

Getting Started with Sympa Mailing List Management

Within three business days after you submit your mailing list request, you will receive confirmation that the new list has been established. Go to the following URL and log in using your JHED LID and password:

<http://lists.johnshopkins.edu>

The screenshot shows a web browser window displaying the Johns Hopkins Mailing List Service website. The browser's address bar shows the URL <http://lists.johnshopkins.edu>. The website has a blue header with the title "Johns Hopkins Mailing List Service" and navigation links for "Home", "Index of Lists", and "List Help". On the left side, there is a "Login" box with a "Login" button, which is highlighted with a red arrow. The main content area includes a "Welcome" message, a "Logging In" section explaining the JHED LID requirement, a list of "Hopkins Affiliations", and a section for users without a JHED LID.

Johns Hopkins Mailing List Service

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Enterprise Authentication
Login

Johns Hopkins Mailing List Service

Welcome

Welcome to the Johns Hopkins Enterprise Mailing List Server. Here you can subscribe to and unsubscribe from lists, manage your subscription preferences, view and search archives, and perform other mailing list functions. This service uses JH Enterprise Authentication, which means you must be a current Hopkins affiliate (student, staff, faculty, etc) with a JHED Login ID (LID).

If you need further assistance please email listmaster@lists.johnshopkins.edu

Logging In

Sympa requires you to identify yourself to the system by logging in using your JHED LID (login ID). You must currently be affiliated with Johns Hopkins to have a valid JHED LID.

Hopkins Affiliations

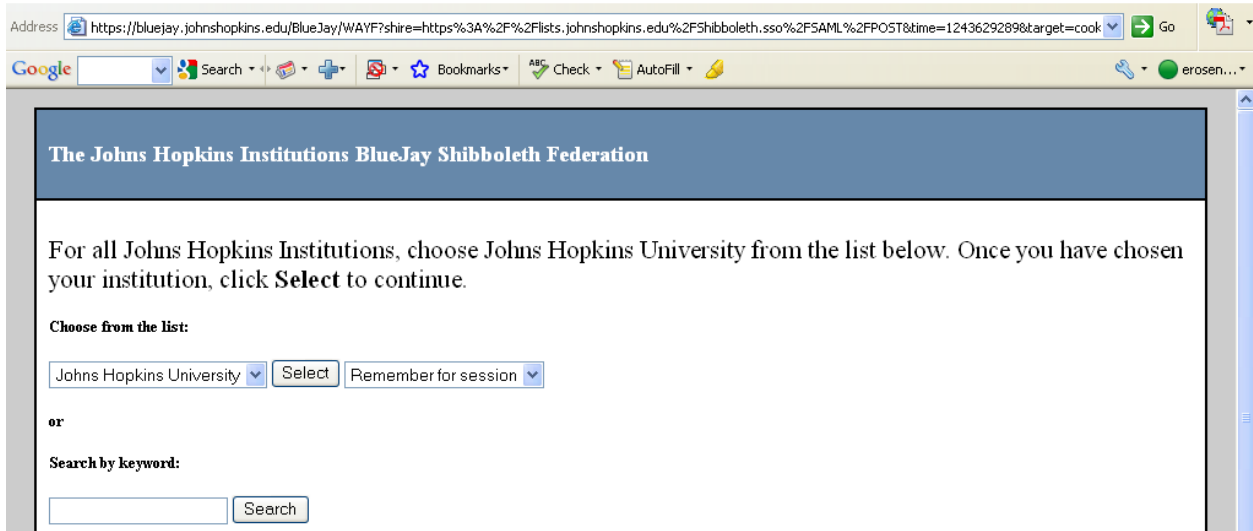
The following organizations, divisions, and/or departments are included in JHED, therefore a JHED LID should exist for these people:

- All Students
- Johns Hopkins University faculty and staff
- Johns Hopkins Hospital staff
- Johns Hopkins Health System staff
- Bayview Medical Center staff
- Bayview Physicians
- Wyman Park Medical Associates
- Howard Hughes Medical Institute Associates
- The Peabody Institute
- Nitze School for Advanced International Studies
- School of Medicine Postdoctoral Fellows

