

SYMPA Mailing Lists

[What is SYMPA and how can I access it?](#)

[What are the different types of mailing lists?](#)

[How do I log in to SYMPA?](#)

[How do I subscribe to a mailing list?](#)

[How do I unsubscribe from a mailing list?](#)

[How do I view the mailing lists I am subscribed to?](#)

[How do I create an administrative alias?](#)

[How do I create a moderated discussion list?](#)

[How do I create a private working group?](#)

[How do I create an open discussion list?](#)

[How do I add users to my mailing list?](#)

[How do I remove users from my mailing list?](#)

[How do I remove users that are bouncing messages sent from my mailing list?](#)

What is SYMPA and how can I access it?

SYMPA is the mailing list system that members of the CWRU campus community can use for their mailing list needs. It can be accessed at <http://lists.case.edu>.

What are the different types of mailing lists?

There are 4 different kinds of mailing lists.

An *administrative alias* is an e-mail address that can receive mail from any e-mail address and then forwards the messages to an authorized list of subscribers. Anyone can send messages to the address, and all the list subscribers will receive those messages. Example: An e-mail address for everyone in a university department (department@case.edu).

A *moderated discussion list* is used by a group of authorized users to send out mail to list subscribers. Only authorized users (moderators) can send messages to the list, and all list subscribers will receive the messages. Example: A list used to send out a newsletter to all undergraduate students in a certain department (department_undergrads@case.edu).

A *private working group* is a mailing list where an authorized group of users can send mail to all the other authorized subscribers. All of the list subscribers must be added by the list owner, and all of these subscribers can send messages to the list. Example: A list for a class where students can hold discussions about the class material (class_semester@case.edu).

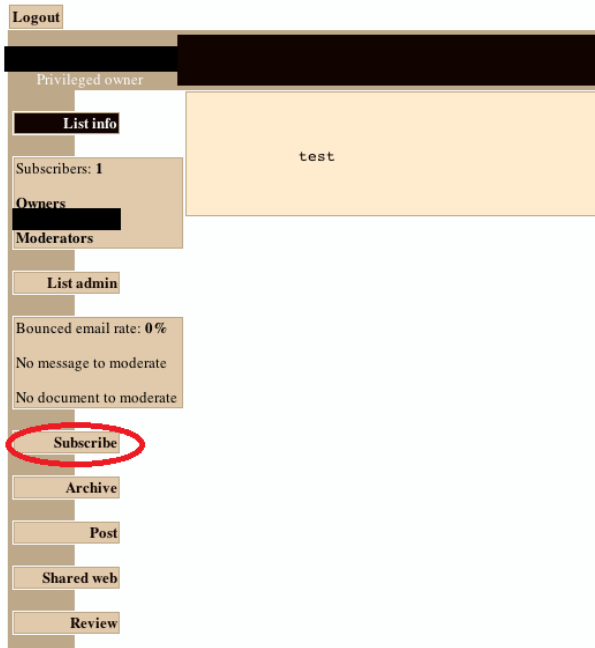
An *open discussion list* is a mailing list that can be joined by anyone and that subscribers can use to have discussions with each other. Anyone can subscribe to the list, and all subscribers can send messages to the list. Example: A discussion list for all members of a campus group (group@case.edu).

How do I log in to SYMPA?

At the main SYMPA page (lists.case.edu), click the **Login** button in the top-left corner. Click the **Login** button on the left side of the pop-up window that appears. If you have already authenticated via CWRU Single Sign-On in your current browser session (for example, if you have logged into your CWRU webmail or Blackboard), a message will appear saying that you have been authenticated, the pop-up window will automatically close, and you will be logged in to SYMPA. If you have not yet authenticated via Single Sign-On in your current browser session, you will be taken to the Single Sign-On login page after you click the **Login** button in the pop-up window. Enter your CWRU network ID and password and click the **Login** button. A message will appear saying that you have been authenticated, the pop-up window will automatically close, and you will be logged in to SYMPA.

