

## LIST ADMINISTRATION ON SYMPA: *A short guide to using the web interface.*

This is a very short guide to using Sympa's web interface to manage your lists. The commands covered here are the basics— adding and removing subscribers, reviewing list members, and dealing with bad or bouncing addresses. More in depth instructions are available under the main help tab found at the top of all pages on the site.

[Log in](#)

[Add a subscriber \(email address & name\)](#)

[Add multiple subscribers at once](#)

[Delete subscriber\(s\)](#)

[Handle bounced \(non-deliverable\) addresses](#)

**PLEASE NOTE:** We have temporarily limited the set of features available to owners for the initial roll-out of our new list server and mailing list application until we get a better idea of what additional functionality list owners would like as well as the granularity of control desired.

Please address feedback and questions to [listhelp@montana.edu](mailto:listhelp@montana.edu).

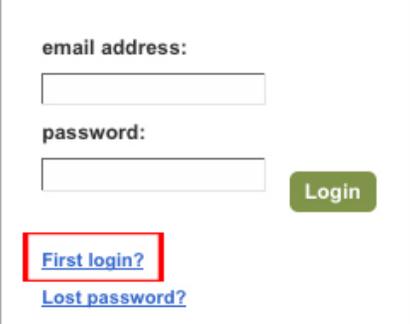
## LOGGING IN

It is important when you establish your account on Sympa that you use the email address that you normally use to communicate with and manage your list(s). Sympa associates you with the lists you own or are subscribed by looking at the email address.

### ***First log in:***

Go to: <https://sympa.montana.edu/sympa>

*Locate links in the upper left sidebar under the login fields.*



The screenshot shows a login form with the following elements:

- Label: "email address:"
- Input field for email address
- Label: "password:"
- Input field for password
- Green "Login" button
- Link: "First login?" (highlighted with a red box)
- Link: "Lost password?"

<https://sympa.montana.edu/sympa>



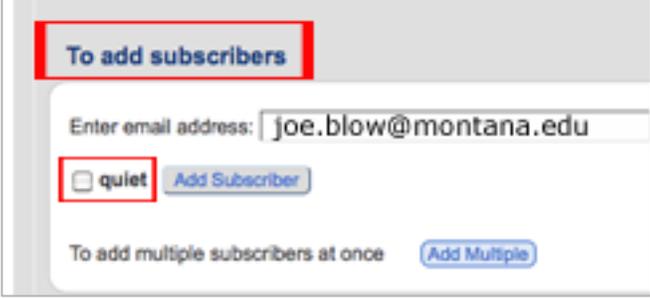
**A note on list archives:** unless your list was archived on the old list server it won't be automatically activated on the new server. To activate it please contact [listhelp@montana.edu](mailto:listhelp@montana.edu).

## Manage Subscribers

Use the Manage Subscribers link to access tools to add and delete members, review list members, manage subscriber options, etc.

### To add a subscriber

1. Type the email address in field as shown.
2. Click the "Add Subscriber" button.



### To add or remove members without email notification

Check the quiet box before you clicking the add or delete button.



### To add a name for a subscriber

1. After adding a subscriber's email address (as shown above) scroll down to the members table and locate the email address.
2. Click on the email address.  
*The Subscriber information window opens.*
3. Enter the name in "Name" field.
4. Click the "Update" button.

### To add multiple subscribers

1. Click the "Add Multiple" button located just below the "Add subscriber" button.  
*A new window opens.*
2. The model text (*on left side of image below*) will disappear when you click inside the window.
3. Enter the new the subscriber email addresses and names by either typing or copying and pasting them from another document.

email1@dom1 Name1 email2@dom2 Name2	jane.doe@montana.edu Jane Doe jed.clampett@montana.edu Jed Clampett
<input type="button" value="Add subscribers"/> <input type="checkbox"/> quiet	

*Make sure to include 1-2 spaces between address and name.*

4. Click the "Add subscribers" button to add members to your list.

### To remove a subscriber:

1. Click the checkbox of the subscriber you wish to remove.

*A check mark appears. You may check/delete multiple subscribers at once.*

2. Click the "Delete selected..." button to remove subscribers.

*Don't forget to check "quiet" first if you wish to delete without sending notification.*

<input type="checkbox"/> quiet	<input type="button" value="Delete selected email addresses"/>									
<input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th>X</th> <th>Email</th> <th>Dom</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>dmarsh@montana.edu</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>hall@montana.edu</td> <td></td> </tr> </tbody> </table>	X	Email	Dom	<input checked="" type="checkbox"/>	dmarsh@montana.edu		<input type="checkbox"/>	hall@montana.edu	
X	Email	Dom								
<input checked="" type="checkbox"/>	dmarsh@montana.edu									
<input type="checkbox"/>	hall@montana.edu									

## Bounces

The Bounces page displays messages that have bounced, or are non-deliverable. Messages may bounce if a mailbox is full or the subscribers have mistyped their address. Dates and number of bounced messages are displayed.

If a subscriber's address is bouncing, it will be listed with a count of how many bounce messages server has received for that address.

At this point, you can delete the address or reset the errors (counts) for the selected users.

A bouncing address will also be indicated in the subscribers' table accessed by going to admin > manage subscribers (as shown above).