Office of Information Technology
UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

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.

Click on **List Management** at the top menu and select **List Dashboard**. This should be the first thing you see when you log in.
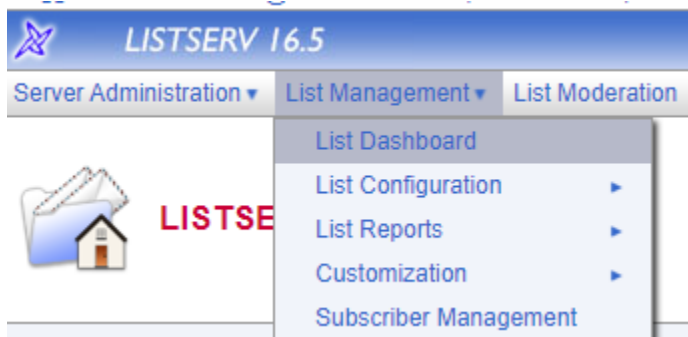
Click on **Configure** under the list you want to manage senders on.

Then go to the **Access Control** tab.

Scroll down to the Send settings. 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.

---	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.
Owner	Only the designated owners of the list can post.

Owner or Editor is generally the recommended settings for senders. The Owner and Editor list is located in the **List Maintenance** 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 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.

Once you are done adding and/or removing senders, click the Save button at the bottom right of the page.

You will get confirmation at the top of the page that the list header was successfully updated.

List Configuration (EW-TEST)

The header of the EW-TEST list has been successfully replaced.

You can review your send summary on the **List Maintenance** page 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: santa.claus@cuanschutz.edu. Posts from all other sources will be rejected.
- Owner= santa.claus@cuanschutz.edu

Note: If you change the primary **Send=** setting, the header will be automatically updated and the page redisplayed with the valid options for the new setting you selected.