

Sympa is an open-source mailing list management solution. It allows for the easy creation and management of e-mail distribution lists. By using these lists, groups of users can communicate more efficiently via e-mail. Users who post to the list do not even need to know who else is subscribed to the list. The list manager (Sympa) distributes posted/moderated messages to all of the subscribers.

**How does Sympa provide list services and management?**

For most list members, interaction with Sympa is as easy as sending and receiving messages to the correct list address.

Sympa also has

*List Master* is a system administrator who is responsible for management and maintenance of the Sympa system or individual site. The List Master defines who will be allowed to request list creation and what will be the available options for list management. The List master also decides on the interface and the template files.

*List Owner* is a user who has a control over the configuration of a list. There are two types of list owners: "privileged" and "normal". A privileged owner is usually someone who requested the list initially. A list can have multiple owners. All the subscription/unsubscription requests are handled by the list owner as well as permission assignments.

*Moderator* or "editor" is someone who approves or declines messages sent to the moderated lists. If the list is moderated the moderators are the only users that can post directly to that list. For the regular users who post to a moderated list, the messages are kept in a queue and the moderator receives a notification. It is up to the moderator's decision if the content will reach the subscribers of the list or it will be declined. There can be more than one moderator per list.

*Subscriber* is a user who receives the e-mails posted to the list he/she is subscribed to. There are few instances when the subscriber might not receive the e-mails sent to the list: if the list is moderated and the moderator does not approve the content of the posted e mail; the user's address is invalid; or the subscriber set his user preference to not receive e mail. One user can be subscribed to multiple lists and each list can have a large number of subscribers.

Roles are uniquely defined in Sympa and are not inherited. Being a list owner or moderator does not make the user a subscriber by default. Every user needs to be explicitly added as a subscriber to receive messages posted to the list no matter what additional roles the user might have.

### **Sympa sites and List masters at MSU**

There are currently seven independent Sympa sites at Montclair

For inquiries

**Can I unsubscribe from these lists by myself?**

With the exception of the lists noted as mandatory you can unsubscribe. (See question #4)

You can also re-subscribe to them later (see next question) but you must do so using WKH VDPH HPDLO DGGUHVW WKDW \RX VXEVFULEHG ZLW

**How do I request subscription to a list?**

User can request to be subscribed to a list by sending an e-mail to the Sympa site address: `sympa@<sitename>.montclair.edu`

(See "**Sympa sites and List masters**")

**Can I suspend my subscription from a list while on leave, vacation, etc?**

Yes, you can choose to suspend your subscription to a list during given time period.

First, login to the sympa

If the list maintains an archive and you are allowed to search it there will be an  
³ \$ U F K I I W d n the left side of the page. This link will take you to a page that has a  
search box. Enter the text you want to search for and click the "Search" button. Use  
W K H ³ \$ G Y D Q F H G 6 H D U F K ' I R U P R U H D G Y D Q F H G V H D U F K H V

What commands can be submitted via e-mail?

In addition to some of the commands noted above, you can send a message to the  
Sympa address: