailman handles these bounces is customizable in the list settings.

Once a recipient reaches the bounce threshold, disable warnings will be sent to the address, and if not fixed, will be removed as a member of the Mailing List. Members can fix this if they have an account by [managing their subscription](#) for the list.

It is also possible for list owners to reenale this, but the bounce score will not be reset until the 'Bounce info stale after' timeframe has passed (default one week). In the Members option under the Users dropdown, click on the address of the member to pull up their subscription options. For their delivery status, change the option from 'Disabled by Bounces' to 'Enabled'. Note that any additional bounces would disable delivery automatically, since the Bounce Score is not reset by doing this.

List Settings

List IdentityAutomatic ResponsesAlter MessagesDMARC MitigationsDigestMessage AcceptanceArchivingMember PolicyBounce Processing

Process Bounces

☒ Yes ☐ No

Specifies whether or not this list should do automatic bounce processing.

Bounce score threshold

5

This is the bounce score above which a member's subscription will be automatically disabled. When the subscription is re-enabled, their bounce score will be reset to zero.

Bounce info stale after

7d

The number of days after which a member's bounce information is considered stale. If no new bounces have been received in the interim, the bounce score is reset to zero. This value must be an integer.

Notify owner on bounce increment

☐ Yes ☒ No

This option controls whether or not the list owner is notified when a member's bounce score is incremented, but to a value less than their bounce threshold.

Notify owner on disable

☒ Yes ☐ No

This option controls whether or not the list owner is notified when a member's subscription is automatically disabled due to their bounce threshold being reached.

Notify owner on removal

☒ Yes ☐ No

This option controls whether or not the list owner is notified when a member is removed from the list after their disabled notifications have been exhausted.

Forward unrecognized bounces

☐ Discard ☒ List Admins ☐ Site Admin

Discard: Unrecognized bounces will be discarded
List Admins: Send to the list owners and moderators
Site Admin: Send to the site's configured site_owner

Bounce disabled warnings interval

7d

The number of days between each disabled notification.

Bounce disable warnings

3

The number of notices a disabled member will receive before their address is removed from the mailing list's roster. Set this to 0 to immediately remove an address from the list once their bounce score exceeds the threshold. This value must be an integer.

Save changes

InfoSubscription requests0Held messages0UsersTemplatesSettingsMass operationsBan ListHeader filtersDelete

List Members (2)

Search members...

MembersNon-MembersModeratorsOwners

CSV ExportRemove SelectedRemove ALL members

<input type="checkbox"/>	Address	Delivery Mode	Moderation Action	Bounce Score
<input type="checkbox"/>		Regular	Accept immediately (bypass other rules)	0
<input type="checkbox"/>		Regular	None	0

Results per page: 25

Banning Addresses

Addresses can easily be added to the Ban List section if a specific address if one is causing issues. If the address is affecting several lists, contact WiscNet Support at support@wiscnet.net to have the address added to the global ban list. This will prevent the address from interacting from any list.

Restricting Senders

In an 'announce-only' style mailing list, only specific individuals set can post to the list. All others will receive a response from the mailing list stating that they are not authorized to post to the mailing list. To set the list up to only allow postings from certain members, set the default action when members/non-members post to the list to either 'Reject (with notification)' or 'Discard (no notification)'. Setting this makes it so no one is able to post to the list. However, list owners can override this for individuals who should be allowed to post. This must be done for all users who should be able to post, whether they are a list owner, moderator, member, or non-member.

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List Settings

List IdentityAutomatic ResponsesAlter MessagesDMARC MitigationsDigestMessage AcceptanceArchivingMember PolicyBounce Processing

Acceptable aliases

This is a list, one per line, of addresses and regexps matching addresses that are acceptable in To: or Cc: in lieu of the list posting address when 'require_explicit_destination' is enabled. Entries are either email addresses or regexps matching email addresses. Regexps are entries beginning with '^' and are matched against every recipient address in the message. The matching is performed with Python's re.match() function, meaning they are anchored to the start of the string.

Require Explicit Destination

Yes

No

This checks to ensure that the list posting address or an acceptable alias explicitly appears in a To: or Cc: header in the post.

Administrivia

Yes

No

Administrivia tests will check postings to see whether it's really meant as an administrative request (like subscribe, unsubscribe, etc), and will add it to the administrative requests queue, notifying the administrator of the new request, in the process.

Default action to take when a member posts to the list

Hold for moderation

Reject (with notification)

Discard (no notification)

Accept immediately (bypass other rules)

Default processing

Default action to take when a member posts to the list.

Hold: This holds the message for approval by the list moderators.

Reject: this automatically rejects the message by sending a bounce notice to the post's author. The text of the bounce notice can be configured by you.

Discard: this simply discards the message, with no notice sent to the post's author.

Accept: accepts any postings without any further checks.

Default Processing: run additional checks and accept the message.

Default action to take when a non-member posts to the list

Hold for moderation

Reject (with notification)

Discard (no notification)

Accept immediately (bypass other rules)

Default processing

When a post from a non-member is received, the message's sender is matched against the list of explicitly accepted, held, rejected (bounced), and discarded addresses. If no match is found, then this action is taken.

To make someone have the ability to post to a list that defaults to rejecting messages, the moderation action for each user that should be able to post must be updated to accept messages without moderation to post. In the list settings, go to the Members option under the Users dropdown. Click on the address of the member who should be allowed to post to enter their individual list settings. Aside from the administration options, all settings can be modified by any user in their own [Mailman settings page](#).

InfoSubscription requests0Held messages0UsersTemplatesSettingsMass operationsBan ListHeader filtersDelete

List Members (2)

Search members...

MembersNon-MembersModeratorsOwners

CSV ExportRemove SelectedRemove ALL members

	Address	Delivery Mode	Moderation Action	Bounce Score
<input type="checkbox"/>		Regular	Accept immediately (bypass other rules)	0
<input type="checkbox"/>		Regular	None	0

Results per page: 25

For the most part, keeping the Moderation setting to the default setting is appropriate. However, if a user should have different preferences than what is set as default, this can be set here. In the case of restricting members from posting, if a member should be allowed to post, change this setting to 'Accept Immediately'.

Administration optionsModeration

List default

Default action to take when this member posts to the list.

List default -- follow the list's default member action.

Hold -- This holds the message for approval by the list moderators.

Reject -- this automatically rejects the message by sending a bounce notice to the post's author. The text of the bounce notice can be configured by you.

Discard -- this simply discards the message, with no notice sent to the post's author.

Accept -- accepts any postings without any further checks.

Default Processing -- run additional checks and accept the message.

Save changes

Deleting Lists

Deleting lists can be done easily from the Delete tab. Do be aware that the only way to get a deleted list back once the red delete button is clicked is to recreate it, which means all members and list settings would need to be added again. Deleting lists does not automatically delete archives. If you would like to also remove any archives from the list, contact WiscNet Support at support@wiscnet.net to have them removed.