**MajorCool: A Web Interface To Majordomo Mailing List Manager**

*MajorCool* is a Web interface to the Majordomo mailing list management system. Whereas Majordomo is a command-driven application that utilizes email for effecting changes, *MajorCool* adds a Web-based front-end to provide a user-friendly interface to list management operations.

Rather than having to remember the correct command syntax, *MajorCool* is designed around the practical activities of mailing list management such as creating, modifying, renaming and deleting.

- **Creating** – is a site-maintenance action performed by the desired list owner for adding a new list.
- **Modifying** – is a list-owner responsibility, enabling owners to change the behavior of the lists they maintain.
- **Renaming** – allows list owners to change list names as needed.
- **Deleting** – allows list owners to delete lists that are no longer in use.

*MajorCool* is an alternative to using the email-based commands sent to the Majordomo list manager address and gives you most (but not all) of the same configuration options that you are used to using, but provides a simpler and easier interface that saves you the hassle of managing your lists strictly via email.

*MajorCool* is accessed through the URL [http://wise.fau.edu/cgi-bin/majordomo](http://wise.fau.edu/cgi-bin/majordomo).
The CREATE option is provided to allow desired owners to request that a new Majordomo list be created. Please be advised that all lists must comply with IRM policy.

The desired owner is prompted for the **list name**, **description**, **admin password** and **list owner email address**. By clicking GO, this request is sent to the Majordomo-owner address for approval.

**List Names:**
Mailing list names must be at least 5 characters long, all lowercase and consist of only alphanumeric characters (a-z, 0-9), underscores (_), and hyphens (-). No spaces allowed. Also, all names must end with ‘-l’.
For example, “examplelist-l”.

**List Description:**
The list description is a one-line phrase to help clarify the purpose of the new list since the character restrictions imposed on list names can often make them appear quite cryptic.

**Admin Password:**
Every list must have a password associated with it. This password controls access to the list maintenance functions. No one can make any changes to the list without knowing the password. Do not pick obvious words and if you must write it down, keep it in a safe place.

**List Owner Email:**
There must be an FAU email address for the list owner. The list owner is the person who will have the duties of controlling any aspects of list operation which are not handled automatically by Majordomo. If the list owner prefers to use a different email account other than the FAU email account, they can have their mail from the list forwarded to that account. But the list owner must request the list with an FAU email account and keep it current while owning the list.
Once you click GO to submit your request for the new list, the request is sent to the Majordomo site administrator for approval.

Lists are NOT automatically created. Upon approval, you will receive an email confirmation of the newly created list. You may be required to “reply” to this email confirmation before the list is truly created. Make sure you read closely all email correspondence from Majordomo.

Once your list request is submitted you will see a List Creation Request confirmation screen. (See example below)
The RENAME option is provided to allow list owners to request that an existing
Majordomo list be renamed. The owner is prompted for the old list name, new list name
and admin password. This request will be sent to the Majordomo-owner address for
approval.
Once you click GO to submit the request to rename a list, the request is sent to the Majordomo site administrator for approval. You may also receive an email confirmation that may require a reply. You will see a rename request confirmation screen in MajorCool (as below):
The DELETE option is provided to allow list owners to request that an existing Majordomo list be deleted. The list owner is prompted for the list name and admin password. The request will be sent to the Majordomo-owner address for approval.
Once you click GO to submit the request to delete the list, the request is sent to the Majordomo site administrator for approval. You may also receive an email confirmation that may require a reply. You will see a delete request confirmation screen in MajorCool (as below).
The MODIFY option provides the list owner access to the management functions of the list. The list owner is prompted for a list name and list password. The list owner has the option of choosing to modify:

- **List subscribers**
- **List configuration options**
- **List info file**
- **List intro file**

When the GO button is clicked, the password is validated and, if successful, the list owner is given access to one of the following list configuration functions:

**List Subscribers:**

The SUBSCRIBER ADMINISTRATION screen allows the list owner to view and modify the members of the list. Any changes submitted are converted to the appropriate ‘subscribe’ or ‘unsubscribe’ command and issued to Majordomo with the ‘approval’ qualifier.
List Info File:

The LIST INFO file is sent to all new subscribers (if there is not a list INTRO file available) or returned by request via the ‘info’ command in the body of an email message to majordomo@wise.fau.edu.

The INFO file page allows the list owner to view and modify the information included on the INFO file. If changes are submitted, a ‘newinfo’ command is issued to Majordomo.

