

Sympa Basics

What is Sympa?

Sympa is a web application used for creating email distribution lists and groups that can be used in any email program and on any email system.

Sympa is accessed through a web interface and any USC student, faculty or staff member can create new lists in it. These lists can contain people with or without USC addresses, and the lists can be modified at any time.

Different security and sending restrictions may be placed on each list you create, and you may create an unlimited number of lists. For example, lists may be entirely unrestricted and set to allow anyone to send to them. Alternatively, they can be fully locked down to only allow certain people to send to them.

Sympa's web interface also features an optional archive feature, allowing members of your list to login and see previous messages sent to and from your list. This makes it easy to keep track of messages relating to your list in a single place and separately from your email inbox.

Help and tutorials with setting up lists for Sympa are available at the links below. Additional video tutorials provided by Provost IT will be available soon.

Sympa FAQ: <https://mymaillists.usc.edu/sympa/help/faquser>

Sympa Detailed User Guide: <https://mymaillists.usc.edu/sympa/help/user>

Sympa User Commands: https://mymaillists.usc.edu/sympa/help/mail_commands

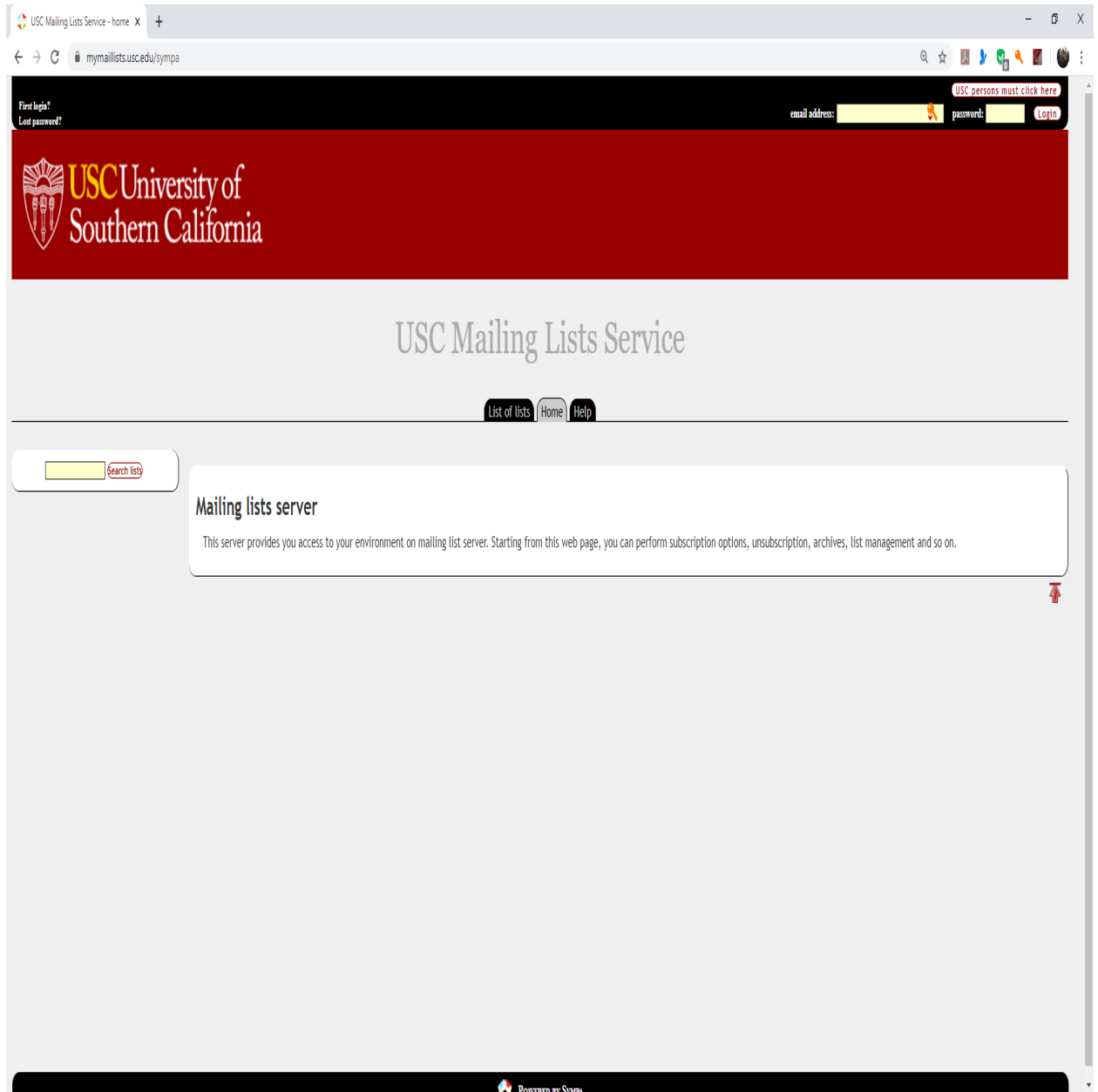
Sympa Admin Guide: <https://mymaillists.usc.edu/sympa/help/admin>

