

SYMPA Mailing Lists for Mass Emails

1. **Log into Sympa.** Go to <http://list.sunyit.edu> and login with your SITNet ID, the username and password used to access Request Tracker, Webmail, and smbserver.
2. **Create the list.** Pages 1-5 show the steps to create and configure the list. Create the list by clicking on the Create list button.



carol.berger@sunyit.edu

List name:

Owner: carol.berger@sunyit.edu

List type :

- banner-newsletter(ITS ONLY)
- Private working group setup
 - Owners approval is needed for subscription
 - Only subscribers or owner can post
 - Only subscribers or owner have access to archives
- dub_list
- Email account for Clubs
 - Owners approval is needed for subscription
 - Any one can post
- news-letter
- Mailing list configuration to be used for a news letter
 - Anyone can subscribe to this list, but only the owner can post messages
 - public and moderated list
 - subscribers emails are protected
- private_discussion_list

Subject:

Topics:

Description:

Annotations:

- Give the list a name that does not contain spaces. Connect words with hyphens, underscores or periods. Example.list Example_list Example-list
- Select private_discussion_list.
- Give the list a subject that will appear under the list in View lists directory.
- Select the list Topic from the drop down box. Administrative is appropriate for most lists used for mass mailings. Describe how you will use the list.
- Click Submit your creation request.

SYMPA Mailing Lists for Mass Emails

Configure the list.

Logout

carol.berger@sunyit.edu
Privileged owner

List info

Subscribers: 0

Owners
carol.berger@sunyit.edu

Moderators
carol.berger@sunyit.edu

List admin

Bounced email rate: 0%

No message to moderate

Subscribe

Archive

Post

Click the List admin button to open the **List Administration Panel** shown in the screen shot below.

carol.berger@sunyit.edu
Privileged owner

example-list@list.sunyit.edu
Example list

List info

Subscribers: 0

Owners
carol.berger@sunyit.edu

Moderators
carol.berger@sunyit.edu

List admin

Subscribers Edit List Config

List Definition Sending/Reception Privileges

You can choose below a subset of parameters to edit:

- List definition
- Sending/reception setup
- Privileges
- Archives
- Bounces management
- Data sources setup
- Miscellaneous

Select **Edit List Config** and then **List Definition**.

SYMPA Mailing Lists for Mass Emails

List Administration Panel								
Subscribers	Edit List Config	Moderate	Customizing	Manage Archives	Bounces	Create Shared	Remove List	Rename List
List Definition	Sending/Reception	Privileges	Archives	Bounce Settings	Miscellaneous			
Subject of the list								Help
<input type="text" value="Example list"/>								
Visibility of the list								Help
<input type="text" value="conceal even for subscribers (secret)"/>								
Owner								Help
email address : <input type="text" value="carol.berger@sunyit.edu"/>								
name : <input type="text"/>								
private informations : <input type="text"/>								
profile : privileged								
reception mode : <input type="text" value="mail"/>								
email address : <input type="text" value="john.madia@sunyit.edu"/>								
name : <input type="text"/>								
private informations : <input type="text"/>								
profile :								
reception mode : <input type="text" value="mail"/>								
Moderators								
email address : <input type="text" value="carol.berger@sunyit.edu"/>								
name : <input type="text"/>								
private information : <input type="text"/>								
reception mode : <input type="text" value="mail"/>								
email address : <input type="text" value="john.madia@sunyit.edu"/>								
name : <input type="text"/>								
private information : <input type="text"/>								
reception mode : <input type="text" value="mail"/>								
Topics for the list								Help
<input type="text" value="Administrative"/>								
default								
Internet domain								Help
<input type="text" value="list.sunyit.edu"/>								
default								
Language of the list								Help
<input type="text" value="english"/>								
default								
<input type="button" value="Update"/>								

From the drop down box, select **conceal even for subscribers (secret)**

Your email address is listed as the owner since you created the list.
Enter the Lotus email address of someone else in your office who can manage subscribers and send mailings to the list in your absence.

List moderators are established to approve/disapprove of all messages sent to the list and protects it from getting SPAM. Your email address is listed as default.
Enter the Lotus email address of someone else in your office who can approve/disapprove of messages in your absence.

From the drop down box, select the topics for your list. Administrative is used for most mass mail lists.

Click Update.

SYMPA Mailing Lists for Mass Emails

Click **Sending/Reception**.