The INFO file should include any important information about the list that list subscribers or those interested in joining this list should know.
List Intro File:

The LIST INTRO file is sent to all new subscribers (in place of an INFO file, if available) or returned by request via the ‘intro’ command in the body of an email message to majordomo@wise.fau.edu by a list member.

The INTRO file page allows the list owner to view and modify the INTRO file. If changes are submitted, a ‘newintro’ command is issued to Majorodomo.

The INTRO file should include any information that new subscribers to the list should know.

What’s the difference between the INFO file and INTRO file?

The INTRO file is the default file that is sent to all new subscribers to the list. Only subscribers of the list can receive the INTRO file. The INFO file can be requested by anyone, even those that are not members of the list. If there is no INTRO file created, all new subscribers will receive the INFO file.

The INTRO file can contain more introductory and welcoming information. The INFO file can contain more detailed information about the list. However, both files typically contain similar information.
Configuration Options:

From the CONFIGURATION OPTIONS screen, list owners can change configuration items such as list description, subscription policy, approve password, and much more.

**Description:** should be a one line description of the list. Must keep line approximately 50 characters long.

**Subscribe & Unsubscribe Policy:** the list owner can decide how subscriptions/unsubscriptions to the list are handled. Lists can be open, closed or auto.

- Open – means anyone can subscribe/unsubscribe themselves to the list.
- Closed – means the list owner must approve each request to be subscribed/unsubscribed to the list.
- Auto – means anyone can subscribe/unsubscribe anyone to the list.

Using the ‘+confirm’ modifier will automatically send an email message to each subscriber informing them that they were being submitted to subscribe to the list. It requires that they reply to that email to confirm their desire to be added to the list. If they don’t reply, it is assumed they truly DO NOT wish to added to the list and their name will be dropped.
**Owner(address):** the email address of the list owner.

**Moderate:** determines whether the list is moderated or not. A moderated list means each posting to the list will be sent to the list owner for approval before posting. A moderated list demands much attention from the list owner.

**Moderator:** someone other than the list owner can be the moderator of the list. They, then, will receive all posts to a moderated list for approval.

**Approve passwd:** the password that is required to approve a posting to a moderated list.

**Administrivia:** if set to Yes looks for administrative requests (i.e. subscribe/unsubscribe) and forwards them to the list owner instead of the list.

**Announcements:** If set to yes, comings and goings to the list will be sent to the list owner. These SUBSCRIBE/UNSUBSCRIBE event announcements are informational only (no action is required), although it is highly recommended that they be monitored to watch for list abuse.

**Welcome:** If set to yes, a welcome message (and optional 'intro' file) will be sent to the newly subscribed user.

**Restrict Post:** If defined, only addresses listed in these files (colon or space separated) can post to the mailing list.

**Noadvertise:** Use ./ for the list not be listed in the output of a lists command.

The CONFIGURATION option will also allow you to modify the list of subscribers, the INFO file and the INTRO file; change the list password and send a copy of the configuration file to yourself via email.

**Getting Help:**

You can get a similar copy of this Help sheet by clicking the HELP button at the bottom of the *MajorCool* web site page.

In addition to getting help, you can also choose restart, feedback and home from the same button bar.

Restart – will return you to and refresh the initial *MajorCool* home page.
Feeback – will allow you send an email message to the Majordomo site administrator.
Home – will take you to FAU’s home page.
Using a List:

The previous information dealt with how to manage a list as a list owner. The following describes how to actually make use of the newly created list.

Topics include:

- Format of email messages.
- Finding out which lists are on the system
- Subscribing to a list
- Posting messages to a list
- Unsubscribing from a list
- Finding out which lists of which you are a member
- Getting the INFO file.
- Getting the INTRO file.
- Other commands not enabled
- Getting help.

Format of email sent to Majordomo and to lists:

Any email sent to Majordomo must be sent in “plain text”. Email sent as Rich Text or HTML will bounce back to you with many lines of text reading “not recognized” and the message will not post to the list.

To change the format of a specific message to “plain text” using Outlook, choose Format from Menu bar, then choose Plain Text from list of formats. For more information on permanently changing formats of email messages, please see the Outlook documentation provided at http://acs.fau.edu/training/coursematerials.htm.

Email sent to a list can be in any format desired. It’s only Majordomo that demands plain text format.
Finding out which lists are on the system:

Once you are interested in joining a list, you may wish to find out how many lists are publicly available on the system.