Sending a Message: <https://mymaillists.usc.edu/sympa/help/sendmsg>

Read and Search Messages Online: <https://mymaillists.usc.edu/sympa/help/arc>

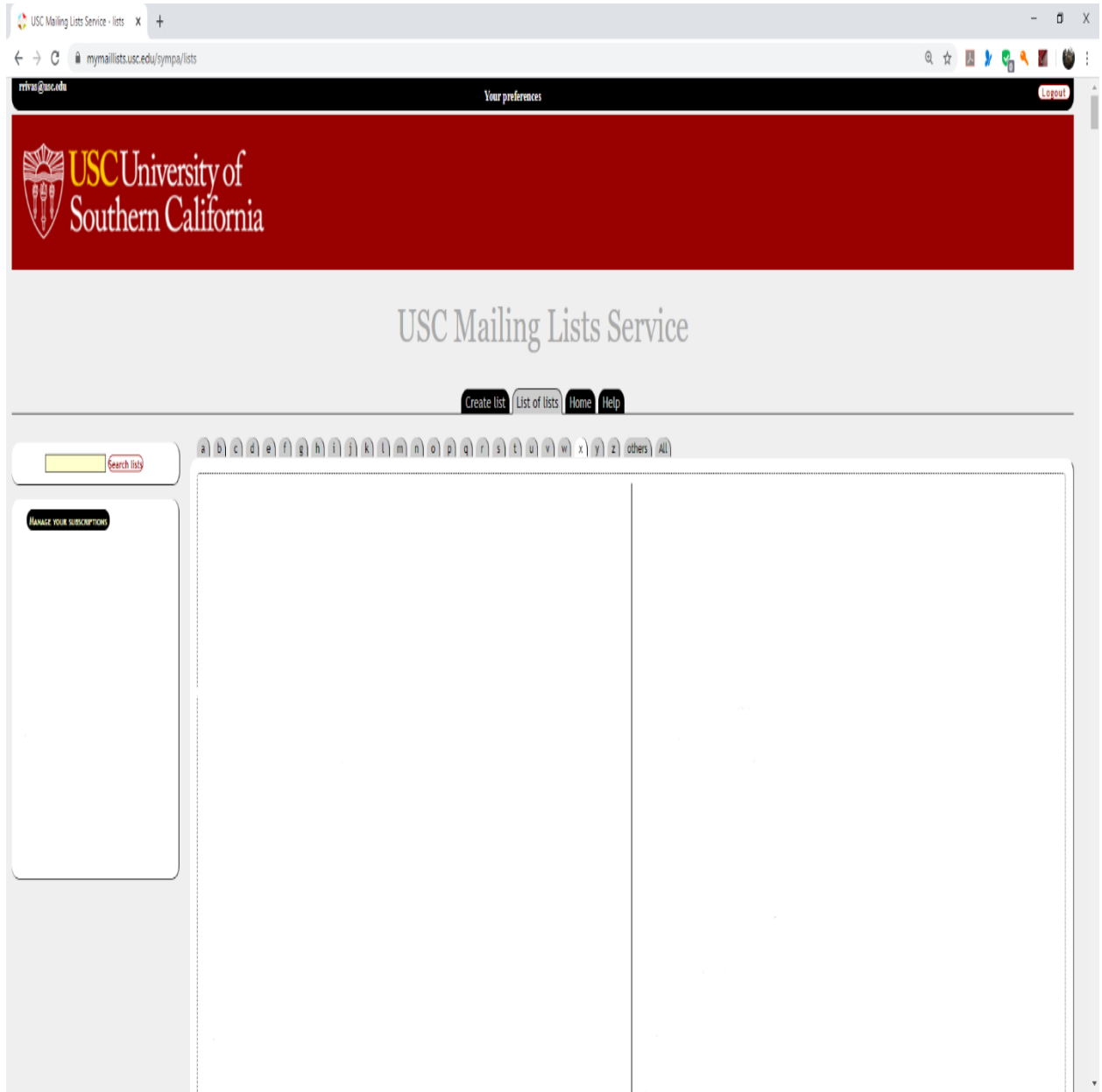
Share Documents Online: https://mymaillists.usc.edu/sympa/help/shared#shared_read

