

Changing The Moderation Settings On My Mailing List

Moderation Setting: Members

1. Navigate to the management URL for your mailing list. This would have been provided to you via email when the mailing list was created. The URL will be <http://lists.clarkson.edu/mailman/admin/maillinglistname>. Please replace **maillinglistname** with the name of your mailing list.

You will be required to have the administrator password. This would have also been emailed to you at the time of creation of the mailing list, but may have been changed in the management settings after.

2. Click on 'Membership Management'

Configuration Categories

- [General Options](#)
- [\[Passwords\]](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

3. The list of members will be displayed below. Those members with a check in the 'mod' column are being moderated. Check or uncheck to toggle each individuals moderation status and click 'Submit Your Changes'.

1 members total							
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes
<input type="checkbox"/>	jtowne@clarkson.edu <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. If you would like to change the moderation for all subscribed users, you can do that under the 'Additional Member Tasks' section on the same page. Set moderation to Off or On and click on 'Set':

Additional Member Tasks

• Set everyone's moderation bit, including those members not currently visible

Off On

Moderation Settings: Non-Members

1. By default, non-members are moderated. If you would like to allow anyone to freely post to your mailing list, you will need to follow steps 1 & 2 above to log into the moderation for Mailman and then go to 'Privacy Options'

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Configuration Categories

- [General Options](#)
- [\[Passwords\]](#)
- [Language options](#)
- [Membership Management...](#)
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2. Click on 'Sender Filters'

Configuration Categories

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)
- [Privacy options...](#)
 - [\[Subscription rules\]](#)
 - [Sender filters](#)
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 - [Spam filters](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
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- [Content filtering](#)
- [Topics](#)

3. Scroll down until you find 'Action to take for postings from non-members for which no explicit action is defined' and change the radial button from 'Hold' to 'Accept' (Hold = Moderation, Accept = No moderation. Then click on 'Submit Your Changes'

Action to take for postings from non-members for which no explicit action is defined. (Details for generic_nonmember_action)	<input type="radio"/> Accept <input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard
Postings from non-members, which are automatically discarded, be forwarded to the list moderator?	<input type="radio"/> No <input checked="" type="radio"/> Yes