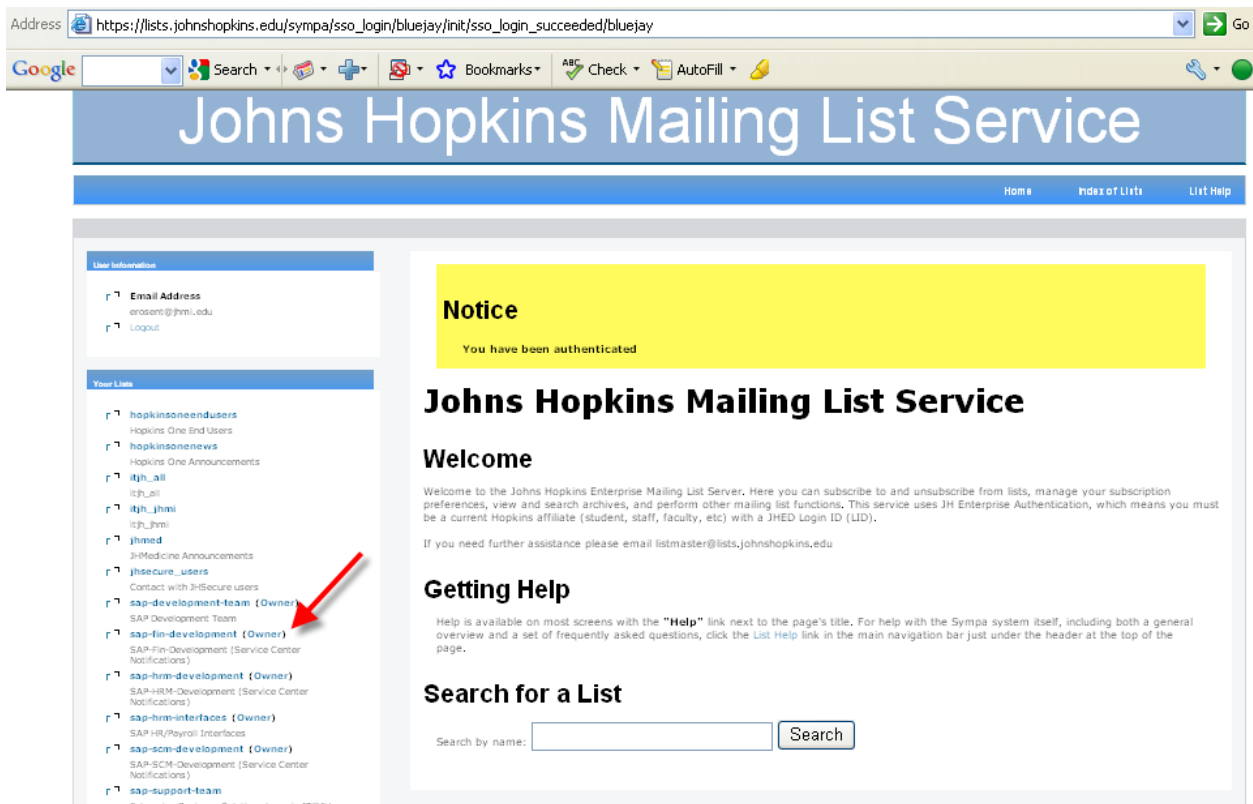
Don't have a JHED LID, but you're subscribed to a list?

If you do not have a JHED LID, but you are subscribed to or own a list on this server, you can administrate your subscriptions via email by sending commands to the server. Send an email to sympa@lists.johnshopkins.edu and in the subject line of the message type: **HELP**. Within a few minutes you should receive a list of commands that you can send to the server to manage your subscriptions.

No entries are required on the next screen. Just click **Select**:



After you log in with your JHED LID and password, the Johns Hopkins Mailing List Service screen will display. Notice the mailing lists displayed on the left of the screen in the **Your Lists** box. These are all the lists that you either subscribe to or that you own. You have the option of maintaining any list of which you are an owner. These lists will be denoted with the **(Owner)** link next to their name. Click on the name of one such list.



The next screen displays options available for mailing list management. To add email addresses to your mailing list, click **List Administration** on the left towards the bottom of the screen.

The screenshot shows the 'Johns Hopkins Mailing List Service' interface. The main content area displays 'sap-hrm-development - Help' and 'SAP-HRM-Development (Service Center Notifications)'. The left sidebar contains three sections: 'User Information', 'List Overview', and 'List Operations'. A red arrow points to the 'List Administration' link in the 'List Operations' section.

User Information

- Email Address: erosent@jhmi.edu
- Role: Owner
- Logout

List Overview

- List Name: sap-hrm-development
- List Address: sap-hrm-development@lists.johnshopkins.edu
- List Subject: SAP-HRM-Development (Service Center Notifications)
- Subscribers: 8
- Owners: Craig Hofferbert, erosent

List Operations

- List Home
- List Administration
- List Moderation
 - Messages (0 waiting)
 - Documents (0 waiting)
 - Pending Subscriptions

Click **Manage Subscribers**.