1. Go to: <https://mymaillists.usc.edu/sympa> and click on “ USC Persons Must Click Here “ on the upper right corner.



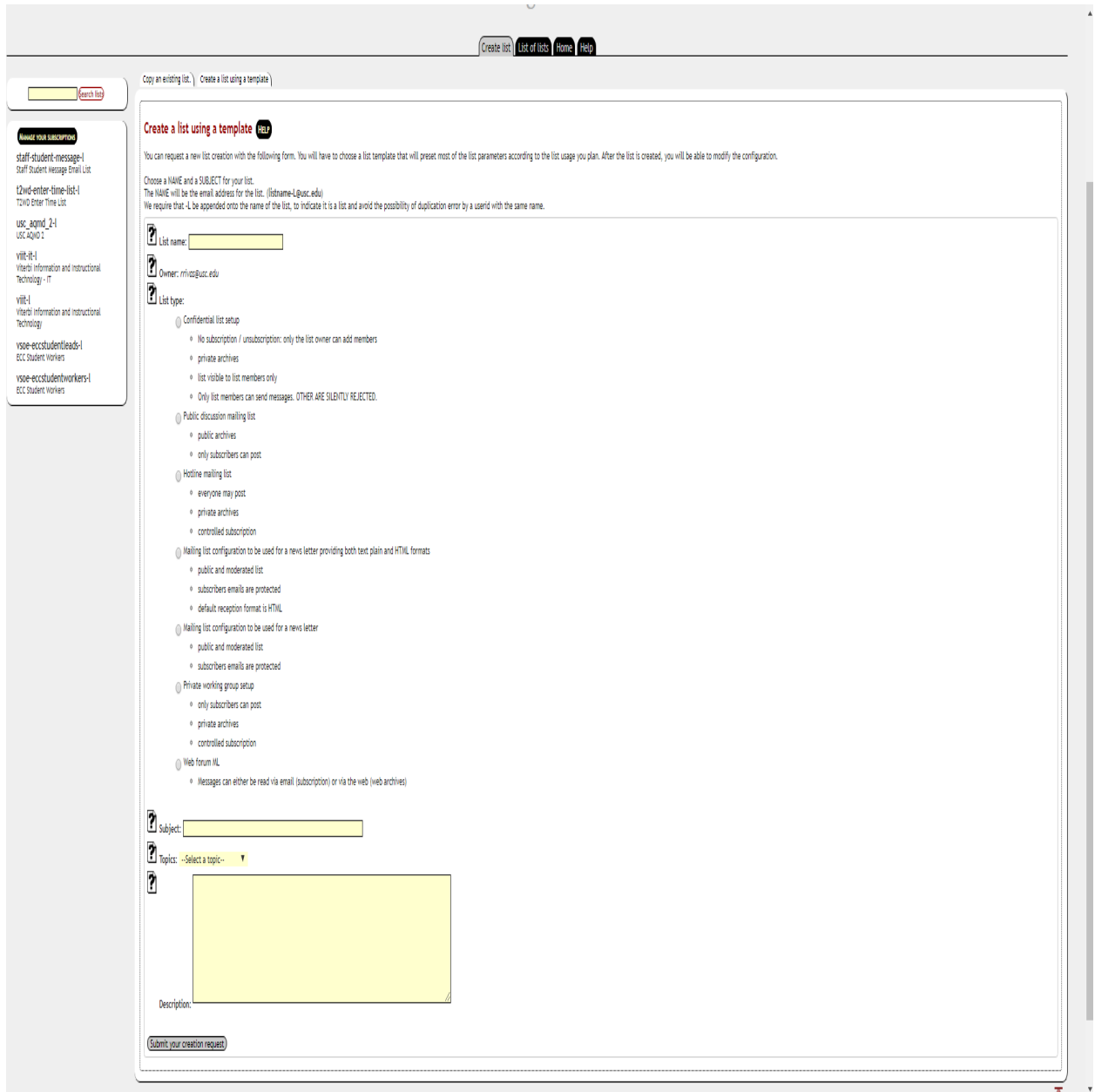
The screenshot shows a web browser window with the URL mymaillists.usc.edu/sympa. The page features a dark header with a login form containing fields for "email address:" and "password:" and a "Login" button. A red banner below the header displays the USC University of Southern California logo and the text "USC persons must click here". The main content area is titled "USC Mailing Lists Service" and includes navigation links for "List of lists", "Home", and "Help". A search bar with a "Search lists" button is positioned on the left. A central box titled "Mailing lists server" contains the text: "This server provides you access to your environment on mailing list server. Starting from this web page, you can perform subscription options, unsubscription, archives, list management and so on." A small red arrow icon is located at the bottom right of this box. The footer of the page indicates it is "POWERED BY SYMPA".

