
Banner Mailing List

July 5, 2011

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Purpose

This document provides a resource for subscribers and moderators of Banner Mailing Lists. These mailing lists facilitate collaboration and communication among Banner users across campus. They will serve as a way to promote resources and ask questions about using Banner.

Instructions for Subscribers

Subscribing to the Mailing List

1. Open your browser and enter the appropriate **URL** (See Appendix).
2. Under the “Subscribing” heading, type the following:
 - Your email address
 - Your name (optional)
 - Password
 - Reenter Password
3. Select whether you would like to receive list mail batched in a daily digest. This will allow all messages to be sent to you in one email each day instead of each email being sent to you separately.
4. Select **Subscribe**.
5. You will receive a confirmation email. To confirm online go to step 6; to confirm through email, go to step 8.
6. In the confirmation email, select the **link** to the webpage. If clicking it does not bring up the web page, try copying and pasting it into your browser.
7. Once the web page has loaded in your browser, make sure all your information is correct. If so, select **Subscribe to list**. You will receive an email welcoming you to the mailing list.
8. To confirm through email, **reply** to the confirmation email. Make sure the Subject remains exactly as it is. You will receive a welcome email from the mailing list.

Sending a Message to the Mailing List

1. Enter in your browser the appropriate **URL** (See Appendix).
2. Under the “Using Banner” heading, select the **email address** provided. If that does not work, copy and paste it into the TO: field in a new email.
3. **Type and send** the email just as you would any other.
4. You will receive an email confirming that it has been sent. Once the message has been approved by the moderator, those on the mailing list will receive it.

Changing Mailing List Membership Options

1. Open your browser and enter the appropriate **URL** (See Appendix).
2. In the Subscribers section, enter your **email address** based on the action you want to take.
3. Enter your **password** when the next page loads.
4. Select **Log in**.
5. In this section of the mailing list you may change your account in several ways:
 - **New address:** To change your email address, enter your new address in the **New Address** field.
 - **Unsubscribe:** Select the Unsubscribe button and follow Steps 5-9 in the Unsubscribe section of this manual.
 - **View other subscriptions:** Select the **List my other subscriptions** button.
 - **Mail Delivery:** Disable mail delivery if you would like to remain subscribed, but would not like to receive mail.
 - **Set Digest Mode:** Digest Mode allows messages to be sent bundled together rather than sent separately. This setting lessens the number of emails you receive.
 - **Get MME or Plain Text Digests?:** If your email will not receive MME messages, select Plain Text.
 - **Receive own posts?:** Selecting “No” will prevent you from receiving your own messages.
 - **Receive acknowledgement mail?:** Selecting “Yes” will allow you to receive confirmation emails when you send emails to the list.
 - **Get password reminder?:** Selecting “Yes” will allow you to receive a monthly email reminding you of your password.
 - **Conceal yourself?:** Selecting “Yes” will prevent others from seeing you on the subscription list.
 - **Topic filter?:** Selecting “Yes” will allow messages which do not have a specified topic to be sent to you. This is only an option if you have at least one topic selected.
 - **Avoid duplicate copies?:** Selecting “Yes” will prevent you from receiving duplicate copies of messages.

Unsubscribe from a Mailing List

1. Open your browser and enter the appropriate **URL** (see appendix).
2. In the last field on the page, enter your **email address**.
3. Select **Unsubscribe or edit options**.
4. On the next screen, select the **“Yes, I really want to unsubscribe”** checkbox.
5. Select **Unsubscribe**.
6. You will receive a confirmation email.

Instructions for Moderators

Logging On as a Moderator

1. Open your browser and enter the appropriate **URL** (See Appendix).
2. Enter the **moderator password**.
3. Select **Let me in...**
4. If you have pending requests, your screen will look like Figure 1. If no pending requests are in your account, your screen will look like Figure 2.

Administrative requests for mailing list: *Banner-st-registration*

This page contains a summary of the current set of administrative requests requiring your approval for the [Banner-st-registration 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.

Discard all messages marked *Defer*

From: dka001@shsu.edu	
<p>Action to take on all these held messages:</p> <p>Defer Accept Reject Discard</p> <p><input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p><input type="checkbox"/> Preserve messages for the site administrator</p> <p><input type="checkbox"/> Forward messages (individually) to:</p> <p><input type="text" value="banner-st-registration-owner@lists.shsu.edu"/></p> <p><input type="checkbox"/> Add dka001@shsu.edu to one of these sender filters:</p> <p>Accepts Holds Rejects Discards</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/></p> <p><input type="checkbox"/> Ban dka001@shsu.edu from ever subscribing to this mailing list</p>	<p>Click on the message number to view the individual message, or you can view all messages from dka001@shsu.edu</p> <p>[1] Subject: test</p> <p>Size: 29509 bytes</p> <p>Reason: Post by non-member to a members-only list</p> <p>Received: Tue May 31 13:35:44 2011</p>

Discard all messages marked *Defer*

Fig. 1

Database Updated...