To get a list of current lists:

1. Make sure the email you are sending is in plain text format.
2. Address the message to majordomo@wise.fau.edu
3. Leave the Subject line empty (Majordomo ignores it anyway).
4. Type the word “lists” without the quotes in the body of the message.
5. Remove any additional characters from the body of the message. For example, delete any signature information. The only information that should be in the body of the message is the word “lists”.
6. Send the message.

Within a short amount of time, you will receive an email message from majordomo@wise.fau.edu displaying all available lists being supported on this majordomo system. (See example below)

>>> lists
Majordomo@wise.fau.edu serves the following lists:

abc123-l                This is description
alfaculty-l             Distribution of Arts and Letters Faculty
bestpractices-l         Best Practices
diannetest-l            This is the first list description
eme6051-l               Models of Learning Listserv
example-l               Used for training purposes
ids3932h-l              Honors Ethics in Business, Govt & Society
email list

Use the 'info <list>' command to get more information about a specific list.

Subscribing to a list:

Once you’ve determined that you wish to subscribe to one or more lists on this system, you can send commands to majordomo@wise.fau.edu to have it add you to the list(s), so you can began to receive posts from the list.

To subscribe to a list:

1. Make sure your email is in the plain text format.
2. Address the message to majordomo@wise.fau.edu
3. Put nothing in the Subject line.
4. In the body of the message, type “subscribe nameoflist-l” without the quotes.
5. Remove any additional characters from the body of the message.
6. Send the message.
Depending on the configuration settings of the list to which you are subscribing, you will either be automatically added to the list and receive an email message notifying you of that fact and introductory information about the list;

or you will receive an email message notifying you that your email address has been offered in a request to join a list and will require you to reply to that message to confirm your desire to be added to the list (lists that are using the +confirm modifier in the configuration settings);

or you will receive an email message notifying you that your request to join the list has been forwarded to the list owner for approval (lists that are set to closed in the configuration settings). Whether approved or disapproved, you will receive an email from the list owner to that effect.

➢ **Posting to a list:**

Once you are subscribed to a list, you will receive an introductory message that should explain how to post to the list successfully. However, if the message doesn’t contain the correct information or if you’ve misplaced this message, the correct information is as follows:

**To Post to a list:**

1. Messages can be in any email format (plain text, rich text or HTML)
2. Address the message to the nameoflist-l@wise.fau.edu.
   For example, example-l@wise.fau.edu.
3. Put the subject of the message in the Subject line.
4. Type the message in the body of the list.
5. Any additional characters, such as a signature, can remain.
6. Send the message.

When you want to send a message to share with members of a list, you MUST send a message to the nameoflist-l@wise.fau.edu. If you wish to send a message only to Majordomo for the purpose of subscribing, unsubscribing, or any of list management issues you MUST send a message to majorodomo@wise.fau.edu in plain text format.

DON’T send requests to subscribe, unsubscribe, etc. to the name of a list! Otherwise, every member of the said list will see your request and in turn you may receive critical replies regarding your mistake.

In addition, any message that was intended to go to a list, but was accidentally sent to majordomo@fau.edu will return to you with multiple lines of text stating “not recognized” and your message will not post successfully to the list.
Unsubscribing from a list:

The original introductory message you received when you joined the list contains the exact steps involved in unsubscribing from the list. However, if you’ve misplaced that message, you can unsubscribe from a list as follows:

To unsubscribe from a list:

1. Make sure your email is in plain text format.
2. Address the message to majordomo@wise.fau.edu.
3. Put nothing in the Subject line.
4. In the body of the message, type “unsubscribe nameoflist-l” without the quotes.
5. Remove any additional characters from the body of the message.
6. Send the message.

If you are a member of multiple lists and wish to unsubscribe from all lists at once, complete the following steps.

To unsubscribe from multiple lists:

1. Make sure you email is in plain text format.
2. Address the message to majordomo@wise.fau.edu.
3. Put nothing in Subject line.
4. In the body of the message, type “unsubscribe *” without the quotes.
5. Remove any additional characters from the body of the message.
6. Send the message.

The “*” symbol in the message stands for “all lists of which I am a member”. You can use this statement instead of sending multiple email messages requesting to be unsubscribed from multiple lists.

If you only wish to temporarily disable a membership to a list for a certain period of time, you still must fully unsubscribe from the list, then re-subscribe when ready. For example, if you will be gone on vacation for two weeks and do not wish to receive mail from the list during that time, you need to unsubscribe from the list before you leave, then re-subscribe once you return.