The screenshot shows the 'List Administration Panel' with a navigation menu. The 'Sending/Reception' tab is highlighted in yellow. A red box highlights the 'Moderated, even for moderators (editorkeyonly)' option in the 'Who can send messages' dropdown menu. A purple box contains the instruction 'From the drop down box, select **Moderated even for moderators (editorkeyonly)**'. Another purple box contains the instruction 'From the drop down box, select **sender**.' pointing to the 'value' dropdown in the 'Reply address' section. A red box highlights the 'Update' button at the bottom left. A purple box contains the instruction 'Click Update.' pointing to the 'Update' button.

Click **Sending/Reception**.

From the drop down box, select **Moderated even for moderators (editorkeyonly)**

From the drop down box, select **sender**.

Click **Update**.

SYMPA Mailing Lists for Mass Emails

The image shows a screenshot of the SYMPA Administration Panel with several annotations. At the top, a purple box says "Click **Privileges**." with an arrow pointing to the "Privileges" tab in the navigation menu. Below this, a red box highlights the "restricted to subscribers (private)" option in a dropdown menu, with a purple box saying "From the drop down box, select **restricted to subscribers (private)**".

Further down, a red box highlights the "subscribe is impossible (closed)" option in a dropdown menu, with a purple box saying "Select **subscriber is impossible**".

Below that, a red box highlights the "impossible (closed)" option in a dropdown menu, with a purple box saying "Select **impossible**".

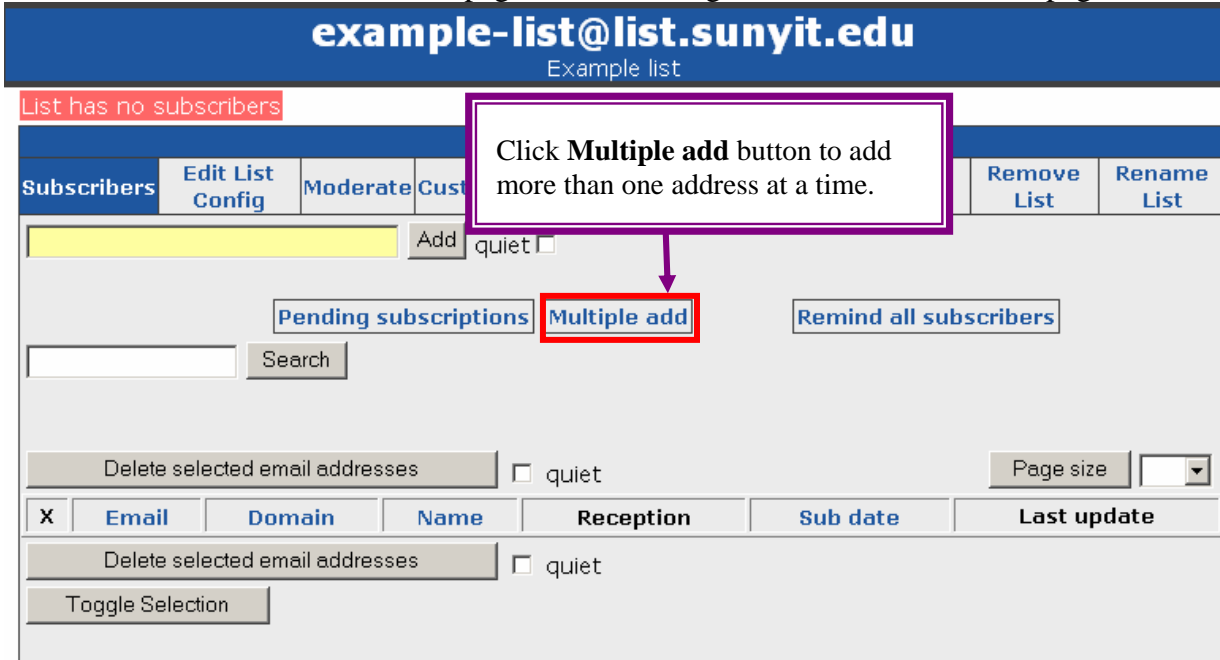
Next, a red box highlights the "closed (closed)" option in a dropdown menu, with a purple box saying "Select **closed (closed)**".

