



LISTSERV Reference

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Introduction

This document is intended to be used as a reference for commonly used LISTSERV keywords and headers settings. If you are having trouble getting started, we recommend that you read the following ITS documents available at: <http://www.hawaii.edu/itsdocs>

Getting Started with LISTSERV on the Web: for List Users and Subscribers

or

Guide to Understanding and Managing a LISTSERV Mailing List

Header Configurations

The LISTSERV list header contains parameters that control the behavior of a list. This section outlines some of the basic configurations, for more information on the keywords please read the next section, “Header Keywords”.

SIMPLE MAIL REDIRECT (MAIL ALIAS)

Description: This configuration simulates a mail alias. A message posted to the list is simply forwarded to all subscribers. Messages sent to the list are not archived or kept on the server. Subscription to this list is restricted and requires the owner’s approval; however anyone may post to the list.

Header Settings:

```

My public discussion list (MYLIST-L)
Subscription= By_Owner
Ack= No
Send= Public
Errors-To= Owner
Confidential= No
Validate= Yes, Confirm
Reply-to= List, Respect
Review= Owners
Notebook= No

```

Owner= joe@example.com

PUBLIC LISTSERVS LISTS

Description: Public LISTSERV lists are available for people to search for and request a subscription. Set “Confidential” to “No” to make your LISTSERV list public and “Subscription” to “Open” to allow a user to subscribe without the need of the owner’s approval.

Header Setting:

```
My public discussion list (MYLIST-L)
Subscription= Open
Ack= Yes
Send= Public
Errors-To= Owner
Confidential= No
Validate= Yes, Confirm
Reply-to= List, Respect
Review= Owners
Notebook= Yes, /listserv/root/lists/listname, Monthly
Owner= joe@example.com
```

ONE-WAY ANNOUNCEMENT LIST

Description: Only the owner or moderator/editors, in this case joe@example.com, are allowed to send mail to this list. Subscription is unrestricted (anyone can subscribe to this list). List is archived monthly.

Header Settings:

```
My public discussion list (MYLIST-L)
Subscription= Open
Ack= Yes
Send= joe@example.com
Errors-To= Owner
Confidential= No
Validate= Yes, Confirm
Reply-to= List, Respect
Review= Owners
Notebook= Yes, /listserv/lists/mylist-l, Monthly
Owner= joe@example.com
```

Note: To add more allowed senders to the list, add another email next to the send command:

```
Send= joe@example.com, jane@example.com, jack@example.com
```

Or

```
Send= joe@example.com
Send= jane@example.com
Send= jack@example.com
```

MODERATED (EDITOR)

Description: All messages sent to the list are reviewed by an editor, who is responsible for checking the appropriateness and correctness of a message, before forwarded the message to the list. Moderated lists reduce the amount of “spam” messages since they are filtered by the editor.

Header Settings:

```
My public discussion list (MYLIST-L)
Subscription= By_Owner
Ack= Yes
Send= Editor
Editor= joe@example.com
Errors-To= Owner
Confidential= No
Validate= Yes, Confirm
Reply-to= List, Respect
Review= Owners
Notebook= Yes, /listserv/lists/mylist-l, Monthly
Owner= joe@example.com
```

MODERATED (MESSAGE HOLD)

Description: All messages sent to the list are reviewed and approved by the moderator of the list. Subscription to this is restricted and must be approved by the list owner. Unlike a moderated list with an editor, the moderator only approves or disapproves of a message, but doesn't actually change the contents of the message.

Note: *You must have at least one moderator specified. Click on **List Management**, then click on the **Wizard** button, then click on **Alphabetical Keyword Listing** then click on **Moderator** (or the keyword of your choice).*

Header Settings:

```
My moderated discussion list (MYLIST-L)
Moderator=All, joe@example.com, jane@example.com
Editor= joe@example
Subscription= By_Owner
Ack= Yes
Confidential= No
Validate= Yes, Confirm
Send= Editor, Hold, Confirm
Errors-To= Owner
Reply-to= List, Respect
Review= Owners
Notebook= Yes, /listserv/lists/mylist-l, Monthly
Owner= joe@example.com
```

Note: *Moderation can also be done in an alternating fashion. To do so, simply remove the 'All' following Moderator.*

Moderator=joe@example.com, jane@example.com

Header Keywords

Subscription

Define whether or not new users are allowed to subscribe to the list, and if not, whether their subscription requests are to be forwarded to the list owner or not.

