What are mailing lists?

A mailing list is a single email address that sends a message to a number of recipients. This can be used to contact, for example, a specific research group, every member of a department, or all the people who have signed up to hear about a particular project.

The UCS provides a mailing list service, built on the world standard “MailMan” software, which provides tools for managing mailing lists. This provides all the technical facilities required for a list while presenting your IT staff or other list managers with a straightforward user interface.

A mailing list can be as small as a single address or as large as ten thousand addresses (our largest current list). With numbers this large you need all the automation you can get!

Features

- List archives.
- Raven-authenticated controls for Cambridge list members, separate authentication system for external members.
- Web interface for list management.
- Automated bounce management policies.
- User-driven subscription and unsubscribe system.
- Automatic messages for new and departing users.
- Automatic addition of footers if wanted.
- Automatic tracking of which addresses have been bouncing for how long, and removal of repeatedly bouncing addresses after a fixed period.
- Automated removal of cancelled users.
- Emergency moderation if a list gets abused.

http://www.ucs.cam.ac.uk/email/lists
Managing a mailing list

There are a number of settings which control how the list behaves. These can be set once when the list is created and then left alone.

**Access:** A list may be

“Open” – anyone can post to it

“Open/Cam” – anyone in Cambridge can post to it

“Closed” – all postings except for members must be approved by the list managers. Member postings can also be restricted if appropriate.

**Privacy:** Managers control who can see who else is on the list.

**Automatic messages:** Messages can be sent out when the list members join or when they leave.

**Footers:** Footers can be specified to be added to every message, typically describing the purpose of the list.

Charging

This service is free.

Further Information

Email: lists-admin@ucs.cam.ac.uk
Web: http://www.ucs.cam.ac.uk/email/lists

University Search: mailing lists

Related services from the UCS

**Managed mail domains** – we can run your institutional mail addresses without you having to run a server. This can combine well with mailing lists.

**Shared mailboxes** – one address on Hermes accessed by small groups of people in Cambridge. These are often used for job sharing and similar tasks.

**Hubbing** – shield your mail server behind ours.

Managed services for institutions

**Calendar** – Google calendar with Raven authentication and calendars of University dates

**Desktop** – central filestore, managed print, application delivery, personal and group web pages

**Directory** – web- and email-based online directory with delegated management of content

**Email** – spam and virus filtering, managed mail domains, institutional mailing lists

**Hosting** – networked rackspace in a secure environment with redundant power, cooling, fire suppression

**Consultancy and support** – reviews and strategic advice, recruitment, induction and appraisal of staff, institution support service

**Network** – end-to-end network connectivity: IPv4, IPv6 or raw fibre, installation services, wireless, DNS

**Search** – institutional control of quicklinks and filtered searches, for web and directory searching

**Telephony** – VoIP telephony with institutional call-logging and billing access

**Training Facilities** – training booking system for any course provider, bookable facilities, customised training courses

**Video** – recording, encoding, storing and streaming institutional video content

**Videoconferencing** – fully equipped central facility, equipment hire, consultancy on institutional facilities

**Web** – hosted web servers, Wikis and content management system

General contact for managed services: UCS Institution Liaison office

Phone: 34720/48477
Email: institution-liaison@ucs.cam.ac.uk
Web: http://www.ucs.cam.ac.uk/linkpages/managed