The screenshot shows the 'Johns Hopkins Mailing List Service' interface. The main content area displays 'List Administration' with several options: 'Manage Subscriber', 'Edit List Configuration', 'Edit Message Templates', 'Manage Archives', and 'Review Bouncing Addresses'. A red arrow points to the 'Manage Subscriber' link.

List Administration

- Manage Subscriber**
Subscribe people to or unsubscribe them from the mailing list.
- Edit List Configuration**
Modify the list's configuration. Use this to change various properties of the list, but be careful as you can make the list non-functional if you change the wrong settings.
- Edit Message Templates**
Change the format and content of the list's description and homepage, as well as some of the service messages the list sends to subscribers, moderators, and owners.
- Manage Archives**
Download or delete list archives.
- Review Bouncing Addresses**
Manage non-delivery reports (also called bounces) from subscribers whose addresses are being rejected by their mail host.

Subscribers may be added one at a time or in bulk. To add one at a time, fill in the **Add an Address** box with the person's email address. Then click **Add address**. If you wish to add the subscriber's name, then after they have been added, click on their email address to display the **Edit Subscriber Information** window. Add their name and then click **Save Changes**.

To add multiple subscribers at once, click **Bulk Add Addresses**.

Johns Hopkins Mailing List Service

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Manage Subscribers – Help

Subscriber List Options

- Synchronize Subscribers with Data Sources
- Review Pending Subscriptions
- Bulk Add Addresses**
- Remind All Subscribers
- Display Plain Address List

Add an Address

Don't send welcome message

Search for a Subscriber

Subscribers

| | Email | Domain | Name | Reception | Sources | Sub Date | Last Update |
|--------------------------|--------------|----------|----------------------|-----------|------------|-------------|-------------|
| <input type="checkbox"/> | saq1@ | jhmi.edu | ANG, ANTHONY | mail | subscribed | 26 Aug 2008 | 29 May 2009 |
| <input type="checkbox"/> | chofferbert@ | jhmi.edu | HOFFERBERT, H, CRAIG | mail | subscribed | 26 Aug 2008 | 29 May 2009 |
| <input type="checkbox"/> | erosent@ | jhmi.edu | ROSENTHAL, ELLEN R | mail | subscribed | 26 Aug 2008 | 29 May 2009 |

In the box provided key in the email addresses and full names of the people whom you want included on the list. You can copy and paste into this window as well. When you have added all the email addresses and names that you want, click **Add Subscribers** at the bottom of the screen.

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Bulk Add Addresses

In the text box below you may add the addresses, one per line, you'd like to have subscribed to the list. You may also follow each address with a space and the user's name. Though it's generally not recommended, you may also use the "Don't send welcome message" box to add the user silently — they won't be sent the welcome message or otherwise notified that they've been added to the list. Then click "Add Subscribers."

address1@domain.com Real Name
address2@domain.com Real Name
address3@domain.com Real Name
...

Your **Manage Subscribers** screen with the list of subscribers will appear.

Johns Hopkins Mailing List Service

Home Index of Lists List Help

User Information

Email Address
erosent@jhmi.edu

Role
Owner

Logout

List Overview

List Name
sap-hrm-development

List Address
sap-hrm-development@lists.johnshopkins.edu

List Subject
SAP-HRM-Development (Service Center Notifications)

Subscribers
8

Owners
Craig Hofferbert
erosent

List Operations

List Home

List Administration

- Manage Subscribers
- Edit List Configuration
- Edit Message Templates
- Manage Archives
- Review Bouncing Addresses

List Moderation

Manage Subscribers — Help

Subscriber List Options

- Synchronize Subscribers with Data Sources
- Review Pending Subscriptions
- Bulk Add Addresses
- Remind All Subscribers
- [Display Plain Address List](#)

Add an Address

Don't send welcome message

Search for a Subscriber

Subscribers

| | Email | Domain | Name | Reception | Sources | Sub Date | Last Update |
|--------------------------|---------------------|--------|----------------------|-----------|------------|-------------|-------------|
| <input type="checkbox"/> | aaq1@jhu.edu | | ANG, ANTHONY | mail | subscribed | 26 Aug 2008 | 29 May 2009 |
| <input type="checkbox"/> | chofferbert@jhu.edu | | HOFFERBERT, H, CRAIG | mail | subscribed | 26 Aug 2008 | 29 May 2009 |
| <input type="checkbox"/> | erosent@jhmi.edu | | ROSENTHAL, ELLEN R | mail | subscribed | 26 Aug 2008 | 29 May 2009 |