Then, a red box highlights the "only owner (and listmaster) (default)" option in a dropdown menu, with a purple box saying "From the drop down box, select **Restricted to subscribers (private)**".

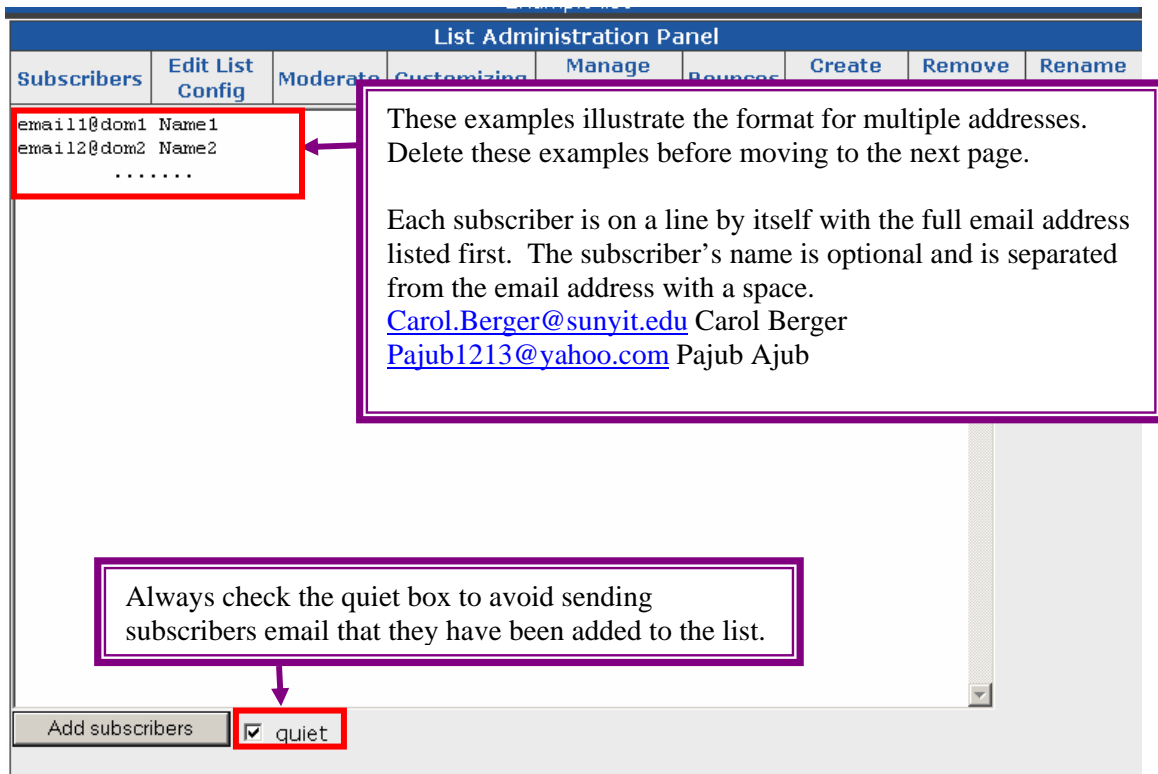
At the bottom, a red box highlights the "Update" button, with a purple box saying "Click **Update**.".

The interface includes a navigation bar with tabs: Subscribers, Edit List Config, Moderate, Customizing, Manage Archives, Bounces, Create Shared, Remove List, and Rename List. Below this is a sub-navigation bar with tabs: List Definition, Sending/Reception, Privileges, Archives, Bounce Settings, and Miscellaneous. The main content area has sections for "Who can view list information", "Who can subscribe to the list", "Who can unsubscribe", "Who can invite people", "Who can review subscribers", and "Shared documents".

3. Add list subscribers shown on pages 6-8. Deleting subscribers in shown on page 8.



Subscriber email contained in Excel spreadsheets can be copied and pasted into the multiple add window. This process is shown on the next page.



This page shows how to copy and paste email addresses from an Excel spreadsheet.

