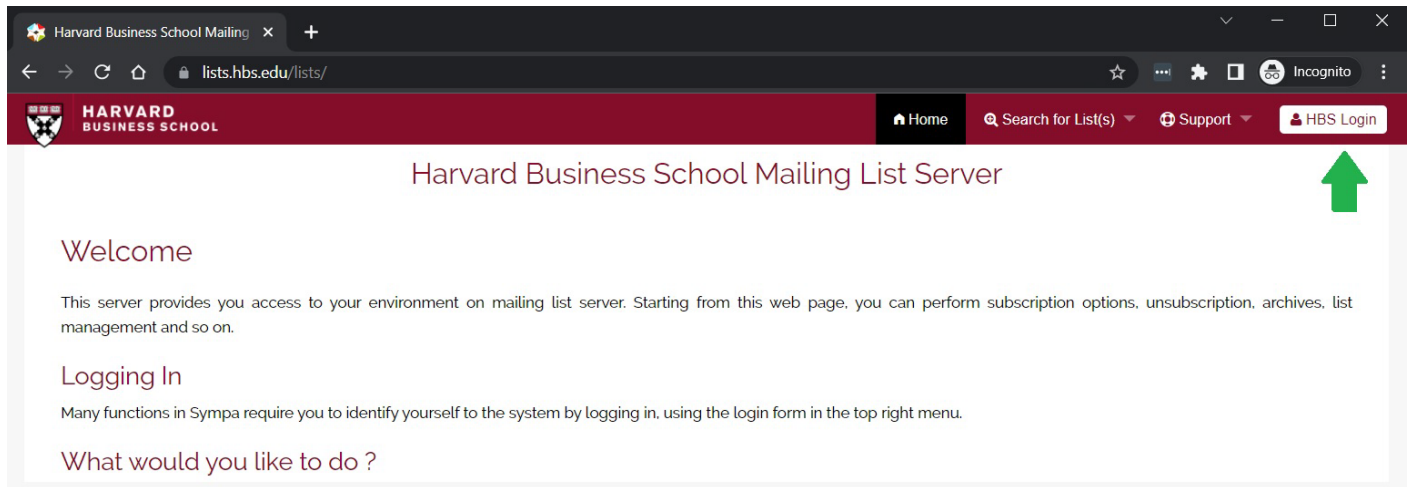


## Managing Your Lists' Subscribers and Authorized Posters

Go to <https://lists.hbs.edu/lists> and click HBS Login to log in through SSO with your HBS user address and password, complete the DUO authorization (image 1)

Image 1.



You will be on your Sympa home page. Click the "My Lists" button (image 2) to see all lists which you own, for which you are an authorized poster (Called "Moderator"), and/or of which you are a subscriber (image 3)

Image 2.

