



Mail Alias Owner's Guide

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Introduction

This document will cover the basics of mail aliases specific to the University of Hawai'i's centralized servers, including how to manage them.

Any UH faculty, staff member, or a student is allowed to request for a mailing list. However, students must be sponsored by a faculty or staff member. List topics should be directly related to academic and/or administrative work of the University.

What is a Mail Alias?

A mail alias is an email address that is used to redirect mail messages to one or more different email addresses. On the UHUNIX systems, a mail alias is a file that contains email addresses of all the people on a mailing list. The name of this file can then be used by anyone, anywhere to send mail to everyone on the list. The owner of the mail alias can edit the file to add or remove email addresses from the list. Unlike a LISTSERV list, mail aliases do not have the capability to archive messages, and cannot have more than one owner.

To request a mail alias, visit the following web site: <http://www.hawaii.edu/account>. Login using your UH username and password, then go to **Request a Mailing List** under **Mailing List Administration** and follow the directions.

To use a mail alias you would simply type in the name of the list in the **To:** field of the outgoing email message. When you send the message, it will go to everyone who is on the list. For example, if there are twenty people that you normally send email to, these people can all belong to a mail alias called `group-l@hawaii.edu`. Instead of sending a message to twenty addresses:

TO: user1@hawaii.edu, user2@hawaii.edu ... user20@hawaii.edu
CC:
:

You would send the message to the list address:

TO: group-l@hawaii.edu
CC:
:

Managing a Mail Alias

The contents of the mail alias subscribers file will be the e-mail addresses of people on the list. As the owner, you can add or remove e-mail addresses by going to the web page:

www.hawaii.edu/account

1. Login by entering your UH username and password and clicking the **Sign-in** button.
2. Under **Mailing List Administration**, click on **Edit a Mail Alias List**.
3. Select the list you want to modify, and then click **Open Selected Alias** (figure 1).

The screenshot shows the 'Managing Your UH Username' page. At the top is the University of Hawaii's logo and navigation menu. The main heading is 'Managing Your UH Username' with a 'Logout' link. Below this is the 'Alias List Management' section. A note states: 'Note: After clicking on "Open Selected Alias," it may take several minutes for the next page to be displayed.' Below the note, there is a checkbox for 'Manual' and a radio button for 'jbmatest-l', which is selected. An 'Open Selected Alias' button is at the bottom of this section. At the very bottom of the page, there is a footer with 'Campus Web Sites' and copyright information.

Figure 1: Mail Alias Selection

To Add a New Subscriber

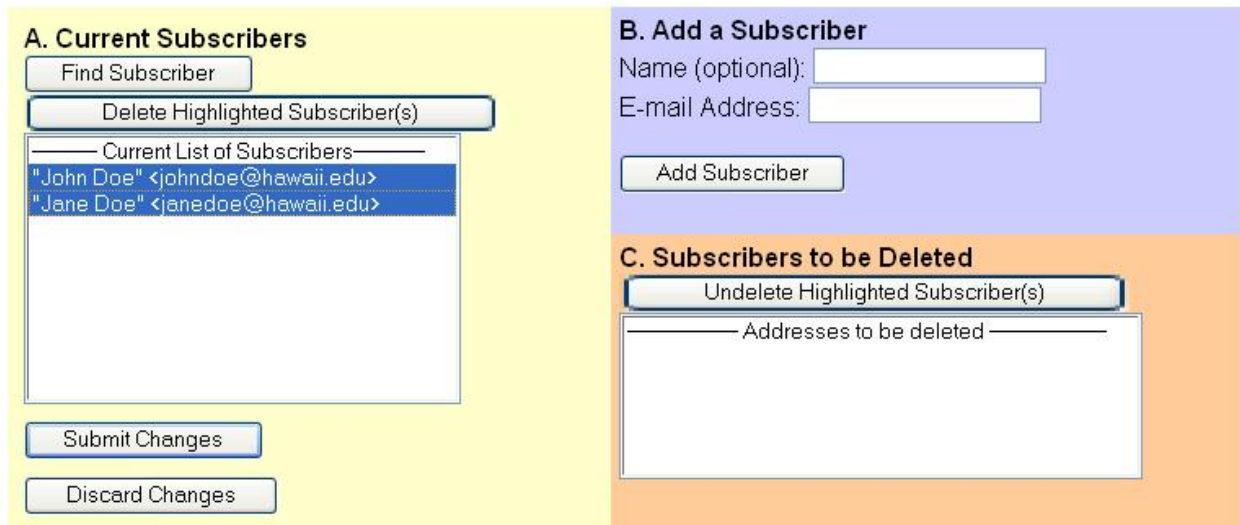
1. Enter a **Name** (optional) and **E-mail Address** under section **B. Add a Subscriber**.
2. Click **Add Subscriber**.
3. Click on **Submit Changes** when you are done to save any changes that were made.

