

Sympa (Mailing List Manager) Overview

- Overview
 - What is Sympa?
 - How does Sympa provide list services and management?
 - How is user authorization handled in Sympa?
 - Sympa sites and Listmasters at MSU
 - General user FAQ
 - Additional Help
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Overview

The purpose of this guide is to provide a general overview for Sympa users (Subscribers) including some MSU specific information. It is not intended to cover Listmaster (site owner), list owner, or moderator functions. Please see the Additional Help section for more information on accessing the built-in Help in the Sympa web interface.

What is Sympa?

Sympa is an open source mailing list management solution. It allows for the easy creation and management of e-mail distribution lists. By using these lists, groups of users can communicate more efficiently via e-mail. Users who post to the list do not even need to know who else is subscribed to the list. The list manager (Sympa) distributes posted/moderated messages to all of the subscribers.

How does Sympa provide list services and management?

For most list members, interaction with Sympa is as easy as sending and receiving messages to the correct list address.

Sympa also has a web-interface that provides users with access to the mailing lists they are subscribed to and/or are authorized to manage (if they are a list administrator or moderator). Users can search for a particular list, change their subscription preferences for lists they are subscribed to, and change configuration parameters for the lists they might manage.

How is the user authorization handled in Sympa?

(How does Sympa know who can view and manage what?)

Sympa manages the services provided by the interface based on pre-defined roles.

Every user in Sympa has at least one of the following roles:

- Listmaster
- ListOwner
- Moderator
- Subscriber

Listmaster is a system administrator who is responsible for management and maintenance of the Sympa system or individual site. The Listmaster defines who will be allowed to request list creation and what will be the available options for list management. The Listmaster also decides on the interface and the template files.

ListOwner is a user who has a control over the configuration of the list. There are two types of list owners- “privileged” and “normal”. A privileged owner is someone who requested the list initially. A list can have multiple owners but usually only one privileged owner. All the subscription/un-subscription requests are handled by the list owner as well as permission assignments.

Moderator or “editor” is someone who approves or declines messages sent to the moderated lists. If the list is moderated the moderators are the only users that can post directly to that list. For the regular users who post to a moderated list, the messages are kept in a queue and the moderator receives a notification. It is up to the moderator’s decision if the content will reach the subscribers of the list or it will be declined. There can be more than one moderator per list.

Subscriber is a user who receives the e-mails posted to the list he/she is subscribed to. There are few instances when the subscriber might not receive the e-mails sent to the list: if the list is moderated and the moderator does not approve the content of the posted e-mail; the user’s address is invalid; or the subscriber set his user preference to not receive e-mail. One user can be subscribed to multiple lists and each list can have a large number of subscribers.

Roles are uniquely defined in Sympa and are not inherited. Being a list owner or moderator does not make the user a subscriber by default. Every user needs to be explicitly added as a subscriber to receive messages posted to the list no matter what additional roles the user might have.

Sympa sites and Listmasters at MSU

There are currently eight independent Sympa sites at Montclair State University. Each site has a separate home page as well as its own Listmaster. The following table lists the current site names and Listmasters. (This list is subject to change.)

Site name	Description	Listmaster (Site owner)
lists.montclair.edu	General/Administrative MSU mailing lists	OIT (Help Desk x7971)
cart-lists.montclair.edu	College of the Arts	Brian Carter
cehs-lists.montclair.edu	College of Education and Human Services	Pamela Scully
chss-lists.montclair.edu	College of Humanities & Social Sciences	Milos Topic
csam-lists.montclair.edu	College of Science and Mathematics	Joe Youn
library-lists.montclair.edu	Sprague Library	Steve Shapiro
sbus-lists.montclair.edu	School of Business	Roger Salomon

For inquiries regarding list creation, use, and management please contact the appropriate Listmaster for the list in question.

General user FAQ

1. Are there any lists that I am subscribed to automatically?

Yes, as part of receiving an MSU NetID, users are auto-subscribed to the following lists depending on if you are a Faculty/Staff or Student. A user may choose to unsubscribe from these lists unless noted (See question #2)

Faculty/Staff

allusers - For important campus announcements. Posting allowed by members of the Administration only. **You may not choose to unsubscribe from this list.**

campus - For all general announcements such as lectures, programs, seminars, etc. Posting allowed by all members of the list.

campusevents - For announcements related to sports, theatre, or music events. Posting allowed by moderators only. This list contains both Faculty/Staff and Students.

discuss - A non-announcement list used to discuss a variety of topics. Posting allowed by all members of the list.

forsale - For posting personal items for sale or to request items needed. Posting allowed by all members of the list. NOTE: *This list is offered exclusively for use by employees of the University for small matters of convenience. It is not intended as a medium to support money making ventures. Please refer to the University's ethics guidelines.*

it_training_events - For announcements about IT training sessions and events. Posting allowed by moderators only.

Students

allstudents - For important student related information like registration announcements, weather related closings, etc. Posting allowed by members of the Administration only. **You may not choose to unsubscribe from this list.**

academic-opportunities - For announcements related to new course offerings, new course sections, or special opportunities. Posting allowed by moderators only.

campus-activities - For announcements related to sports, theatre, or music events. Posting allowed by moderators only.

campusevents - For announcements related to sports, theatre, or music events. Posting allowed by moderators only. This list contains both Faculty/Staff and Students.

