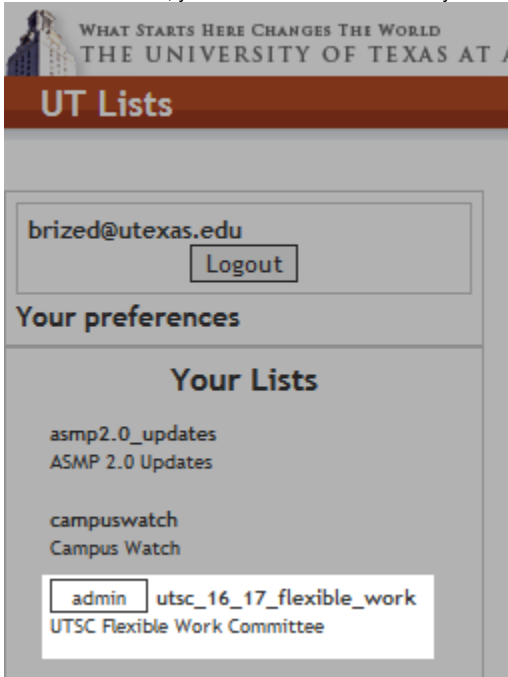


Managing UTLists

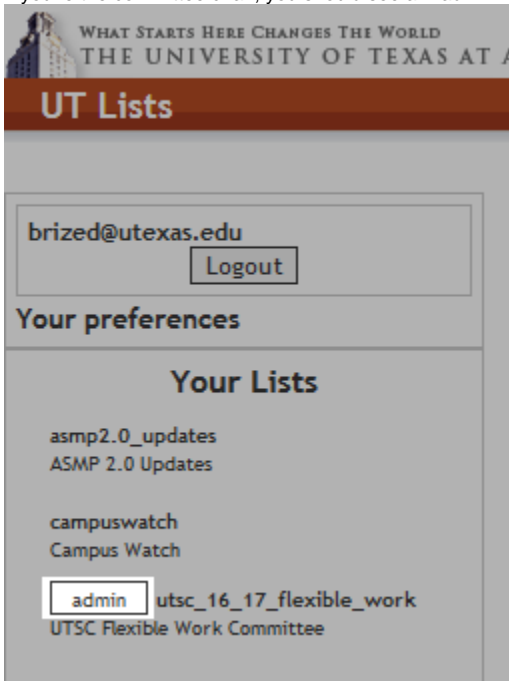
- [Getting to the Admin Page](#)
 - [Adding Members](#)
 - [Bulk Additions](#)
 - [Single Additions](#)
 - [Removing Members](#)
 - [Managing List Owners/Admins](#)

Getting to the Admin Page

1. Login to <https://utlists.utexas.edu/sympa>
2. On the left sidebar, you'll see a list of the UTLists you're a member of. Select your committee's list. It will usually have 'utsc' in it.



3. If you're the committee chair, you should see an "admin" button next to your committee's UTList. Click it.



WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT A

UT Lists

brized@utexas.edu [Logout](#)

Your preferences

Your Lists

asmp2.0_updates
ASMP 2.0 Updates

campuswatch
Campus Watch

[admin](#) utsc_16_17_flexible_work
UTSC Flexible Work Committee

4. You should now see the admin page for the UTList. In the left sidebar, click **Admin**, then **Manage Subscribers**

UT Lists

brized@utexas.edu
Privileged owner
[Logout](#)

Your preferences

Subscribers: **0**
(Error rate:0 %)
Owners
brized

Subscribe

Info

Contact owners

Admin

Edit List Config

Customizing

Manage Subscribers

Manage Archives

Bounces

Delete Shared

Remove List

Rename List

Moderate

Message (0)

Document (0)

Subscriptions (0)

Archive

Post

RSS

Shared documents

Review members

Adding Members

Bulk Additions

To add people to your committee's list, click **Multiple add**

utsc_16_17_flexible_work@utlists.utexas.edu
UTSC Flexible Work Committee

[Pending subscriptions](#)

[Remind all subscribers](#)

[Multiple add](#)

[Dump](#)

Page size
25 ▼

Add the first committee member's email, followed by a space and then their name. Press enter to create a new line, and repeat for each committee member. Once done, click **Add subscribers**.

utsc_16_17_flexible_work@utlists.utexas.edu

UTSC Flexible Work Committee

t.demont@austin.utexas.edu Tracy DeMont
dozuna@ices.utexas.edu Derrick Ozuna
Mike.walker@austin.utexas.edu Michael Lee Walker
brized@utexas.edu Bryan Hill
wcn@austin.utexas.edu Wendy Nesmith
areshanov@utexas.edu Alex Reshanov

Add subscribers ☐ quiet

Single Additions

If you just need to add one person, use the field with the button next to it. Get the person's email address, copy/paste it in, and then click .

