Create a Sympa custom mailing list

for email communications across multiple University of Auckland courses

About Sympa

1. The University of Auckland’s Group Communications domain uses Sympa.
2. Sympa mailing lists remain active and automatically point to current enrolments year after year.
3. Any staff member can create a custom mailing list.

Before you start

To create your custom mailing list, you need to know:

- Your intended list name. I.e.:
  your-list-name@list.groupcomms.auckland.ac.nz
  
  Note: Your list name should not include a year as the list will remain active for subsequent years. For example: mbchb.300 is preferred over mbchb.300-2016.

- The list of member class lists you wish to add to your custom mailing list (explained in step 1 below).
- The list of Owners and Moderators you wish to add. By default, Sympa will add you as the Owner of your custom list.

Note: The list template created for this guide is a simple template with basic functionality. You may wish to explore the option of a standard Sympa template that will give you more functionality.
Search for your class mailing list

Important: Every course you wish to include in your communication must be added into your custom list as a Member.

1. Log in to https://lists.ec.auckland.ac.nz/sympa with your University of Auckland Single Sign On. The domain name on the page on top will be “ITS Class Mailing Lists Service”. Do not use the Wireless network.
2. On the top left, enter your “course.code” (e.g. “Phil.101”) and select “Search lists”.
3. Copy and paste the class list names you wish to use into a text editor (e.g. Notepad or Microsoft Word).

Note: All class mailing lists have a standard naming convention: course.code.campus.semester@lists.ec.auckland.ac.nz. This is standard format and can be used for finding the specific class mailing list for any current course at the University of Auckland.

Create your mailing list

1. Go to https://list.groupcomms.auckland.ac.nz/sympa/home.
2. The domain name on the page on top will be “Group Communications Mailing Lists”.
3. Click on “Create List” in the Group Communications domain.

Select properties for your mailing list

1. On the Create a list page, complete the fields as follows:
   - **List name**: Enter the list name.
   - **Owner**: By default, Sympa will add you as the owner. This can be changed after the list has been created.
   - **List type**: This is pre-populated and doesn’t need to be changed.
   - **Subject**: Enter a suitable subject.
   - **Categories**: Select your faculty name.
   - **Description**: Enter a short description for the mailing list or use the pre-populated one.
   - **Moderators**: Enter the email addresses of the moderators you require. You can enter as many as you like, one per line.
   - **Classes**: Paste the classes from step 1.
2. Submit your request.
Activate your mailing list

1. To activate your list, submit an IT ticket via https://superuo.custhelp.com/app/ask.
2. Raise the request under Service: IT Services; Topic: Email and Webmail.
3. You will be notified when the mailing list is active.

Edit your mailing list

- To add new class lists as members:
  - On the left navigation bar, select the newly created mailing list under Subscribed lists.
  - Select the Edit list config. tab and select Data sources setup.
  - Scroll down to List inclusion and enter the class name.
  - Scroll to the bottom of the page and select Update.
  - A new line will appear under List inclusion.
  - Repeat as required.
- To add moderators:
  - On the left navigation bar, select the newly created mailing list under Subscribed lists.
  - Select the Edit list config. tab and select the List definition.
  - Scroll down to Moderators and add the University of Auckland email address of the moderator.
  - Scroll to the bottom of the page and select Update.
  - A new line will appear under Moderators.
  - Repeat as required.