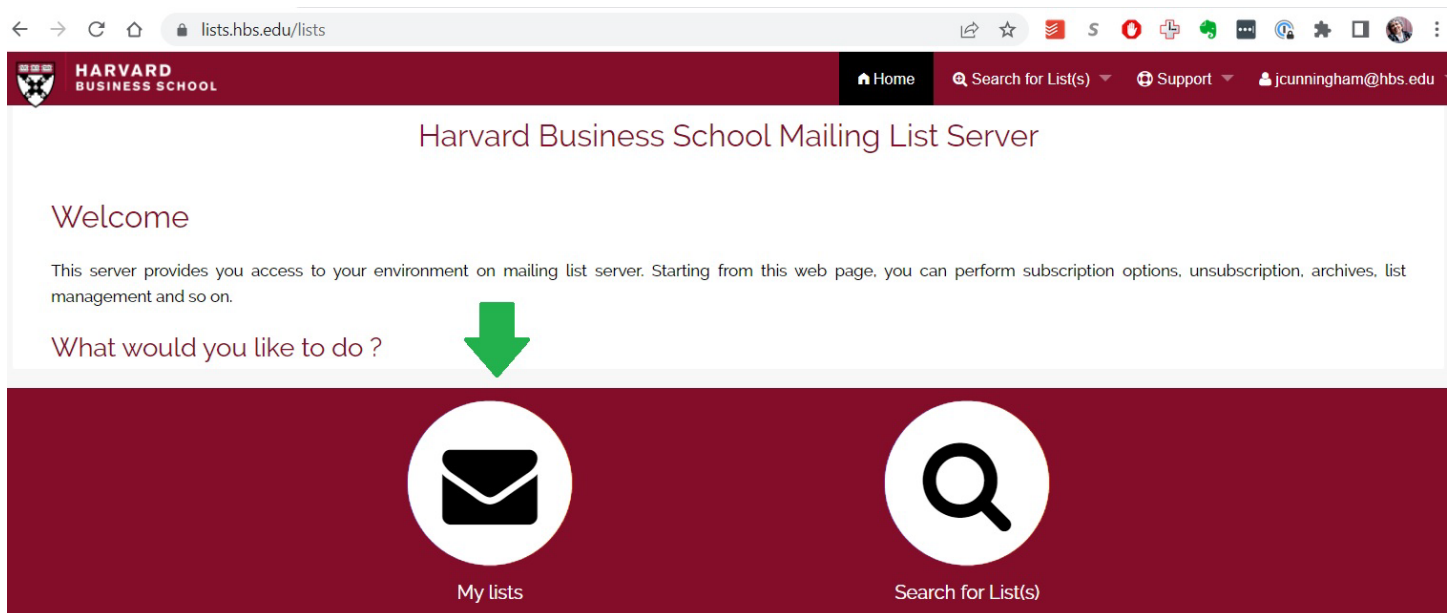
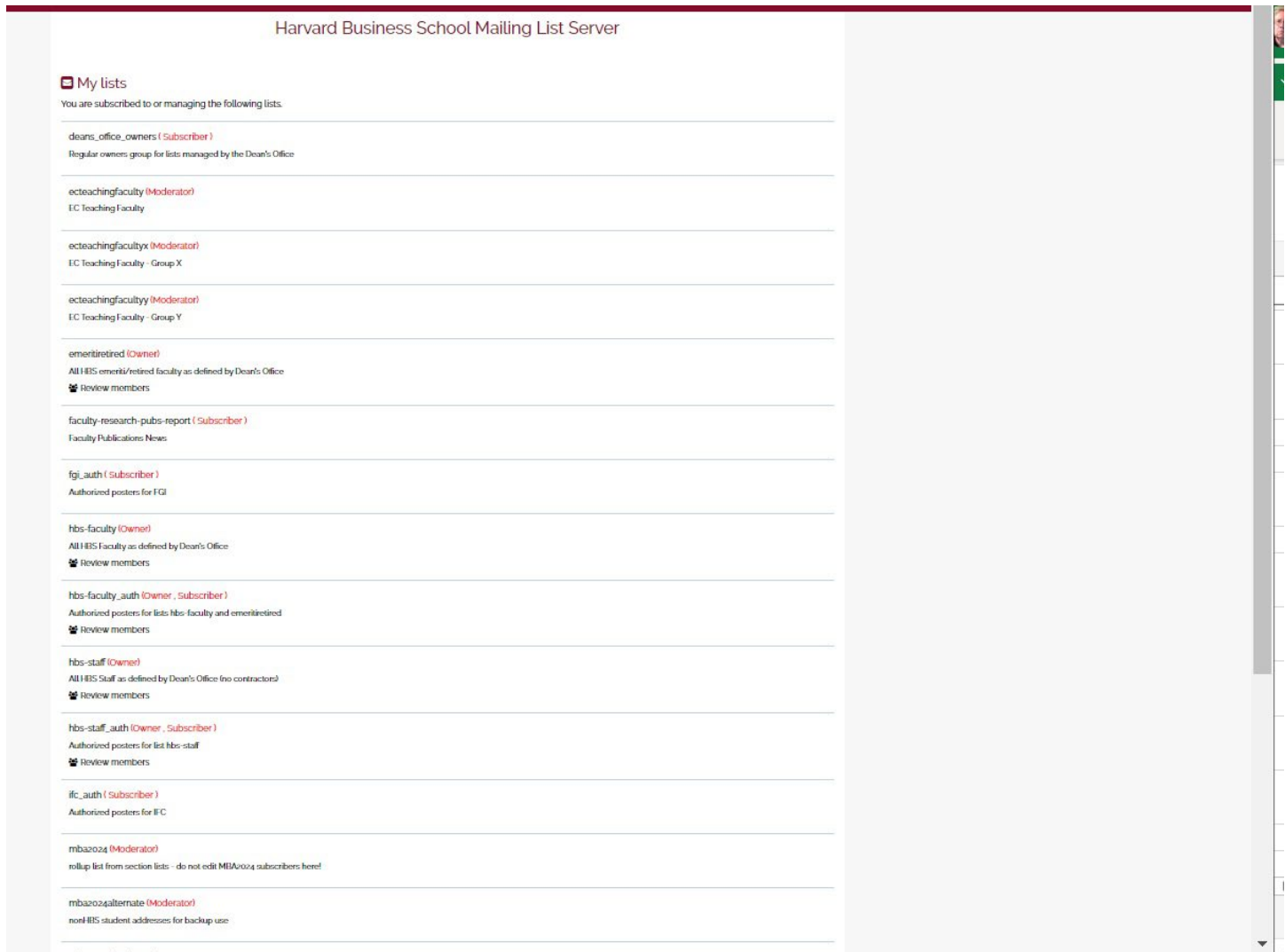


Image 3.