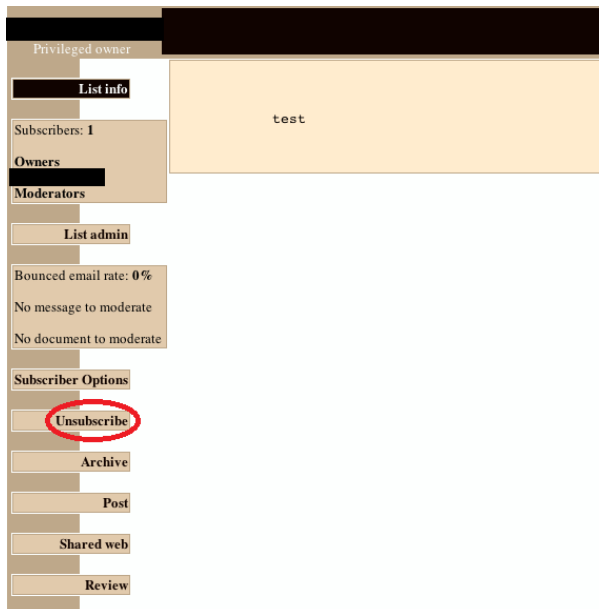
How do I subscribe to a mailing list?

Once you have logged in to SYMPA and found a mailing list that you are interested in joining via SYMPA's search function, click the list e-mail address in the search results. You will be taken to the mailing list's main page. Click the **Subscribe** link in the left sidebar to subscribe to the mailing list.



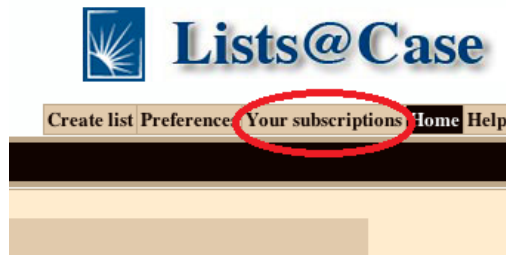
How do I unsubscribe from a mailing list?

After logging in to SYMPA, click the **Your subscriptions** link in the top-right corner. You will be taken to a page with a list of all the SYMPA mailing lists you are subscribed to. Click the list e-mail address of the list you want to unsubscribe from to be taken to that list's main page. Click the **Unsubscribe** link in the left sidebar. You will now be unsubscribed from this mailing list.



How do I view the mailing lists I am subscribed to?

After logging in to SYMPA, click the **Your subscriptions** link in the top-right corner. You will be taken to a page with a list of all the SYMPA mailing lists you are subscribed to.



How do I create an administrative alias?

After logging in to SYMPA, click the **Create list** button in the top-right corner. You will be taken to the mailing list creation page. Click the radio button next to the **administrative_alias** option, then select **Administrative Aliases** from the **Topics** drop-down list. Next, fill out the list name, title, and description for your list. Finally, click the **Submit your creation request** button. You will be taken to your new list's main page. If you would like to receive the messages sent to this administrative alias, click the **Subscribe** button on this page to subscribe to the list. For more information about administrative aliases, please see the "What are the different types of mailing lists?" question above.

Select the type of list to create

administrative_alias

The list may be modified after it is created

Administrative Aliases

- *only the owner can add subscribers*
- *anyone can post to the list*
- *private archives (subscribers only)*

How do I create a moderated discussion list?

After logging in to SYMPA, click the **Create list** button in the top-right corner. You will be taken to the mailing list creation page. Click the radio button next to the **moderated_mailing_list** option, then select an option from the **Topics** drop-down list that best fits your list. Next, fill out the list name, title, and description for your list. Finally, click the **Submit your creation request** button. You will be taken to your new list's main page. If you would like to receive the messages sent to this mailing list, click the **Subscribe** button on this page to subscribe to the list. For more information about moderated discussion lists, please see the "What are the different types of mailing lists?" question above.

moderated_mailing_list

Moderated Discussion List

- *owner approved subscription*
- *private archives (subscribers only)*
- *postings are approved by the moderator*

How do I create a private working group?