- =Open: New users are allowed to subscribe to the list.
- =Open,Confirm: Before new users are allowed to subscribe to the list they must confirm their address with an "OK" response. No list owner intervention is required.
- =By_Owner: New users are not allowed to subscribe, but their requests will be forwarded to the list owner. This is the default.
- =By_Owner,Confirm: Similar to "By_Owner", but before the request is forwarded to the list owner, the would-be subscriber must first respond to an "OK" confirmation request. NOTE CAREFULLY that you MUST specify "By_Owner" rather than "By Owner" -- the underscore is required for this syntax.
- =Closed: New users are not allowed to subscribe, and their requests are not to be forwarded to the list owner.

Ack

Define the default value of the distribution option for the list.

- =Yes A short acknowledgment with statistical information on the mailing will be sent back to you.
- =Msg Messages will be sent when your mail file is being processed. Statistical information will be sent via messages, but no acknowledgment mail will be sent. [BITNET only]
- =No For Internet users, no acknowledgement will be sent. For BITNET users, a single interactive message will be sent as the message is processed. This is the default value.

Send

Define who can send messages to a list.

- =Public Anyone can post to the list
- =Private Only list subscribers can post to the list
- =Editor Posts are sent to an editor (must define Editor keyword), for correctness and content before being forwarded to the list.
- =email address(s) Only defined individual(s) can post to the list.
- =Editor, Hold Posts need to be approved by a moderator before being forwarded to the list.
- =Editor, Hold, Confirm All posts, including those from the Editor must be approved.

Confidential

Define if the list should be included in the list of public lists.

- =No List is included in public list.
- =Yes Hidden from public list.

Validate

Define whether or not list commands must be validated with a password or "OK" mechanism.

- =No All commands except **PUT** are taken at face value without validation. While users are not bothered with validation requests, the list is almost totally unprotected from attacks by hackers.

=Yes "Protected" commands, such as **DELETE** or **ADD**, require password validation.
=Yes, Confirm "Protected" commands are validated using the "OK" mechanism by default, although passwords are also accepted where appropriate. This is a good compromise between list security and list owner convenience.

Reply-To

Set a default value for the "Reply-to" field in the header of the list message.

First parameter

=List Replies are directed to the list
=Sender Replies are directed to the sender
=Both Reply sent to both List and sender (note: *Note that some mailing systems are unable to process a "Reply-To:" field with multiple addresses correctly and may therefore disregard the **Reply-to= Both** option and treat it as **Reply-to= List.***)

Second parameter

=Respect The original "Reply-to:" tag on the posting, if any, is kept. If no valid Reply-To: tag exists in the posting, the value defined in the first parameter of this keyword is used.
=Ignore The original "Reply-to:" tag on the posting, if any, is ignored and discarded, and the value defined in the first parameter of this keyword is used instead. If **Reply-To= None, Ignore**, then a Reply-to: tag will never be generated by LISTSERV.

Review

Restrict who can review the list of subscribers

=Public Anyone can view the list of subscribers.
=Private Only subscribers of the list can view the list.
=Owners Only the owners of the list can view the list.

Notebook

Set whether or not the list is archived

=No No archive for this list.
=Yes, location of archive, interval, access-level (*note: the first two parameters can only be setup by the LISTSERV administrator*)

Intervals

Single A single file with the extension "NOTEBOOK" is created.
Yearly A new file is started each yearly, extension is "LOGyy"
Monthly The extension is "LOGyymm"
Weekly The extension is "LOGyymmw" (w in "A"- "E")

Owner

Define who the owner(s) of the list are.

LISTSERV supports multiple list owners.

Editor

Define editor(s) in a moderated list

Use with "Send=Editor" to forward all messages to the editor defined. To allow list subscribers to send directly to the list you can define:

Editor=joe@example.com, *listname*

Moderator

Define the editors on moderated lists who will receive postings for approval.

Use with "Send=Editor, Hold" to keep messages from being posted until approved by a moderator.

=joe@example.com All posts need the approval of a specified moderator.

=ALL, joe@example.com, jane@example.com All post approvals are sent to each moderator. Once a message is approved by one of the moderators, any other moderator attempting to approve the same message will be told that an identical message has already been posted to the list.

=joe@example.com, jane@example.com Post approvals are sent alternately to a moderator. In this example, the work load is split among the moderators.

Default-Options

Define what options are set by default for new subscribers.

=norenew/renew Waive subscription confirmation for this user.

=nopost/post Prevent user from posting to a list.

=edit/noedit User may post without moderation.

=review/noreview Posts from user go to owner or moderator.

=noack/ack Receive message confirmation receipts.

=norepro/repro Sender receives a copy of own message.

=conceal/noconceal Hide yourself from a REVIEW.

=digest/index/nodigest/noindex Ask for digests or indexes.

=html/nohtml Prefer/Avoid HTML format.

=mime/nomime Prefer/Avoid MIME format.

=mail/nomail Start/Stop delivery of messages.