If you leave the ☐ quiet checkbox as-is, the person will get an email notification of being added to the list when you click .

If you check the box, then they won't be notified.

Create listList of listsHomeHelp

1 subscribers added

utsc_16_17_professional_development@utlists.utexas.edu

UTSC Professional Development Committee

Pending subscriptions

Remind all subscribers

Multiple add

Dump

Add

☐ quiet

Search

Delete selected email addresses

☐ quiet

X	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	brized@utexas.edu			mail	subscribed	21 Oct 2016	21 Oct 2016

Page size

25

page 1 / 1

Removing Members

When you want to remove members, go to Admin, then Manage subscribers.

UT Lists

brized@utexas.edu
Privileged owner
Logout

Your preferences

Subscribers: 0
(Error rate:0 %)
Owners
brized

Subscribe

Info

Contact owners

Admin

Edit List Config

Customizing

Manage Subscribers

Manage Archives

Bounces

Delete Shared

Remove List

Rename List

Moderate

Message (0)

Document (0)

Subscriptions (0)

Archive

Post

RSS

Shared documents

Review members

Then review the list of current members.

X	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	brized@utexas.edu			mail	subscribed	21 Oct 2016	21 Oct 2016
<input type="checkbox"/>	chelsea@utexas.edu		Chelsea Cowley	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	lg@utexas.edu		Larrimie Gordon	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	philip.pool@cm.utexas.edu		Philip Pool	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	shartley@law.utexas.edu		Sonja Hartley	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	smyers@austin.utexas.edu		Stephanie Myers	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	steve@its.utexas.edu		Stephen Walker	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	swalker@austin.utexas.edu		Stephen Walker	mail	subscribed	26 Oct 2016	26 Oct 2016
<input type="checkbox"/>	trina.calkins@austin.utexas.edu		Trina Calkins	mail	subscribed	20 Oct 2016	20 Oct 2016

☐ Toggle Selection

☐ Delete selected email addresses

☐ quiet page 1 / 1

To remove someone, click the checkbox by them, and then

☐ Delete selected email addresses

X	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input type="checkbox"/>	brized@utexas.edu			mail	subscribed	21 Oct 2016	21 Oct 2016
<input type="checkbox"/>	chelsea@utexas.edu		Chelsea Cowley	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	lg@utexas.edu		Larrimie Gordon	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	philip.pool@cm.utexas.edu		Philip Pool	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	shartley@law.utexas.edu		Sonja Hartley	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	smyers@austin.utexas.edu		Stephanie Myers	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	steve@its.utexas.edu		Stephen Walker	mail	subscribed	19 Oct 2016	19 Oct 2016
<input type="checkbox"/>	swalker@austin.utexas.edu		Stephen Walker	mail	subscribed	26 Oct 2016	26 Oct 2016
<input type="checkbox"/>	trina.calkins@austin.utexas.edu		Trina Calkins	mail	subscribed	20 Oct 2016	20 Oct 2016

☐ Toggle Selection

☐ Delete selected email addresses

☐ quiet page 1 / 1

As with adding members, if you leave the ☐ quiet checkbox as-is, the person will get an email notification of being removed from the list when you click ☐ Delete selected email addresses.

If you check the box, then they won't be notified.

Managing List Owners/Admins

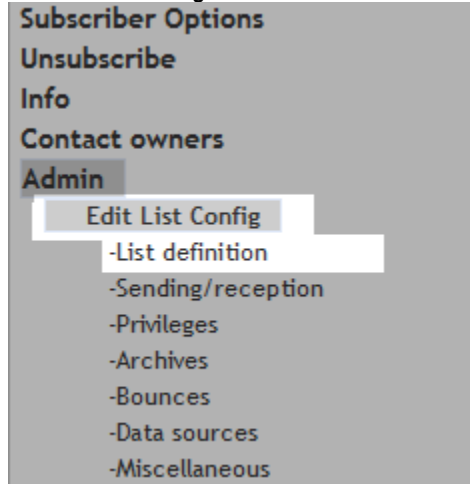
List owners can add or remove people from the list, just like you.

It's good to have at least one other trusted owner of the list, in case you're out sick or just need to delegate.

Great candidates are:

- Co-chair(s)
- Technical committee members
- Technical members of UTSC ExComm
- IT or technical staff within your department willing to help out with UTSC stuff

Click **Edit List Config** and then **List definition**.



Add any co-chairs or technical committee members, one at a time. You'll have to add one person, change their Profile to Privileged, scroll all the way to the bottom of the page, click **Update**, and repeat.

Owner Help

E-mail address :

name :

private informations :

profile : ▼

reception mode : ▼

E-mail address :

name :

private informations :

profile : ▼

reception mode : ▼

E-mail address :

name :

private informations :

profile : ▼

reception mode : ▼