After logging in to SYMPA, click the **Create list** button in the top-right corner. You will be taken to the mailing list creation page. Click the radio button next to the **private_mailing_list** option, then select an option from the **Topics** drop-down list that best fits your list. Next, fill out the list name, title, and description for your list. Finally, click the **Submit your creation request** button. You will be taken to your new list's main page. If you would like to receive the messages sent to this mailing list, click the **Subscribe** button on this page to subscribe to the list. For more information about private working groups, please see the "What are the different types of mailing lists?" question above.

private_mailing_list

Private working group

- *list not displayed on web page*
- *controlled subscription*
- *only subscribers can post*
- *private archives (subscribers only)*

How do I create an open discussion list?

After logging in to SYMPA, click the **Create list** button in the top-right corner. You will be taken to the mailing list creation page. Click the radio button next to the **open_mailing_list** option, or select the **case_only** option if you want an open discussion list that can only be joined and viewed by users with a CWRU e-mail account. Select an option from the **Topics** drop-down list that best fits your list. Next, fill out the list name, title, and description for your list. Finally, click the **Submit your creation request** button. You will be taken to your new list's main page. If you would like to receive the messages sent to this mailing list, click the **Subscribe** button on this page to subscribe to the list. For more information about open discussion lists, please see the "What are the different types of mailing lists?" question above.

