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[Email Policy](#)

[E-mail Use](#)

[Guidelines](#)

[Alias Service](#)

[Agreement](#)

[FAQ](#)

[Contact Us](#)

### Other Electronic Services:

[E-Mail Services](#)

[Mailing-Lists](#)

[UCE/Spam Filtering](#)

[Service](#)

### Services:

[IEEE Xplore™](#)

[IEEE Personal](#)

[Email Alias Service](#)

[What's New @ IEEE](#)

[Ask\\*IEEE](#)

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[Aliases](#)

[Mailing Lists](#)

[Web Stats](#)

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[Career and employment resources](#)

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[IEEE Conference Search](#)

[IEEE Spectrum Online](#)

[IEEE Job Site](#)

[IEEE Financial Advantage Program™](#)

[IEEE Student Concourse](#)

## Using Majordomo

### List-Owner's Perspective

The **list owner** is the person (or persons) who will run day-to-day operations of a **mailing list** by responding to mail messages from Majordomo. Each mailing list operated by Majordomo can have its own list owners.

Majordomo has **open** and **closed** lists. A subscriber to an open list will be approved automatically unless they specify an "**address**" different from the one in their e-mail header. All subscriptions to **closed** lists will be sent to the **list owner** for approval.

If you'd like a list with the absolute minimum of maintenance (but also a minimum of security), you could create an **auto** list. All subscription or unsubscription requests will be honored without any input from the list owner. For example, anyone could unsubscribe anyone else.

Majordomo also has **public** and **private** lists. In a public list, subscribers have access to information about other subscribers through the **who** and **which** commands; in a private list, they don't. When a list is private, only subscribers can use the archive commands **index** and **get**.

The owner can potentially receive four types of messages:

- requests to approve **subscriptions** (or unsubscriptions)
- requests to approve **messages** to the list (moderated lists)
- **notifications** of successful subscriptions or unsubscriptions
- **bounces** (messages sent to the list that weren't delivered)

Which of these the owner receives, and how many, depends on the setup of the list (and of course, how many members the list has). Majordomo provides the "approve" script to help handle approval of subscriptions and messages, and "bounce" to help handle bounces. (However, these scripts are only available if the **owner** reads their E-Mail using a **UNIX**-based mail-reader, such as **elm** or **pine**).

Majordomo makes day-to-day operation of a mailing list easier, but there are still things to do. If your mailing lists are **open** (anyone can subscribe) and **unmoderated** (anyone can post), you'll get fewer messages, but you should still expect some.

When mail (a subscription, unsubscription, or an article intended for a moderated list) needs approval, majordomo sends the message to the list owner(s). Any list owner (**and in fact, anyone who knows the list password**) can send an approval message back to Majordomo to approve the request.

A **list owner** is the person (or people) listed on the "*listname-approval*" alias in your system aliases file.

Note that Majordomo lets you put **different** people on the "*listname-approval*" and "*listname-owner*" aliases. If you split those duties between two different people, keep that in mind as you read the sections below. I've assumed that all list messages needing action go to a single **list owner**.

## Commands

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### approve **password** subscribe/unsubscribe **list** **address**

Subscribe or unsubscribe someone from the list "list". For example:

```
approve BoOM subscribe donut-makers rpbaker@sandia.gov
approve BoOM unsubscribe donut-makers john.dough@bakers.org
--
```

---

### passwd **list** **old-password** **new-password**

Change the subscription approval password for **list** from **old-password** to **new-password**. Remember that this password is stored, unencrypted, on the computer running Majordomo. Don't use your login password!

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### newinfo **list** **password**

Change the text in the **listname.info** file (the text a user receives when they mail an **info** command or subscribe to the list). The text is taken from the rest of the mail message until a line with the three upper-case letters **EOF** at the start.

```
newinfo sample dumbo
Welcome to the 'sample' mailing-list!
This list was created for DEMO purposes.
... blah,blah,blah ...
EOF
--
```

---

### config **list** **password**

E-mails a copy of the configuration file for "list" to the owner. The owner can edit the configuration file and send it back with "newconfig".

```
config list password
--
```

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### newconfig **list** **password**

The "newconfig" command installs a new configuration file for "list". After you type the "newconfig" command, the rest of the mail message should be a copy of the new configuration file.

```
newconfig list password
...config file contents here...
EOF
```

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### writeconfig **list** **password**

Rewrites the configuration file into standard form--including all documentation in the configuration file.

*URL: <http://eleccomm.ieee.org/domo1/ownerdoc.html>  
(Modified: 10-Feb-1999)*