

# Create a Sympa custom mailing list

for email communications across multiple University of Auckland courses

## **About Sympa**

- 1. The University of Auckland's Group Communications domain uses Sympa.
- 2. Sympa mailing lists remain active and automatically point to current enrolments year after year.
- 3. Any staff member can create a custom mailing list.

#### Before you start

To create your custom mailing list, you need to know:

- Your intended list name. I.e.: your-list-name@list.groupcomms.auckland.ac.nz
  - Note: Your list name should not include a year as the list will remain active for subsequent years. For example: mbchb.300 is preferred over mbchb.300-2016.
- The list of member class lists you wish to add to your custom mailing list (explained in step 1 below).
- The list of Owners and Moderators you wish to add. By default, Sympa will add you as the Owner of your custom list.

Note: The list template created for this guide is a simple template with basic functionality. You may wish to explore the option of a standard Sympa template that will give you more functionality.



#### Search for your class mailing list

Important: Every course you wish to include in your communication must be added into your custom list as a Member.

- Log in to <a href="https://lists.ec.auckland.ac.nz/sympa">https://lists.ec.auckland.ac.nz/sympa</a> with your University of Auckland Single Sign On. The domain name on the page on top will be "ITS Class Mailing Lists Service". Do not use the Wireless network.
- 2. On the top left, enter your "course.code" (e.g. "Phil.101") and select "Search lists".
- 3. Copy and paste the class list names you wish to use into a text editor (e.g. Notepad or Microsoft Word).

Note: All class mailing lists have a standard naming convention: <a href="mailto:course.code.campus.semester@lists.ec.auckland.ac.nz">course.code.campus.semester@lists.ec.auckland.ac.nz</a>. This is standard format and can be used for finding the specific class mailing list for any *current* course at the University of Auckland.

### **Create your mailing list**

- 1. Go to https://list.groupcomms.auckland.ac.nz/sympa/home.
- 2. The domain name on the page on top will be "Group Communications Mailing Lists".
- 3. Click on "Create List" in the Group Communications domain.

#### Select properties for your mailing list

- 1. On the Create a list page, complete the fields as follows:
  - **List name:** Enter the list name.
  - **Owner:** By default, Sympa will add you as the owner. This can be changed after the list has been created.
  - **List type:** This is pre-populated and doesn't need to be changed.
  - **Subject:** Enter a suitable subject.
  - **Categories:** Select your faculty name.
  - **Description:** Enter a short description for the mailing list or use the prepopulated one.
  - **Moderators:** Enter the email addresses of the moderators you require. You can enter as many as you like, one per line.
  - **Classes:** Paste the classes from step 1.
- 2. Submit your request.



## **Activate your mailing list**

- 1. To activate your list, submit an IT ticket via <a href="https://superuoa.custhelp.com/app/ask">https://superuoa.custhelp.com/app/ask</a>.
- 2. Raise the request under Service: IT Services; Topic: Email and Webmail.
- 3. You will be notified when the mailing list is active.

## **Edit your mailing list**

- To add new class lists as members:
  - On the left navigation bar, select the newly created mailing list under Subscribed lists.
  - Select the Edit list config. tab and select Data sources setup.
  - Scroll down to List inclusion and enter the class name.
  - Scroll to the bottom of the page and select Update.
  - A new line will appear under List inclusion.
  - Repeat as required.
- To add moderators:
  - On the left navigation bar, select the newly created mailing list under Subscribed lists.
  - Select the Edit list config. tab and select the List definition.
  - Scroll down to Moderators and add the University of Auckland email address of the moderator.
  - Scroll to the bottom of the page and select Update.
  - A new line will appear under Moderators.
  - Repeat as required.