The Mailman system that powers the campus mailing lists will deliver an email notification to the configured moderators for a list when a message requires moderator approval. The email will contain details of the message, as well as a link to the moderation interface for the list.

Note: The moderation interface can only be accessed from on campus, or when connected to the VPN.

Log in to the Moderation Interface

1. Click on the link at the bottom of the email notification informing you that a message is being held for moderation. Alternatively, you can navigate to http://famine.mtmary.edu/mailman/admindb/<*Name of List*> from on campus or when connected to the VPN. Replace <*Name of List*> with the name of the list you are attempting to moderate.
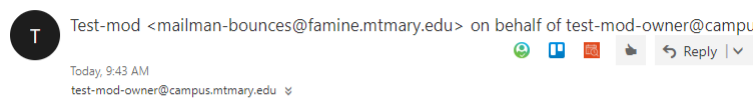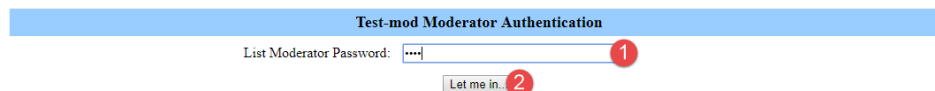
2. Enter the moderator password for the list in the **List Moderator Password** field (1). Then, click the **Let me in...**button (2).

Handle All Pending Messages at Once

The default view for message moderation allows the moderator to quickly process all messages held for moderation from one page. However, little detail is provided regarding each message. If you wish to review individual messages before making a decision on whether or not to release the message, see the section below titled **Handle Messages Individually**.

1. For each of the messages in the **Held Messages** list, select the action you wish to take for the message via the action radio buttons (1). See below for a description of each action. When you have selected an action for each message, click the **Submit All Data** button (2).

   Administrative requests for mailing list: *Test-mod*

   This page contains a summary of the current set of administrative requests requiring your approval for the *Test-mod* mailing list. First, you will find the list of pending subscription and unsubscription requests, if any, followed by any postings being held for your approval.

   For each administrative request, please select the action to take, clicking on the **Submit All Data** button when finished. More detailed instructions are also available.

   You can also view the details of all held postings.

   Submit All Data
   ☐ Discard all messages marked *Defer*

   Held Messages

From:smithd@mtmary.edu

   | Action to take on all these held messages:
Defer   Accept   Reject   Discard
  ○   ◉   ○   ○
☐ Preserve messages for the site administrator
☐ Forward messages (individually) to:
test-mod-owner@campus.mtmary.edu
☐ Clear this member's *moderate* flag | Click on the message number to view the individual message, or you can view all messages from smithd@mtmary.edu

[1] **Subject:** Test
Size: 7623 bytes
Reason: Post to moderated list
Received: Thu Apr 12 09:43:32 2018 |

   ☐ Discard all messages marked *Defer*
   Submit All Data

Message Actions

- **Defer**: Takes no action on this message. The message will remaining in the Held Messages list for future moderation.
- **Accept**: Approves the message, and sends it to the members of the mailing list.
- **Reject**: Rejects the message. It is not sent to the members of the mailing list, and a standard notification is sent to the original sender of the message.
- **Discard**: Rejects the message. It is not sent to the members of the mailing list, and the original sender is not notified that the message was rejected.

2. When all messages have been accepted, rejected or discarded, you will see a screen indicating that there are no pending moderation requests.

   Test-mod Administrative Database

   There are no pending requests. Click here to reload this page.

   Logout

   Test-mod list run by *smithd at mtmary.edu*
   Test-mod administrative interface (requires authorization)
   Overview of all campus.mtmary.edu mailing lists

   Mailman
   version 2.1.15   PYTHON Powered   Powered by... FreeBSD

Handle Messages Individually

1. Click on the link next to the **Subject** of the message for which you wish to view additional detail.

2. You can view details about the message at the top of the screen (1), and view the content of the message in the **Message Excerpt** field (2). Then select an action to take for the message (see above for a description of actions) from the **Action** radio buttons (3). If you selected *Reject*, enter a rejection message to be sent to the sender of the original message in the **If you reject this post, please explain** field (4). Then click the **Submit All Data** button (5).

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.