Majordomo doesn’t recognize any temporary disable command.
Finding out which lists of which you are a member:

You may have subscribed to many different lists over time. Some lists may be more active than others, and you may have forgotten which lists you have membership in. To get a display of all of your subscribed lists, do the following:

To get a display of lists of which you are a member:

1. Make sure your message is in plain text format.
2. Address the message to majordomo@wise.fau.edu.
3. Put nothing in the Subject line.
4. In the body of the message, type “which” without quotes.
5. Remove any additional characters from the body of the message.
6. Send the message.

Majordomo will send you an email message displaying all lists of which you are a member. (See example below).

```plaintext
>>> which
The string 'rmitchef@fau.edu' appears in the following entries in lists served by Majordomo@wise.fau.edu:

<table>
<thead>
<tr>
<th>List</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>example-l</td>
<td><a href="mailto:rmitchef@fau.edu">rmitchef@fau.edu</a></td>
</tr>
</tbody>
</table>
```
Getting the INFO File:

The INFO file is an informational file that includes important information about using a list, for example how to unsubscribe or post successfully. Anyone can request the INFO file on any list, no matter if they are members of the list or not.

To request the INFO file:

1. Make sure the message is in plain text format.
2. Address the message to majordomo@wise.fau.edu
3. Put nothing in the Subject line.
4. In the body of the message, type “info nameoflist-l” without quotes.
5. Remove any additional characters from body of message.
6. Send the message.

You will receive an email message containing all the information included in that list’s INFO file. (See example below).

>>> Info example-l
[Last updated on: Fri May 3 16:02:02 2002]
You have been subscribed to the "example-l" mailing list.

This is an incredibly important list and only the most important people can become members of this list.

This list has been set up for use in training on using the Majordomo Mailing List Web Interface called MajorCool.

To post to this list, address your email in plain text format to example-l@wise.fau.edu

To remove yourself from this list, address your email in plain text format to majordomo@wise.fau.edu and type unsubscribe example-l in the body of the message.

Don't put anything in the subject line of the email because Majordomo ignores that info anyway.

Thank You.

Ronda Mitchell
List Owner
Getting the INTRO file:

The INTRO file is an introductory informational file that is automatically sent to new subscribers to a list (if available), otherwise the INFO file is sent. Only members of a list can request the INTRO file.

To request the INTRO file:

1. Make sure the message is in plain text format.
2. Address the message to majordomo@wise.fau.edu.
3. Put nothing in the Subject line.
4. In the body of the message, type “intro nameoflist-l” without quotes.
5. Remove any additional characters from body of message.
6. Send the message.

Other Majordomo commands not enabled on this system:

Majordomo is a fairly advanced list management utility and it has the capabilities of doing other list management activities. However, not all commands are honored on every system. FAU does not enable the following commands due to privacy issues.

The “Who” command, if enabled, allows a user to get a display of all members of a list. This command is not enabled here at FAU.

As a list owner, you can always get a display of who has subscribed to your list by using the MajorCool web interface.

The “Index” command, if enabled, allows a user to see if a list has any archived files associated with it, such as back issues of the list, help files, user profiles, etc. This command is not enabled here at FAU.

The “Get” command, if enabled, will allow a user to retrieve a file that was displayed from the Index command. This command is not enabled here at FAU.
Getting Help:

At any time, you can request the Help sheet that is very similar to this handout from Majordomo that includes all the information included in this handout, plus some more.

If you would like to get help from a human being. You can email the Majordomo System Administrator with your questions. They will email you in return.

You can also contact the owner of a specific list with specific list questions, by addressing an email to the list address with the “-approval” modifier added.

To retrieve the Help file:

1. Make sure message is in plain text format.
2. Address the message to majordomo@wise.fau.edu.
3. Put nothing in the Subject line.
4. In the body of the message, type “help” without the quotes.
5. Remove any additional characters from body of message.
6. Send the message.

Majordomo will send you an email message that includes all available help.

To email the Majordomo System Administrator:

1. Address the message to listadms@wise.fau.edu
2. Type your question in the body of the message.
3. Send the message.

To email the List Owner:

1. Address the message to the nameoflist-l-approval@wise.fau.edu. For example, example-l-approval@wise.fau.edu.
2. Type your question in the body of the message.
3. Send the message.