

MAJORDOMO - CREATING AND MANAGING LISTS (ADMINISTRATORS) QUICK GUIDE

INTRODUCTION

This document is designed for list administrators - people who wish to create and manage mailing lists.

There are three kinds of Majordomo lists:

1. **CSUN Class lists:** (used to contact students in a particular class or to contact several sections of the same course). Class list names end with -C, (example. english150-c) and are configured to “reply-to-sender” by default.
2. **Departmental lists:** (used to contact a CSUN department). Departmental list names end with -L (example, -l small case L). Department lists can only receive emails sent from within the CSUN email domain. These are email addresses ending in @csun.edu and include @my.csun.edu
3. **Student groups and other CSUN organizations:** These lists end with -g (example, yoga-g).

Names are not case-sensitive, so facsen-l and FACSEN-L are interchangeable, but be careful not to confuse the letter “l” (el) with the number 1 (one).

Note: Depending on the email application utilized, attachment limits may prevent you from sending large attachments. If this is the case, put the information on a share drive like Box and then create a share link to include in the email.

GETTING STARTED

Faculty and staff can create and manage Majordomo lists by logging in to the following website:

<http://www.csun.edu/majordomo>

When prompted for **User Name** and **Password**, enter your **CSUN User ID** and **Password**.

CREATING A MAJORDOMO MAILING LIST

From the Majordomo page:

1. Select **Make a new distribution list**.
2. The **Create Email Distribution List** screen displays (see Figure 1).

Figure 1. Create Email Distribution List

Create Email Distribution List			
List Name:	[HELP]	<input type="text"/>	
Owner:		jbd@csun.edu	
List Owner Password: Please write this down!!!	[HELP]	<input type="text"/>	
List is for:	[HELP]	<input checked="" type="radio"/> CLASS lists (ends in "-c")	<input type="radio"/> STUDENT ORG lists (end in "-g")
		<input type="radio"/> DEPT/OFFICIAL lists (ends in "-l")	
Subscribe Policy:	[HELP]	<input type="radio"/> OPEN	<input checked="" type="radio"/> CLOSED
Restrict posting to:	[HELP]	<input checked="" type="radio"/> Members of List	<input type="radio"/> "Restricted Senders" List
		<input type="radio"/> No Restriction	
Default Reply to:	[HELP]	<input checked="" type="radio"/> SENDER	<input type="radio"/> LIST

3. Enter a **List Name** and **List Owner Password** and then select from the following options. Be sure to choose your options carefully as you will not be able to make changes once the process is complete.

Table 1. List Options

Option	Instruction/Notes
List Name	Enter a name for the list. Nine characters max. No special characters (example, \$, %, or &). Do NOT add a class list suffix (-c,-l or -g) as this will be added when you designate the category.
List Owner Password	Enter a password for the list you are creating. The password is case sensitive.
List is for (List Category)	Choose the appropriate list type (Class, Student Org or Departmental).
Subscribe Policy	Open will allow anyone to subscribe without permission. Closed will require you to approve each subscription request.
Restrict posting to	Select Members of List if you only want subscribers to be able to send to the list, select No Restriction if you want anyone to be able to post, and select Restricted Senders List if you wish to create a Restricted Senders List. You will be prompted to add users to the Restricted Senders List.
Default reply to	The default option of Sender is recommended. This means that all replies will go to the sender of the message and not the entire list.

4. At the bottom of the screen, enter the email addresses for your subscriber list. Addresses should follow this format:
 - BLANK@csun.edu or BLANK@my.csun.edu with BLANK being their email alias.
(Example: jack.frost@csun.edu or jack.frost@my.csun.edu or abc12345@csun.edu).
5. Select the **Create** button to complete the process. The list will be available in one to two business days.

EDITING A DISTRIBUTION LIST

You can edit a previously created list to add or delete names, or change the address for someone on the list.

1. Select **Edit an existing distribution list** on the Majordomo page.
2. Supply the list name and list password in the appropriate dialog boxes and then select **Edit**.
3. When the list appears, make the changes.
4. Select **Update** when you are finished.

You cannot change the list name, password, or chosen options for a mailing list. Should you want to change a list from unmoderated to moderated, for example, delete the list and recreate it with the appropriate option(s) selected.

If it becomes necessary to modify the options for any list, you may do the following:

1. Copy and paste the subscriber list to Notepad or Word (for example).
2. Delete the Majordomo list.
3. Create a new list.
4. Copy the subscriber list from Notepad or Word and paste it into the **Initial Subscriber List** area of the **Create Email Distribution List** window.

Note: The person who creates a Majordomo list becomes the owner of the list and receives bounces to the list.

ADVANCED FEATURES

Restricted Senders Lists / Moderated Lists

Moderated lists became unworkable in current email schemes. A practical alternative is provided in a Restricted Senders List. If the person who wishes to moderate or control what gets sent to the list creates the restricted senders list then only people on that list (which could include one person acting as a moderator) can send emails to the list. The restricted senders list can be used to add moderators who can receive emails from individuals and send them to the list. With or without attachments and with no concern about inserting passwords into the outgoing emails.

Restricted Senders List

The restricted senders list contains the email addresses of moderators or people who can send emails to the mailing list. If you select **Restricted Senders List**, from the **Create Email Distribution List** you will be presented with:

You have selected a restricted senders list. You will now be prompted to edit the restricted senders list

PROCEED

1. Select the **Proceed** button and edit the restricted senders list as needed.

Majordomo Commands for List Subscribers

These list commands are used by the subscriber and recognized by Majordomo.

Commands should be placed in the body of an email message to majordomo@csun.edu. Commands in the "Subject:" line are NOT processed.

In the command list below, items contained within [brackets] are optional. However, when using the command, **do not include the [brackets]**.

Table 2. Commands Recognized by Majordomo

subscribe [<i>list</i>] [<i>address</i>]	Subscribe yourself (or address if specified) to the named list.
unsubscribe [<i>list</i>] [<i>address</i>]	Unsubscribe yourself (or address if specified) from the named list.
get [<i>list</i>] filename	Get a file related to list.
index [<i>list</i>]	Return an index of files you can "get" for list
which [<i>address</i>]	Find out which lists you (or address if specified) are on.
who [<i>list</i>]	Find out who is on the named list.
info [<i>list</i>]	Retrieve the general introductory information for the named list.
lists	Show the lists served by this Majordomo server.
help	Retrieve this message.
end	Stop processing commands (useful if your mailer adds a signature).

Note: These commands may not work for restricted lists.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).