=repro/norepro Toggle receipt of copy of own messages.

=fullhdr "Full" mail headers (normally the default), containing Internet routing information, MIME headers, and so forth.

=subjecthdr "Full" mail headers (like the default) except that a "subject tag" is added to the subject line of mail coming from the list. If there is no subject tag defined in the list's configuration, the name of the list will be used. This can be very useful for sorting and filtering mail.

=shorthdr These headers are similar to the normal LISTSERV-style header except that Internet routing information and MIME headers are removed.

=dualhdr Dual headers are regular short headers followed by a second header inside the message body. This second header shows what list the message is coming from ('Sender:'), the name and address of the person who posted it ('Poster:'), the poster's organization, if present, and the message subject. Dual headers are helpful if your mail client does not preserve the original return e-mail address.

=ietfhdr This option selects sendmail-style headers, i.e. an exact copy of the original, incoming mail header with the addition of a 'Received:' line and of a 'Sender:' field. Some technical people prefer this type of header.

Hiding the Header

It is possible to hide part or all of a list header (except for the list title) from users who send the REVIEW command or who try to view the list's configuration via the CataList. You may also toggle the on/off sequence more than once to hide sections of the header.

```
.HH ON      Hide Header On
.HH OFF     Hide Header Off
```

Example:

```
My public discussion list (MYLIST-L)
Subscription= By_Owner
Ack= Yes

.HH ON
Send= Editor
Editor= joe@example.com
.HH OFF

Errors-To= Owner
Confidential= No
Validate= Yes, Confirm
Reply-to= List, Respect
Review= Owners
Notebook= Yes,/listserv/lists/mylist-l, Monthly

.HH ON
Owner= joe@example.com, jane@example.com
.HH OFF
```

In this example we hid two sections of the header.

User Commands

You can perform actions in LISTSERV by sending a command through email or using the Web interface. Some commands are only available to LISTSERV maintainers and list owners while other commands are available to subscribers and non-subscribers as well.

In following this guide all commands through email are sent to listserv@hawaii.edu with no subject, and the body of the message containing the command and options.

<u>Command</u>	<u>Parameter(s)</u>	<u>Description</u>
subscribe	listname fullname	Subscribe to a list, or change your name if already subscribed.
signoff	listname *	Unsubscribe from specified list. Unsubscribe from all lists on UH LISTSERV.
set	listname <options> ack/noack/msg conceal/noconceal digest/index/nodigest/noindex html/nohtml mime/nomime mail/nomail	Change your subscription settings. Receive acknowledgements. Hide yourself from a REVIEW. Ask for digests or indexes. Prefer/Avoid HTML format. Prefer/Avoid MIME format. Start/Stop delivery of messages.

	repro/norepro	Toggle receipt of copy of own messages.
register	fullname off	Register your name with UH LISTSERV. User no longer needs to specify their full name in subsequent subscribe requests. Causes LISTSERV to forget your name.
lists		Returns a list of public LISTSERV lists.
review	listname	Return a list of subscribers from a list.

Owner Commands

<u>Command</u>	<u>Parameter(s)</u>	<u>Description</u>
add	listname email@address fullname	Add a single user to a list.
	listname dd=x //x dd * email@address1 fullname1 email@address2 fullname2 //*	Add multiple users to a list.
delete	listname email@address * email@address	Delete single user from a list. Delete single user from all lists you own.
	Listname dd=x //x dd * email@address1 email@address2 //*	Delete multiple users from a list.
get	listname <options> header nolock	Get a copy of the list in a form suitable for editing. Get header only. Prevent locking of list header.
hold	listname	Prevent new posts from being processed to a list.
free	listname	Release a list, held by the HOLD command.
lists	owned moderated	Return a list of LISTSERV lists owned. Return a list of lists you are a moderator of.
put	listname list pw=xx	Update a list header for a list, where xx is your LISTSERV password.
unlock	listname	Unlock a list after using a GET.
set	listname <options> email@address norenew/renew nopost/post edit/noedit	Modify subscription settings for a user. Waive subscription confirmation for this user. Prevent user from posting to a list. User may post without moderation.

review/noreview

Posts from user go to owner or moderator.

More Information on Keywords

You can learn more about LISTSERV keywords by referencing the Appendix of **LISTSERV List Owner's Guide** available online at: <https://listserv.hawaii.edu>. This appendix is also available with shortcuts at: <http://www.lsoft.com/manuals/1.8e/sitemgr/listkeyw.html>

Getting Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to help@hawaii.edu, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk's toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at <http://www.hawaii.edu/help>
The ITS walk-in Help Desks are located in Keller 105, Keller 213 and the ITS Hamilton Lab on the UH Mānoa Campus.

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