2. Can I unsubscribe to these lists by myself?

With the exception of the lists noted as mandatory you can unsubscribe. (See question #4)

You can also re-subscribe to them later (see next question) but you must do so using your <netid>@mail.montclair.edu address as all non-NetID e-mail addresses will be rejected.

3. How do I request subscription to a list?

User can request to be subscribed to a list by sending an e-mail to the Sympa site address: `sympa@<sitename>.montclair.edu`

(See “**Sympa sites and Listmasters at MSU**” above for the list of Sympa sites.)

In the subject line of your message, type in:

`subscribe <listname>`

Replace <listname> with the name of the list you wish to subscribe to and send the e-mail. If your request is going to an open list, you will receive confirmation. If the list is moderated, you should receive a response from the list moderator.

If you have any problems subscribing yourself to a list, you can contact the list owner at: `<listname>-request@<sitename>.montclair.edu`

4. How can I unsubscribe from a list?

If the list settings allow for you to unsubscribe yourself there is usually a link in the footer of the list messages. Or you can login into the Sympa web interface directly and hit the "Unsubscribe" button that will be displayed on the left side of the page.

You can also unsubscribe from a list that allows it by sending an e-mail to the Sympa site address: `sympa@<sitename>.montclair.edu`

(See “**Sympa sites and Listmasters at MSU**” above for the list of Sympa sites.)

In the subject line of your message, type in:

`unsubscribe <listname>`

If you are subscribed to a list with more than one e-mail address you have to specify which address you wish to unsubscribe:

`unsubscribe <listname> <address>`

If you have any problems subscribing yourself to a list, you can contact the list owner at: `<listname>-request@<sitename>.montclair.edu`

Another way to unsubscribe from a list using the Sympa interface is to click on “Manage your Subscriptions”. This button is displayed on the left side of the page just above “Your Lists”. “Manage your Subscriptions” will display a list of all of the lists you are subscribed to. You can check the lists you want to unsubscribe from and then click the “Unsubscribe” button. Note that certain lists you can’t unsubscribe from. They have “REQUIRED” attached to their name and you will not be able to select them for unsubscription.

5. Can I suspend my subscription from a list while on leave, vacation, etc.?

Yes, you can choose to suspend your subscription to a list during a given time period if the list is not marked as “REQUIRED”.

First, login to the Sympa interface with your NetID and password. Then click on the "Manage Your Subscriptions" button displayed just above "Your Lists". This will display a

page where you can select the list(s) you wish to suspend and define the time period of how long you want your subscription(s) to be suspended. You can also mark the check box to suspend your subscription indefinitely. Please be aware that by unsubscribing from the list you will stop receiving the posts to the list but you may also lose some of the other privileges that subscribers have for that list. For example, if only subscribers can post to a list you have suspended you will not be able to post to the list yourself until you remove the suspension. If the review or visibility of the list is set to subscribers only you will also not be able to perform these tasks.

To resume your subscription (remove the suspension) to the list, you may do so on the same page by selecting the list(s) you want to remove the suspension for and click "Resume List Subscription".

6. How do I know what lists already exist?

Each Sympa site (see "**Sympa sites and Listmasters at MSU**" above for the list) maintains it's own collection of lists. You can review the names of the lists by going to the "List of Lists" tab after logging into any one of the individual sites.

***NOTE:** Be sure to login to the site first in order to see all lists. The "List of Lists" that appears on each site's default page is **only** a subset of public lists. Also note that some list owners may choose to conceal their lists unless you are a member.

If a description of a list is not provided, please contact the Listmaster (site owner) for more information.

7. How can I request a new list be created?

Administrative users and users not covered by a College or School site (see "**Sympa sites and Listmasters at MSU**" above for the list) should use the form available within the Sympa interface under the top tab called "Request list". This wizard style form will walk you through the list creation options and submit the request to the Site Administrator for approval.

Users in the Colleges and Schools will need to contact their Listmaster (Site Owner) directly or use the "Request list" tab (available on select College and School sites).

8. How can I search a list's archive?

To see if a list maintains an archive, login to the Sympa web interface for the site:
<sitename>.montclair.edu/sympa

If the list maintains an archive and you are allowed to search it there will be an "Archive" link on the left side of the page. This link will take you to a page that has a search box. Enter the text you want to search for and click the "Search" button. Use the "Advanced Search" for more advanced searches (see page for details).

9. What commands can be submitted via e-mail?

In addition to some of the commands noted above, you can send a message to the Sympa address:

sympa@lists.montclair.edu

In the subject line of your message, type in:
help

Sympa will reply via e-mail with a help guide that covers the available commands.

10. Why can't I post to a subscribers-only list to which I'm subscribed?

If your postings are being rejected by the list and returned to you, it is very likely that you're posting using an address that's not on the list.

Mail clients like Outlook, Thunderbird, or Mac OS X's Mail are usually configured to use a "From:" address that is associated with the account/profile you are using. However, if you client is configured to use multiple or alternate "From:" addresses you have to be sure the correct "From:" is being used that matches the address you are subscribed to the list as. Consult your client documentation for more information.

Additional Help

Sympa has extensive online documentation that goes well beyond the scope of this overview. You can access this documentation via the Sympa web page:

<https://lists.montclair.edu/sympa/help>

Additional information about Sympa is available on the project website:

<http://www.sympa.org>

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