

## Logging in to list.smu.edu

Each list has a unique login and password combination. In most cases, it synchronizes all administrator passwords across the various lists. This service does not use your SMUID and Password combination. Instead, it uses your SMU email address and a local password. The address must be in the same format in the listserv software (i.e. smu.edu and @mail.smu.edu are not interchangeable in Lyris!)

1. Login with your mail list (i.e. kappalambda@smu.edu) as the user name and your local password, click attempts.

## Managing Multiple Lists

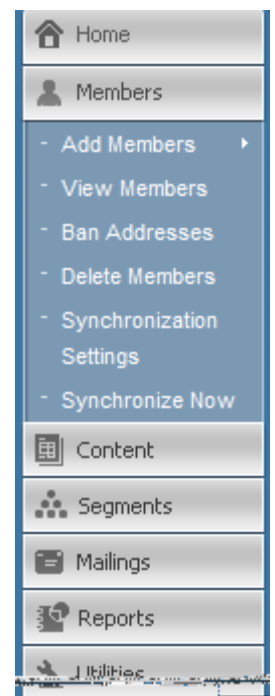
As long as the login and password combination is synchronized across all of your lists, you will be able to quickly and easily switch between the various lists for which you are the administrator.

1. Click the list name located in the top right corner of the screen
2. Select the list you wish to modify



## Managing Members

1. Click the Memberstab on the left
2. To Add a member
  - a. Click Add Members—add member
  - b. Enter the email address you wish to subscribe
  - c. Click Save (all other fields are optional)
3. To Add Multiple Members
  - a. Click Add Members—Add many members
  - b. Enter the email addresses you wish to subscribe. Enter each on a separate line. You can easily copy and paste from excel
  - c. Click Save (all other fields are optional)
4. To Delete a member
  - a. Click View Members
  - b. Locate the individual
    5. To delete all members from the list and start over
      - a. Click View Members
      - b. Click Delete all in this view
      - c. Make sure the option to “not delete List administrators” is checked
      - d. Click OK



## Checking a Member's Status

There are several member statuses that can affect the delivery of mail from the list. If you click on the member and then click the Settings tab, you'll find the drop down menu to set the status. The status may change automatically if the

listservehastrouble sending

## Basic Information

- o Rename the list (also changes the list address)
- o Reports—receive subscription reports and other reports on a specified schedule

## New Subscriber Policy

- o Security Tab—Security drop down—controls who can subscribe to the list

## Email Submitted Content

- o Control the header and footer of each message
- o Security tab—configure to only allow list administrators to send
- o Approval tab—configure to require moderation for messages. Messages will not be released