SYMPA Mailing Lists for Mass Emails

	A	B	C	D	E	F	G
1	LastName	FirstName	StreetAdd	CityAdd	StateAdd	ZipAdd	Email
2	Smith	Jonathan	123 First Street	WaterTown	NY	12304	john-boy@hotmail.com
3	Jones	Donna	18 Grandview Circle	Crown Point	NY	60599	girlgenius@yahoo.com
4	Patel	Oolong	5 Alden Place	Millbrook	NY	12545	techman@hotmail.com
5							
6							

Highlight the email addresses and copy to the clipboard (edit/copy). If there are more than a couple of thousand email addresses, they need to be copied and added as subscribers in chunks of a couple of thousand at a time. **Do not select the entire column as it will add blanks to the list.**

	A	B	C	D	E	F	G	H	I
1	LastName	FirstName	StreetAdd	CityAdd	StateAdd	ZipAdd	Email	Phone	
2	Smith	Jonathan	123 First Street	WaterTown	NY	12304	john-boy@hotmail.com		
3	Jones	Donna	18 Grandview Circle	Crown Point	NY	60599	girlgenius@yahoo.com		
4	Patel	Oolong	5 Alden Place	Millbrook	NY	12545	techman@hotmail.com		
5									
6									

List Administration Panel

Subscribers	Edit List Config	Moderate	Customizing	Manage Archives	Bounces	Create Shared	Remove List	Rename List
-------------	------------------	----------	-------------	-----------------	---------	---------------	-------------	-------------

john-boy@hotmail.com
girlgenius@yahoo.com
techman@hotmail.com

Place your cursor in the blank space. Paste the addresses from the clip board into the multiple add field (edit/paste)

Check **quiet**

Add subscribers quiet

Click **Add subscribers**

The addresses have been added as subscribers. Repeat these steps until all of the addresses are copied and subscribed. Remember to check **quiet** before adding the subscribers.

SYMPA Mailing Lists for Mass Emails

List Administration Panel

Subscribers Edit List Config Moderate Customizing Manage Archives Bounces Create Shared Remove List Rename List

Add quiet

Pending subscriptions Multiple add

Search

Delete selected email addresses quiet Page size 25 page 1 / 1

X	Email	Domain	Name	Reception	Sub date	Last update
<input type="checkbox"/>	girlgenius@yahoo.com			mail	14 Sep 2007	14 Sep 2007
<input type="checkbox"/>	john-boy@hotmail.com			mail	14 Sep 2007	14 Sep 2007
<input type="checkbox"/>	techman@hotmail.com			mail	14 Sep 2007	14 Sep 2007

Delete selected email addresses quiet page 1 / 1

Toggle Selection

You can increase the number of subscribers shown on a page the drop down box and **Page size**.

4. Delete and replace list subscribers

Delete subscribers by checking their entry

Check **quiet**

Click **Delete selected email addresses**.

Add new subscribers using the same process described on pages 6-8.

List Administration Panel

Subscribers Edit List Config Moderate Customizing Manage Archives Bounces Create Shared Remove List Rename List

Add quiet

Pending subscriptions Multiple add Remind all subscribers

Search

Delete selected email addresses quiet Page size 25 page 1 / 1

X	Email	Domain	Name	Reception	Sub date	Last update
<input type="checkbox"/>	girlgenius@yahoo.com			mail	14 Sep 2007	14 Sep 2007
<input type="checkbox"/>	john-boy@hotmail.com			mail	14 Sep 2007	14 Sep 2007
<input checked="" type="checkbox"/>	techman@hotmail.com			mail	14 Sep 2007	14 Sep 2007

Delete selected email addresses quiet page 1 / 1

Toggle Selection

5. Sending a message using Post.

carol.berger@sunyit.edu
Privileged owner

List info

Subscribers: 3

Owners
carol.berger@sunyit.edu
john.madia@sunyit.edu

Moderators
carol.berger@sunyit.edu
john.madia@sunyit.edu

List admin

Bounced email rate: 0%

No message to moderate

Subscribe

Archive

Post

Use the **Post** button to send a file to all of the subscribers without having to approve the message. Message content can be copied and pasted into the Post window but special formatting of message will be lost.