Banner-fi-procurement Administrative Database

There are no pending requests. [Click here to reload this page.](#)

[Banner-fi-procurement list run by ucs_jrc at shsu.edu, sab008 at shsu.edu, krr011 at shsu.edu](#)

[Banner-fi-procurement administrative interface \(requires authorization\)](#)

[Overview of all lists.shsu.edu mailing lists](#)

Fig. 2

Managing Requests

As a moderator, you will be prompted to act on messages sent to the mailing list. You will receive an email each time an item enters your queue. (Subscriptions will be automatically approved unless the requester is blocked from membership.) Both will show up on your screen as pending requests. The information below will assist you in deciding how to react to such requests.

1. Login following steps 1-3 from in the Logging on as a Moderator section.
2. The screen will show a summary of all pending requests just as it does in Figure 1 above.
3. If you would like to discard all messages which have been deferred, select the appropriate check box.
4. If the requester is not a member of the mailing list, on the summary page, you may add them to a sender filter, which will create an automatic reaction every time a request is made by this email address. Select the radio button under the action to be automatically administered—accepts, holds, rejects, or discards.
5. If the requester is not a member of the mailing list, you may ban them from ever subscribing by selecting the **Ban** checkbox.
6. To view details of the request, select the **view the details** link or the **number beside the Subject** for the desired request. This allows you to read the message which is being requested or to perform various other actions.
7. If you would like to save the message, select the **Preserve message for site administrator** check box.
8. If you would like to forward the message, select the **Forward this message to** checkbox and enter the recipient's email address. This option is preferable if you would like to edit the message before sending it to the mailing list. This can be done by following these steps:
 - **Forward** the message to yourself
 - Discard the original message by selecting the **discard** radio button.
 - When the message is in your mailbox, **edit** the message and **resend** to the mailing list.
9. To act on the request choose one of the four radio buttons:
 - **Defer**—This will allow you to take no action now. However, you may still forward or preserve the message.
 - **Approve**—This action sends the message to all on the mailing list.
 - **Reject**—This rejects the message while also sending a rejection notice to the requestor. You may add a reason for the reject in the “If you reject this post, please explain” box.
 - **Discard**—This prevents the message from being sent to the mailing list without sending a rejection notice to the requestor.
10. Once all desired actions are chosen, select **Submit all Data**.

Appendix

Module	Moderator Links	Subscriber Links
Student – Registration	http://lists.shsu.edu/mailman/admindb/banner-st-registration	http://lists.shsu.edu/mailman/listinfo/banner-st-registration
Student – Graduate	http://lists.shsu.edu/mailman/admindb/banner-st-gr-admissions	http://lists.shsu.edu/mailman/listinfo/banner-st-gr-admissions
Student – Class Schedule	http://lists.shsu.edu/mailman/admindb/banner-st-class-schedule	http://lists.shsu.edu/mailman/listinfo/banner-st-class-schedule
Student – Undergraduate	http://lists.shsu.edu/mailman/admindb/banner-st-ug-admissions	http://lists.shsu.edu/mailman/listinfo/banner-st-ug-admissions
HR/Payroll	http://lists.shsu.edu/mailman/admindb/banner-hr-payroll	http://lists.shsu.edu/mailman/listinfo/banner-hr-payroll
Finance – General	http://lists.shsu.edu/mailman/admindb/banner-fi-general	http://lists.shsu.edu/mailman/listinfo/banner-fi-general
Finance – Budget	http://lists.shsu.edu/mailman/admindb/banner-fi-budget	http://lists.shsu.edu/mailman/listinfo/banner-fi-budget
Finance – Disbursements	http://lists.shsu.edu/mailman/admindb/banner-fi-disbursements-travel	http://lists.shsu.edu/mailman/listinfo/banner-fi-disbursements-travel
Finance – Grants	http://lists.shsu.edu/mailman/admindb/banner-fi-grants	http://lists.shsu.edu/mailman/listinfo/banner-fi-grants
Finance – Procurement	http://lists.shsu.edu/mailman/admindb/banner-fi-procurement	http://lists.shsu.edu/mailman/listinfo/banner-fi-procurement

References

<u>If type of problem occurs</u>	<u>Contact</u>
Program won't load	Service Desk (936) 294-1950
Questions about mailing list processes	Jacob Chandler, ucs_jrc@shsu.edu

Revisions

Date	Author	Notes