The screenshot shows the 'Modify an Alias' page. It has a title bar 'Modify an Alias'. Below the title bar is a list of instructions: 'Box A lists the current subscribers to your list.', 'To add a subscriber, enter the subscriber's e-mail address, and optionally, their name, into box B, and click on the "Add Subscriber" button.', 'To find a current subscriber in box A, click on the "Find Subscriber" button.', 'To save changes to your list, click on the "Submit Changes" button.', 'To return to the main menu without saving changes, click on the "Discard Changes" button.' Below the instructions are three sections: 'A. Current Subscribers' with a 'Find Subscriber' button and a 'Delete Highlighted Subscriber(s)' button; 'B. Add a Subscriber' with input fields for 'Name (optional): John Doe' and 'E-mail Address: johndoe@hawaii.edu', and an 'Add Subscriber' button; and 'C. Subscribers to be Deleted' with an 'Undelete Highlighted Subscriber(s)' button and an 'Addresses to be deleted' input field. At the bottom are 'Submit Changes' and 'Discard Changes' buttons.

Figure 2: Add Subscriber

To Delete a Subscriber

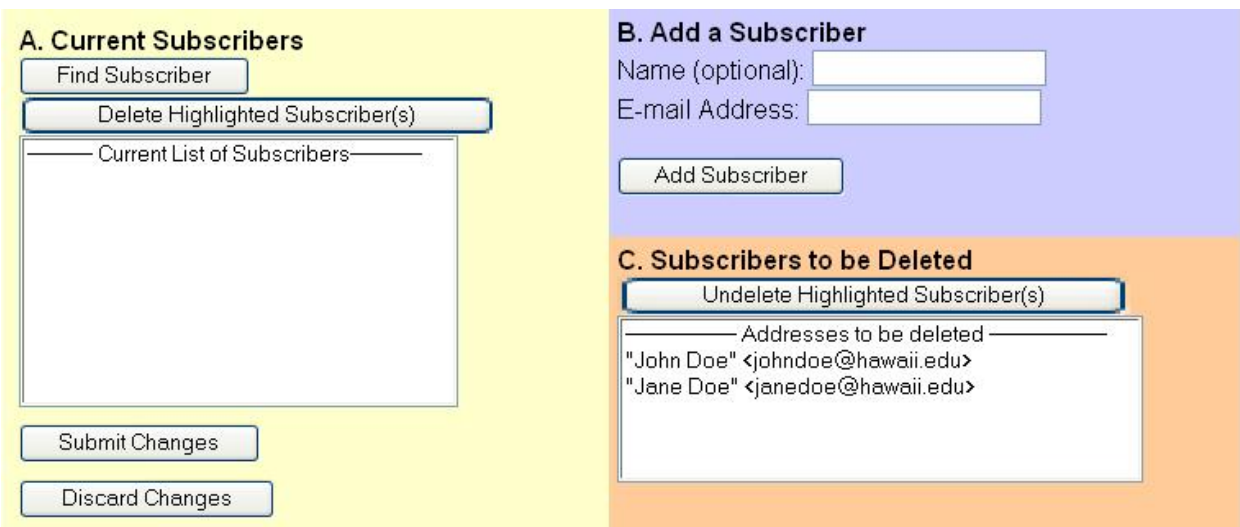
1. Highlight the entries under section **A. Current Subscribers** of the subscribers you want to delete. To highlight more than one entry hold down the <CTRL> key and click on multiple entries.



The screenshot shows a web interface with three main sections: A, B, and C. Section A, 'Current Subscribers', is highlighted in yellow and contains a 'Find Subscriber' button, a 'Delete Highlighted Subscriber(s)' button, a list titled 'Current List of Subscribers' with two entries: '"John Doe" <johndoe@hawaii.edu>' and '"Jane Doe" <janedoe@hawaii.edu>', and 'Submit Changes' and 'Discard Changes' buttons. Section B, 'Add a Subscriber', is highlighted in light blue and contains input fields for 'Name (optional):' and 'E-mail Address:', and an 'Add Subscriber' button. Section C, 'Subscribers to be Deleted', is highlighted in light orange and contains an 'Undelete Highlighted Subscriber(s)' button and an empty list titled 'Addresses to be deleted'.

Figure 3: Select subscribers

2. Click on **Delete Highlighted Subscriber(s)**. The subscriber entries will now be shown under section **C. Subscribers to be Deleted**.



The screenshot shows the same web interface as Figure 3, but with changes. In section A, the 'Delete Highlighted Subscriber(s)' button is highlighted. In section C, the 'Undelete Highlighted Subscriber(s)' button is highlighted, and the 'Addresses to be deleted' list now contains the two entries: '"John Doe" <johndoe@hawaii.edu>' and '"Jane Doe" <janedoe@hawaii.edu>'.

Figure 4: Subscribers to be deleted

3. If you made a mistake or have changed your mind, you can undelete a subscriber by highlighting the entry and clicking on **Undelete Highlighted Subscriber(s)**, otherwise you may save your changes by clicking on **Submit Changes**.

Using UNIX to Manage a Mail Alias

ITS recommends using the web interface to manage your mail alias. If you prefer to use UNIX to manage your mail alias, please refer to: <http://www.hawaii.edu/itsdocs/cen/mailalias> for more information.

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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