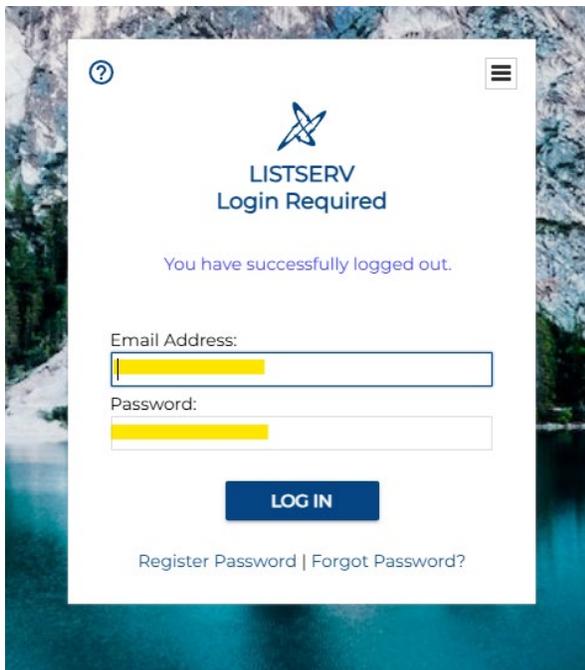# Managing Senders on a Listserv List

Owners of a Listserv list are responsible for managing the approved senders on lists they own. These are the only addresses that can actually post to the list. This is recommended for security reasons to limit who can send to it and not allow anyone in the organization to post messages to the list. This is especially true on large lists with hundreds or thousands of subscribers.

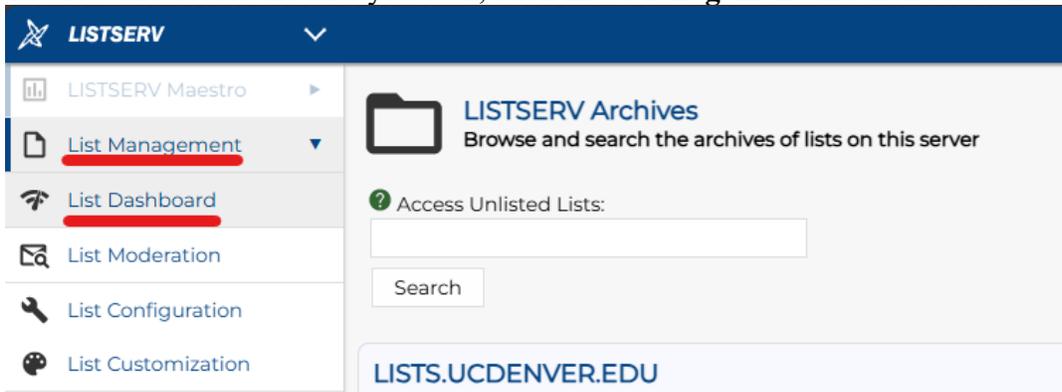Below are instructions on how to manage the approved senders on a list.

Log into the GlobalProtect VPN.

In your browser navigate to https://lists.ucdenver.edu

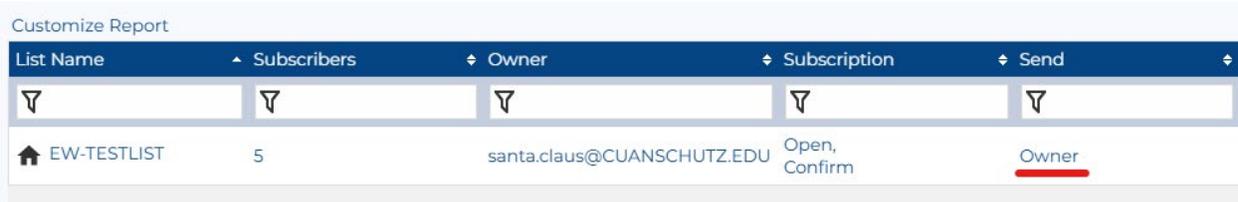Log in with your university email address and password.

To view and access the lists you own, click **List Management** and then select **List Dashboard**.
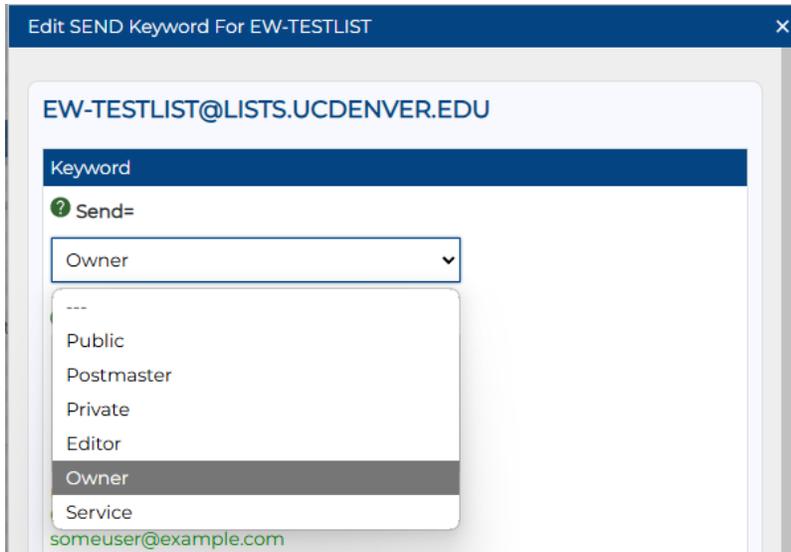
Click on the value under the Send column of the list you want to manage senders on.