2. Familiarize yourself with the site, the below image is where your mailing lists you are subscribed to is on the left, and the available mailing lists are in the center and right columns. (All Columns blank for privacy concerns).



3. To Create a list, please refer to the image below and refer to the instructions at the top of the menu if you have any concerns before creating your mailing list. You may also refer to the User Guide Link listed at the beginning of this guide.

a. Note: To Join an existing list, contact the owner of the mailing list.



Copy an existing list | Create a list using a template

Create a list using a template [HELP](#)

You can request a new list creation with the following form. You will have to choose a list template that will preset most of the list parameters according to the list usage you plan. After the list is created, you will be able to modify the configuration.

Choose a NAME and a SUBJECT for your list.
The NAME will be the email address for the list. (listname-l@usc.edu)
We require that -L be appended onto the name of the list, to indicate it is a list and avoid the possibility of duplication error by a user id with the same name.

List name:

Owner: rri102@usc.edu

List type:

- Confidential list setup
 - No subscription / unsubscribe: only the list owner can add members
 - private archives
 - list visible to list members only
 - Only list members can send messages. OTHER ARE SILENTLY REJECTED.
- Public discussion mailing list
 - public archives
 - only subscribers can post
- Hotline mailing list
 - everyone may post
 - private archives
 - controlled subscription
- Mailing list configuration to be used for a news letter providing both text plain and HTML formats
 - public and moderated list
 - subscribers emails are protected
 - default reception format is HTML
- Mailing list configuration to be used for a news letter
 - public and moderated list
 - subscribers emails are protected
- Private working group setup
 - only subscribers can post
 - private archives
 - controlled subscription
- Web forum ML
 - Messages can either be read via email (subscription) or via the web (web archives)

Subject:

Topic:

Description:

How the Mailing List Service Works

The mailing-list service is managed by a mailing-list software: Sympa. This software comes with a web mailing list environment.

To perform actions related to mailing lists (subscribe, change your options, etc.), you have two options:

- Log on to the web environment: <https://mymaillists.usc.edu/sympa>
- Send commands by email to the Sympa mailing list manager at sympa@mymaillists.usc.edu

Send a Command to Sympa

To send a single command, type it into the subject line of your email and leave its body blank.

To send several commands, leave the subject line of your email blank and type all the commands in the email body. Be careful: Sympa will not process your message unless you respect the following rules:

- Write every command on a new line.
- Send your message in plain text, not in HTML (no formatting).
- Your message can not contain anything else than Sympa commands (no signature block).

A description of all the commands you can send to Sympa is available at:

https://mymaillists.usc.edu/sympa/help/mail_commands

Unsubscribing from Lists

To unsubscribe from a list, do as follows:

- From the address with which you subscribed to the list, send a message to sympa@mymaillists.usc.edu.
- In the subject line of your email, type in: unsubscribe nameofthelist (replace 'nameofthelist' by the name of the list you want to unsubscribe from).
- Leave the message body blank.
- To save some time, you can also send several commands in a single message. To do that, follow the instructions available in the How the mailing list service works section.

You can also unsubscribe through the mailing list web interface (you will need to repeat the operation for each list you want to unsubscribe from):

- Go to the list environment homepage and log on.
- Go to the information page of the list you want to unsubscribe from.
- In the left menu, click on the 'Unsubscribe' link.