FAQ for List Owners/Moderators

This FAQ is intended as a quick reference for Sympa list owners and moderators. It is only a supplement to the full built-in Sympa documentation available via the "Support" tab within the Sympa web interface:

Administration (Campus) site: http://lists.montclair.edu/sympa/help
Colleges & Schools sites: httpl@.edu/srb2sii/edu/srb2sitard60ymeolistration

Available choices include:

- **closed**

No one may send to the list. Can be handy if you need to temporarily shut off list traffic due to an overly aggressive spammer.

- **editorkey**

Anyone may send to the list, but the messages get flagged for moderation. List moderators may send straight to the list, bypassing the message approval queues.

- **editorkeyonly**

Anyone may send to the list, but the messages get flagged for moderation. This also applies to moderators.

- **editorkeyonlyauth**

Anyone may send to the list, and his messages get flagged for moderation. List moderators, however, are sent back a confirmation request when they send messages to the list, asking them to confirm the message before it gets sent out.

- **newsletter**

Only list moderators may send messages to the list. This is most useful for announcement-style lists, where only a select group should be able to broadcast messages out to all list members, without anyone else being able to post to the list.

- **newsletterkeyonly**

Similar to the *newsletter send* scenario, this allows only moderators to post to the list, but it sends a confirmation message back to the moderators asking them to confirm that they want to send that message to the list. It also prevents people from being able to falsify messages to the list by setting their mail client up to claim to be one of the moderators.

- **owner**

Only list owners may send messages to the list.

- **private**

Only list owners, moderators, and subscribers may send messages to the list. This is the standard default for non-public lists as it prevents spammers from getting messages out to the list. You may find that subscribers who try to send messages to the list with alternate addresses are having their messages rejected, since the list only accepts posts from e-mails subscribed to the list.

- **private_smime**

Only list owners, moderators, and subscribers may send to the list, but they all require valid S/MIME signatures. S/MIME signatures are specialized attachments that verify, through the use of a trusted third party, the sender's identity as being authentic and the message as being unaltered. This is the most secure setting for your list, but all the users on the list must have valid S/MIME signatures.

- **privateandeditorkey**

Only subscribers and moderators may send messages to the list; subscribers' messages must be moderated but moderators' messages go straight through. Similar to the *editorkey* option, but only allows subscribers to submit messages for approval rather than anyone.

- **privateandnomultipartoreditorkey**

Moderators can send straight to the list, as well as subscribers. However, all the messages with attachments will be flagged for approval by the moderators.

- **privatekey**

Only subscribers may send to the list, and they will need to confirm every message by replying to a confirmation message Sympa sends them before the message will go through to the list.

- **privatekeyandeditorkeyonly**

Only subscribers and moderators may send to the list. They'll both be asked to confirm their messages, and subscribers' messages will get put into the moderation queue (moderators' messages will go straight out).

- **privateoreditorkey**

Subscribers and moderators may send messages straight out to the list. Non-subscribers' messages will be flagged for moderation. This can be useful for allowing users who are not subscribers to submit messages while

9. How can I create new topic for a list?

Topics can only be created by the Sympa administrators or list master of the site. You will have to send a request to the list master for a new topic to be created.

10. How can I change the subject of my list?

To change the subject of a list, select the list under **My Lists** then click Admin -->Edit List Config-->List Definition. The subject field is on the very top of the page. Type in the new subject and click the **Apply modification** button on the bottom of the page to save the new setting.

11. Why can't some users see my list on the Index of lists?

The list "visibility" attribute determines if the list will be listed on the Index of Lists page and who will have access to view the list information. To change the "visibility" attribute of a list, select the list under **My Lists** then click Admin -- -->Edit List Config- -->List Definition. Go to the section named **Visibility of the List (visibility)**. The options are:

- **conceal**

No one can view the list information except the subscribers of the list.

- **noconceal**

The list information is visible to everybody. It is fully visible.

- **secret**

The list is only visible to the owner and the moderators. It is not listed on the list of lists even for subscribers.

12. Can I archive the e-mail correspondence of my list?

You can choose to archive the email correspondence of a list depending on the purpose of the list and the time frame for which the list will remain active. Some lists are created per semester or per class and so you may choose not to archive them or to set the archive for a short period of time (ex: 3 months). Select the list under **My Lists** then click Admin -- -->Edit List Config- -->Archives. In the section named **Web archives (web_archive)** you can enable a list archive accessible through the web. You can specify access rights, quota, and how many months of archives to keep. (There may be global limits on these settings defined by the sympa administrators.)

To manage an existing archive for a list select the list under **My Lists** then click Admin -- --> Manage Archives. On this page you can download the archive in a zip file. You can choose one month or a set of months. The messages will be archived in separate files zipped together. All the messages will be downloaded including the full headers. On this page you can also delete archived messages by month. Use caution with this action since it is irreversible.

13. What should I do if some of the subscribers to my list bounce (return as

15. How can I approve posted subscription requests for my list?

You can approve posted subscription requests either