open_mailing_list

Open Discussion List

- *anyone can subscribe*
- *public archives*
- *only subscribers can post*

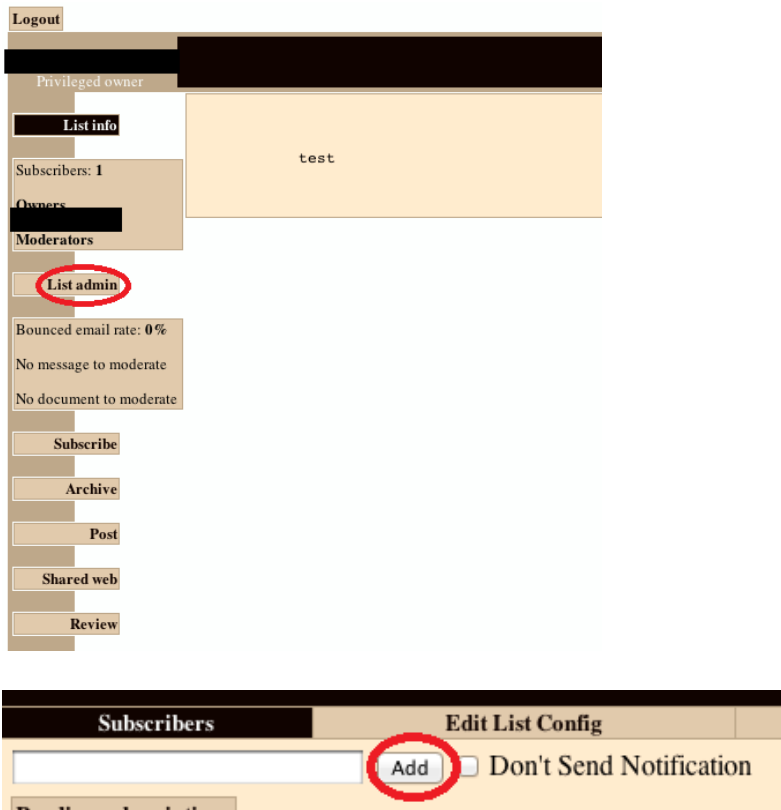
case_only

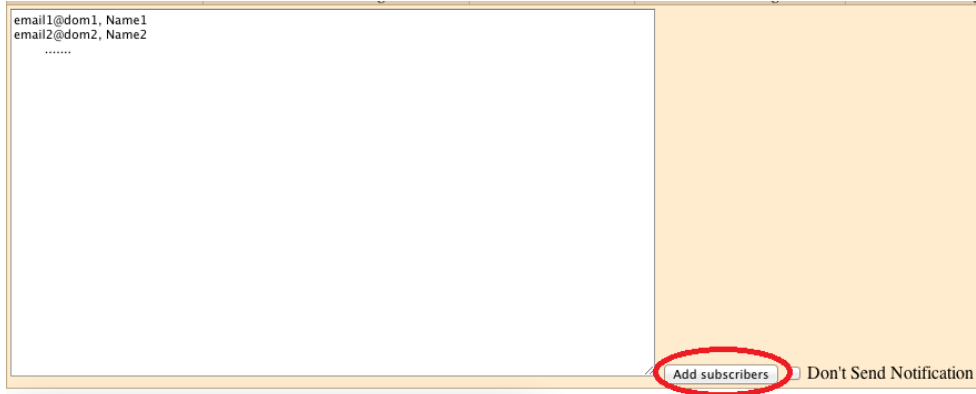
Case Accounts Only

- only Case accounts can subscribe
- only subscribers can post
- restricted archives (Case accounts only)

How do I add users to my mailing list?

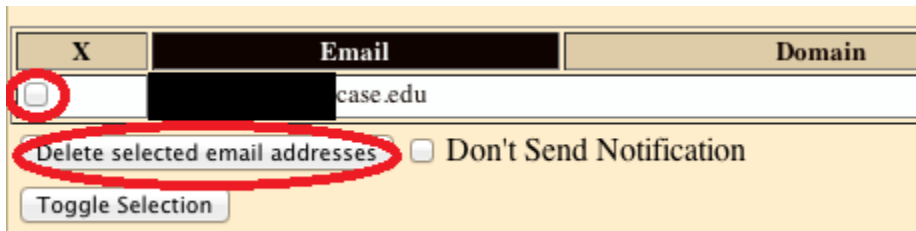
After logging in to SYMPA, click the **Your subscriptions** button in the top-right corner. You will be taken to a page with a list of all the SYMPA mailing lists you are subscribed to. Click the list e-mail address of the list that you would like to add users to. You will be taken to that list's main page. Click the **List admin** link in the left sidebar, then click the **Subscribers** button in the administration toolbar near the top of the page. Type the e-mail address of the user you want to add to the list in the top text box, then click **Add**. You can use the **Don't Send Notification** checkbox to disable the automatic notification that SYMPA sends to users upon being added to a mailing list. You can also add multiple users to the list at once by clicking the **Multiple add** button, typing the e-mail addresses into the text field in the indicated format, and then clicking the **Add subscribers** button.





How do I remove users from my mailing list?

After logging in to SYMPA, click the **Your subscriptions** button in the top-right corner. You will be taken to a page with a list of all the SYMPA mailing lists you are subscribed to. Click the list e-mail address of the list that you would like to remove users from. You will be taken to that list's main page. Click the **List admin** link in the left sidebar, then click the **Subscribers** button in the administration toolbar near the top of the page. Check the checkboxes next to the users you would like to remove from the list, then click the **Delete selected email addresses** button to complete the removal process.



How do I remove users that are bouncing messages sent from my mailing list?

After logging in to SYMPA, click the **Your subscriptions** button in the top-right corner. You will be taken to a page with a list of all the SYMPA mailing lists you are subscribed to. Click the list e-mail address of the list that you would like to remove bouncing users from. You will be taken to that list's main page. Click the **List admin** link in the left sidebar, then click the **Bounces** button in the administration toolbar near the top of the page. Check the checkboxes next to the bouncing users you would like to remove from the list, then click the **Delete selected email addresses** button to complete the removal process.

Don't Send Notification

X	Email	bounce score
<input type="checkbox"/>	[REDACTED]@case.edu	0

Don't Send Notification