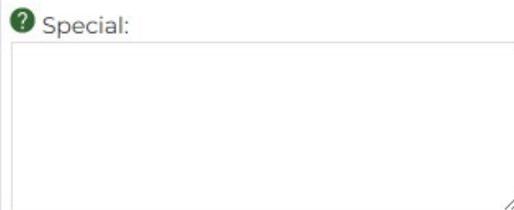| List Name	▲ Subscribers	◆ Owner	◆ Subscription	◆ Send	◆
🏠 EW-TESTLIST	5	santa.claus@CUANSCHUTZ.EDU	Open, Confirm	Owner	

In the drop-down menu you can select who can send to the list. You will have various options in the **Send=** drop down menu. Choose 1 of the options below and ignore the other options. Below is a summary of those options:
Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as senders to a list.

Edit SEND Keyword For EW-TESTLIST   ✕

EW-TESTLIST@LISTS.UCDENVER.EDU

Keyword

❓ Send=

Owner ⌄

Public
Postmaster
Private
Editor
Owner
Service
someuser@example.com

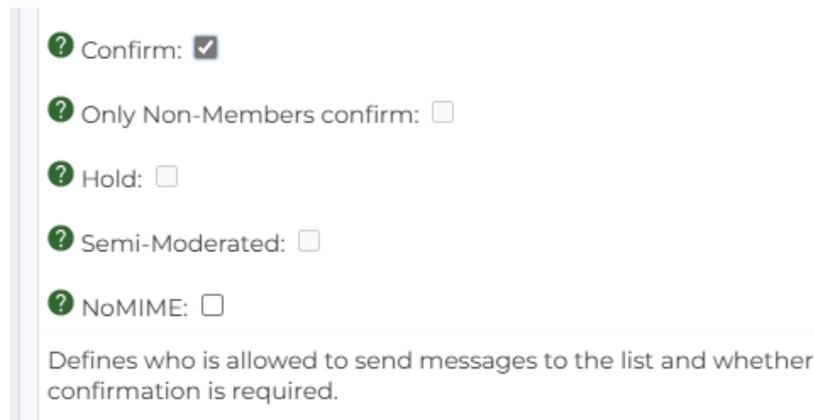| ---	Allows only the addresses you add in the Special: box below the drop-down box.
Private	Allows for internal subscribers of the list to post in addition to the addresses in the **Special:** box
Editor	Allows the addresses added as an Editor on the list to post. in addition to the addresses in the **Special:** box
Owner	Only the designated owners of the list can post. in addition to the addresses in the **Special:** box

❓ Special:

(OTHERLIST)
Owner(OTHERLIST)
someuser@example.com

Owner or Editor is generally the recommended settings for senders. The Owner and Editor list is located in the **List Configuration > Admin** tab. Owners can manage the list while the Editors are the users that will be posting to it. Editors and Owners can also be shared mailboxes to be able to send from that address and reduces the need to add or remove new users to manage or send to the list. Using shared mailboxes also adds anonymity to the postings so it is not sent from an individual user's mailbox.

The other setting that is recommended is the **Confirm** setting. When a message is sent to the list, the sender will receive a confirmation email asking them to approve. This is a double check to confirm your message does not contain any mistakes before distributing to a large audience. If the setting is not enabled your message will just send without approval.
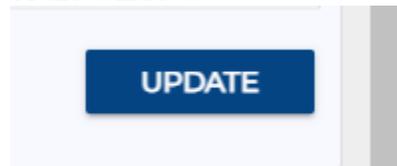
Confirm: ☑

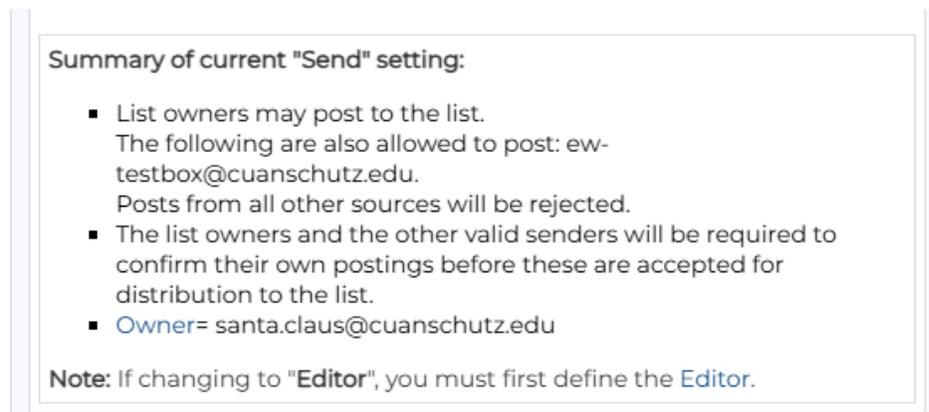Only Non-Members confirm: ☐

Hold: ☐

Semi-Moderated: ☐

NoMIME: ☐

Defines who is allowed to send messages to the list and whether confirmation is required.

Once you are done adding and/or removing senders, click the **Update** button at the bottom right of the window.

UPDATE

You can review your send summary at the bottom of this window to ensure this is who you intended to allow to send to the list.

Summary of current "Send" setting:

- List owners may post to the list.
  The following are also allowed to post: ew-testbox@cuanschutz.edu.
  Posts from all other sources will be rejected.
- The list owners and the other valid senders will be required to confirm their own postings before these are accepted for distribution to the list.
- Owner= santa.claus@cuanschutz.edu

Note: If changing to "**Editor**", you must first define the Editor.