If special formatting of messages is required, it must be mailed to the list (e.g. example-list@list.sunyit.edu) from your regular email.

example-list@list.sunyit.edu
Example list

From: carol.berger@sunyit.edu
To: example-list@list.sunyit.edu

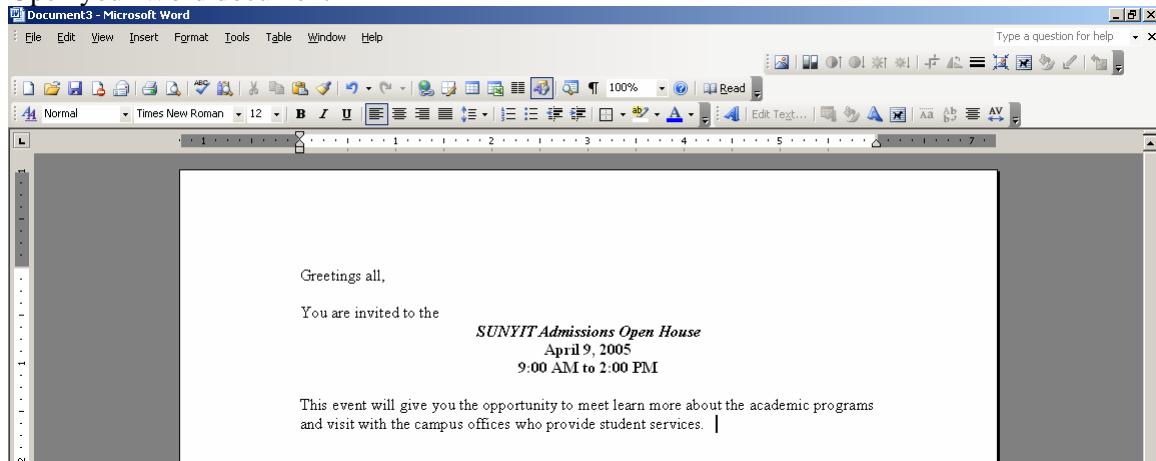
Subject:

Send this mail

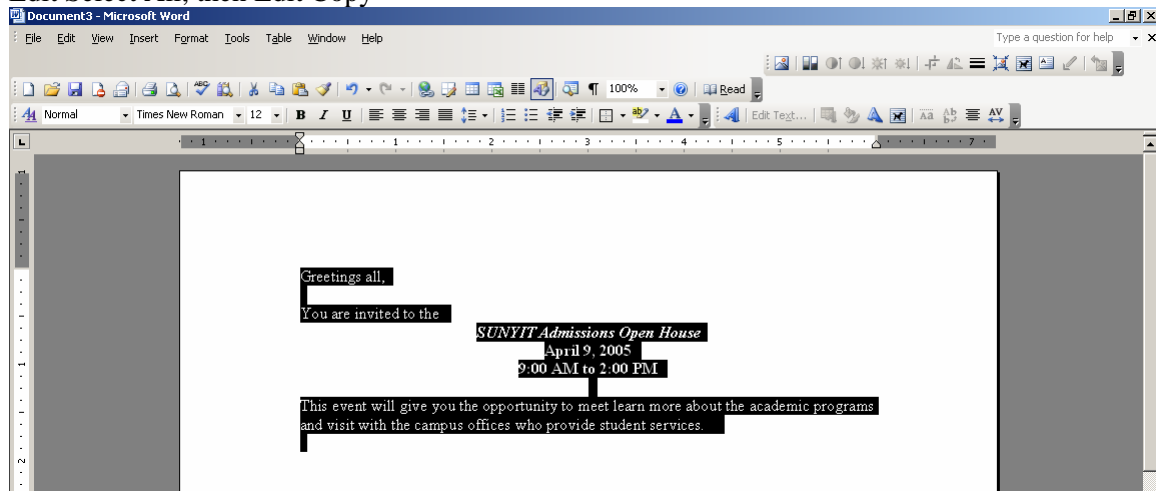
The next page shows how to copy and paste message content.

SYMPA Mailing Lists for Mass Emails

Open your Word document



Edit Select All, then Edit Copy



Return to the Sympa **Post** window and paste the copied text into the body of the message. Notice that most of the formatting was lost.

