Subject: INC2848038 - comment added: Listserv Moderation and Approvals
From: OIT List Services <listman@ncsu.edu>
Date: 2/10/2017 8:24 AM
To: jrsaah@ncsu.edu

NC STATE UNIVERSITY

Comments added to INC2848038

Description: Listserv Moderation and Approvals

Your support request has been updated with the following information.

To add additional information to this request, you may reply to this e-mail or update the request in your browser using this link: INC2848038.

Comments:

2017-02-10 08:24:21 EST - Kathy Mebane   Additional comments
Joseph,

Here are the instructions on moderation. Let me know if you have any problems.

Knowledge article REM-KB0002682:

Problem:

How do I add or change the moderation settings of my email list?

Solution:

You can change the moderation settings of an email list either via email or via the web. By default, a list will use the owners of the list as moderators. If you need to change moderators, see the bottom of this solution.

To enable moderation via email, you can do the following:

1. Send an email to "mj2@lists.ncsu.edu". In the body of the message you will put text similar to the following:

        approve PASSWORD configset LISTNAME moderate = VALUE

PASSWORD is replaced with your list's master password.

LISTNAME is the unqualified name of your list (i.e.:
        foo@lists.ncsu.edu would be just foo).

VALUE will be replaced with either yes or no, depending upon whether
    you want the list to be moderated or not.

Example:

From: joe_user@ncsu.edu
To: mj2@lists.ncsu.edu
Subject: none

approve foobar configset foo moderate = yes

#--
To enable moderation via the Web:

1. Start your web browser and go to

    http://lists.ncsu.edu/

2. Click on "List-owner Interface".
3. Enter the unqualified name of your list
    (i.e.: foo@lists.ncsu.edu would be foo).
4. Enter the password for your list.
5. Click on the [GO] button.
6. On the next page click on "Configuration" from the top menu.
7. Click on the checkbox (little gray box) beside "Moderate" and
    click on the [configshow] button.
8. Scroll down to where "moderate" is listed.
9. Click the checkbox next to moderate.
10. Enter either yes or no in the text box just below "moderate".
11. Click on the [configset] button at either the top or the bottom of
    the list of options.

#--

To change the moderators via email:

1. Send email to "mj2@lists.ncsu.edu" with the following in the
   body of the message:

   approve <PASSWORD> configset <LISTNAME> moderators <<EOF
   <insert email addresses of the moderators, one per line, here>
   EOF

Example:

```
  From: joe_user@ncsu.edu
  To: mj2@lists.ncsu.edu
  Subject: none

  approve foobar configset foo moderators <<EOF
  joe_user@ncsu.edu
  jane_user@ncsu.edu
  EOF
```

#---

To change the moderators via the Web:

1. Start your web browser and go to

    http://lists.ncsu.edu

2. Click on "List-owner Interface".
3. Enter the unqualified name of your list
    (i.e.: foo@lists.ncsu.edu would be foo).
4. Enter the password for your list.
5. Click on the [GO] button.
6. On the next page click on "Configuration" from the top menu.
7. Click on the checkbox (little gray box) beside "Moderate" and
    click on the [configshow] button.
8. Scroll down to where "moderators" is listed.
9. Click the checkbox next to "moderators".
10. Enter the moderator email addresses in the text box,
    one per line.
11. Click on the [configset] button at either the top or the bottom of
    the list of options.

Kathy

2017-02-09 21:43:41 EST - Joseph Saah   Additional comments

Sorry Kathy, it was on the first email I sent... gbird@lists.ncsu.edu
Thanks for helping me out. To be clear, I do not want to have to approve any
posts, as it will shut down communication when I am on vacation.
WIth Appreciation.
J. Royden Saah

2017-02-09 10:45:58 EST - Kathy Mebane   Additional comments

Joseph,

What is the name of the listserv?

Thanks,
Kathy

> **REMEMBER:** NC State staff will never ask for your password!
> **Never** share your password with anyone for any reason!

Incident Detail:

Description	Listserv Moderation and Approvals
State	Awaiting User Info
Assignment Group	OIT_LISTMAN
Customer Info	Joseph Saah jrsaah@ncsu.edu (jrsaah)

More Information: INC2848038

This email was sent from a server at North Carolina State University.
Raleigh, NC 27695