Majordomo Mailing List Basics



Type: Task Software: None Platform: UNIX Connection: Telnet Availability: N/A

Overview:

Majordomo is a listserv program. It manages a list of subscribers who wish to send mail to one another on a particular topic or for a particular class. When you address an e-mail message to a list, you are essentially addressing it to each individual person who has subscribed to that list.

All use and administration of majordomo listservs is done via e-mail. By sending a message addressed to majordomo@lclark.edu, any majordomo requests in the body of your message will be performed. Majordomo ignores any information in the subject line of your e-mail message. Below are some of the more common requests used with Majordomo.

To create a new Majordomo list, simply send an e-mail request to postmaster@lclark.edu including a suggestion for a name for the list (such as ECON-101). The postmaster will create the list and notify you via e-mail when it is ready.

Subscribing to a Listserv:

To become a part of a Majordomo listsery, send the following message in electronic mail.

```
To : majordomo@lclark.edu
Cc :
Attchmnt :
Subject :
— Message Text —
subscribe listserv login
end
```

Where *listserv* is the name of the group you wish to join and *login* is your UNIX/e-mail login.

Helpful Commands for Majordomo Listserv Owners:

Each listserv has an administrator. This is a person who maintains the list. This person is also responsible for approving any requests made to the group. Below are some commands that are both necessary and useful in managing a listserv.

Each time someone subscribes to a listsery, the administrator receives a notification. To approve a subscription to a listsery, the following e-mail message must be sent:

```
To : majordomo@lclark.edu
Cc :
Attchmnt :
Subject :
— Message Text —

approve password subscribe listserv login
end
```

Where password is the password for your listserv, listserv is the name of the group the student wishes to join and login is the student's UNIX/e-mail login.

It is important to know that you may include as many requests in an e-mail message as are needed. If you are adding an entire class to the list, you may have multiple approve statements in one message body.

To approve someone leaving the list, send the above message substituting the word *unsubscribe* for *subscribe*.

To see who is currently subscribed to a list, send the following e-mail message:

```
To : majordomo@lclark.edu

Cc :
Attchmnt :
Subject :
— Message Text —

who list
end
```

Where *list* is the name of the Majordomo list. This will return to you in a subsequent mail message the logins of all people subscribed to this listserv.

Other helpful commands that can be sent to Majordomo in the form of an e-mail message include:

\ If a request is longer than one line in an e-mail message, a \ must be used at the end of the first line to contiue it to the second line.

lists

Shows the names of all the lists served by Majordomo at Lewis and Clark.

help

Receive an e-mail message with a synopsis of the Majordomo user manual.

Further Information

Online:

For on-line help, type %help majordomo or %man majordomo on sun.