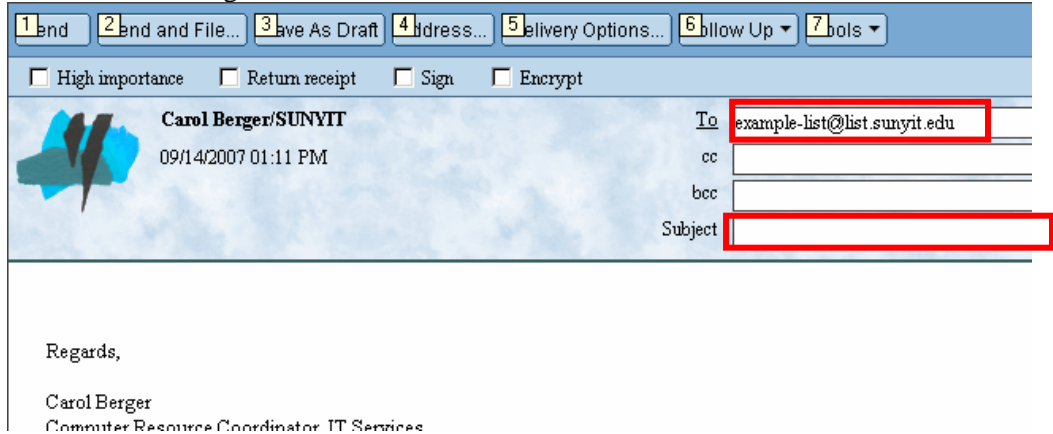
Give your message a Subject and click on **Send this mail**



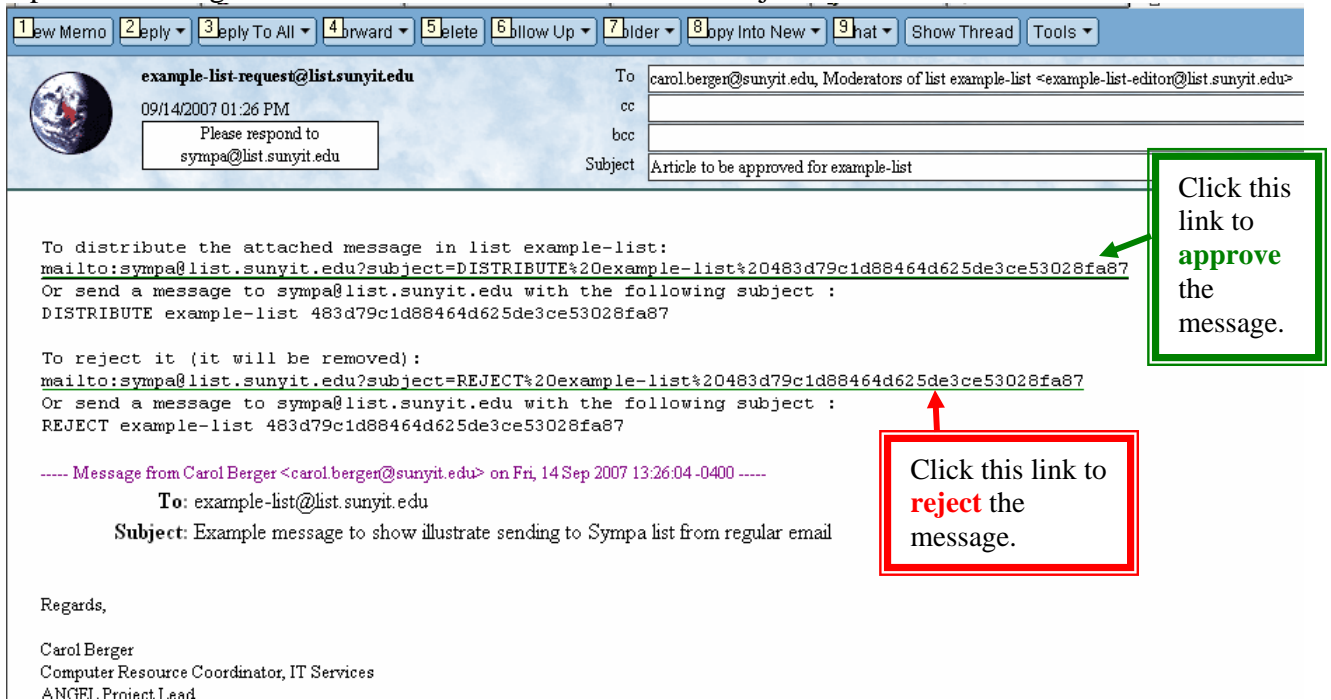
SYMPA Mailing Lists for Mass Emails

6. Sending a message from your regular email system.

Sympa lists always end with **@list.sunyit.edu**. Enter the list address in To field. Fill in the Subject and message body then send the message.



List moderators will receive a message from the list with the subject “**Article to be approved for listname**”
Open the message to see if it should be sent to the list or rejected.



Send the message created by clicking on the link.