You may edit the subscribers of any list you own – those lists will have “Review members” under the list name and short description. Click on “Review members” of the list whose subscribers you want to see/manage. This takes you to that list’s *Manage list members* page. Here you can do a number of tasks:

1. **Export a text file containing all of the current subscribers.** You can also see these at the bottom of the page in the Subscriber Table, but sometimes you want it in a separate document (image 4)
2. **Subscribe a single address:** enter the address, click “Add”, confirm on the next page (image 4)
3. **Subscribe multiple addresses:** Click “Multiple add” – on the next page will be a large box into which you may paste multiple email addresses, one per line, in the format `jdoe@hbs.edu` - at the bottom click “Add subscribers” (there is no following confirmation page – they are subscribed immediately) (image 4)
4. If you need to **find** a single subscribed address (`gsmith@hbs.edu`), or all subscribed addresses of a certain form (Harvard.edu), type that into the Search for a User box and click “Search”. The search result(s) will appear below in the Subscriber table (see second screenshot below. Note: the Search activity pops the view back to the top of the page – scroll down to see the Subscriber Table results.
5. Once you have located the desired subscriber(s), if you wish to **unsubscribe them** check the boxes next to their emails, click the “Quiet (don’t send deletion email)” – especially if you are unsubscribing undeliverable addresses – then click “Delete selected email addresses”. You will go to a confirm page, where you again may choose “Quiet” if you forgot. If you want to **remove all the subscribers** you found, or **ALL** the subscribers without doing a search, click the checkbox in the red table header next to “Email” to select the entire table. (image 5)

Image 4.

hbs-faculty\_auth - Authorized posters for lists hbs-faculty and emeritiretired

hbs-faculty\_auth@lists.hbs.edu

Subject: Authorized posters for lists hbs-faculty and emeritiretired

Basic Operations

Edit List Config Users Blocklist Bounces Logs

Manage list members Export subscribers


Administrative Options

Pending subscriptions Pending unsubscriptions Blocklist Bounces Dump Dump with names Exclude

Add Subscribers

To add an individual user:


Email address:

 Subscribe one address

Add


To add multiple users:

Click the Multiple Add button below to bulk-add users using a form. (Alternatively, consider using a data-source such as SQL or an Active Directory Group).

Multiple add  Subscribe 2+ addresses

Search for a User

Search for a user by email address, name or part of them:

 Search for a user/domain/any email part

Search

Subscriber Table

List members

<input type="checkbox"/>	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	acrispi@hbs.edu			standard (direct reception)	subscribed	24 May 2023	24 May 2023
<input type="checkbox"/>	ainmat@hbs.harvard.edu			standard (direct reception)	subscribed	24 May 2023	24 May 2023

Image 5.

Search for a User

Search for a user by email address, name or part of them:

Search


Subscriber Table

3 occurrence(s) found

List members

<input type="checkbox"/>	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input checked="" type="checkbox"/>	hbsdeansearch@harvard.edu			standard (direct reception)	subscribed	24 May 2023	24 May 2023
<input checked="" type="checkbox"/>	president@harvard.edu			standard (direct reception)	subscribed	24 May 2023	24 May 2023
<input type="checkbox"/>	susan_michaelson@harvard.edu			standard (direct reception)	subscribed	24 May 2023	24 May 2023

Delete selected email addresses

Quiet (don't send deletion email)  5. Select to prevent sending a "you were unsubscribed" email

## For Further information

See the [Sympa List Owner Guide](#) (always accessible on the Sympa site – at the top right click “Support”, choose “Documentation”, then the “List Owner Guide” link in the second bullet) for the above information in detail, plus other information such as:

- Managing Authorized Posters details, including update timing
- List of Lists explanation and caution (**never subscribe a list to a list yourself!**)
- Link to instructions for sending commands via email similar to the old Majordomo way – this is not recommended, but if you are OOO with only email on a phone, you can use email commands to add an authorized poster to an \_auth file you own. Only the list owners may send these subscriber management commands – there is no list password.