USC University of Southern California

USC Viterbi School of Engineering

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

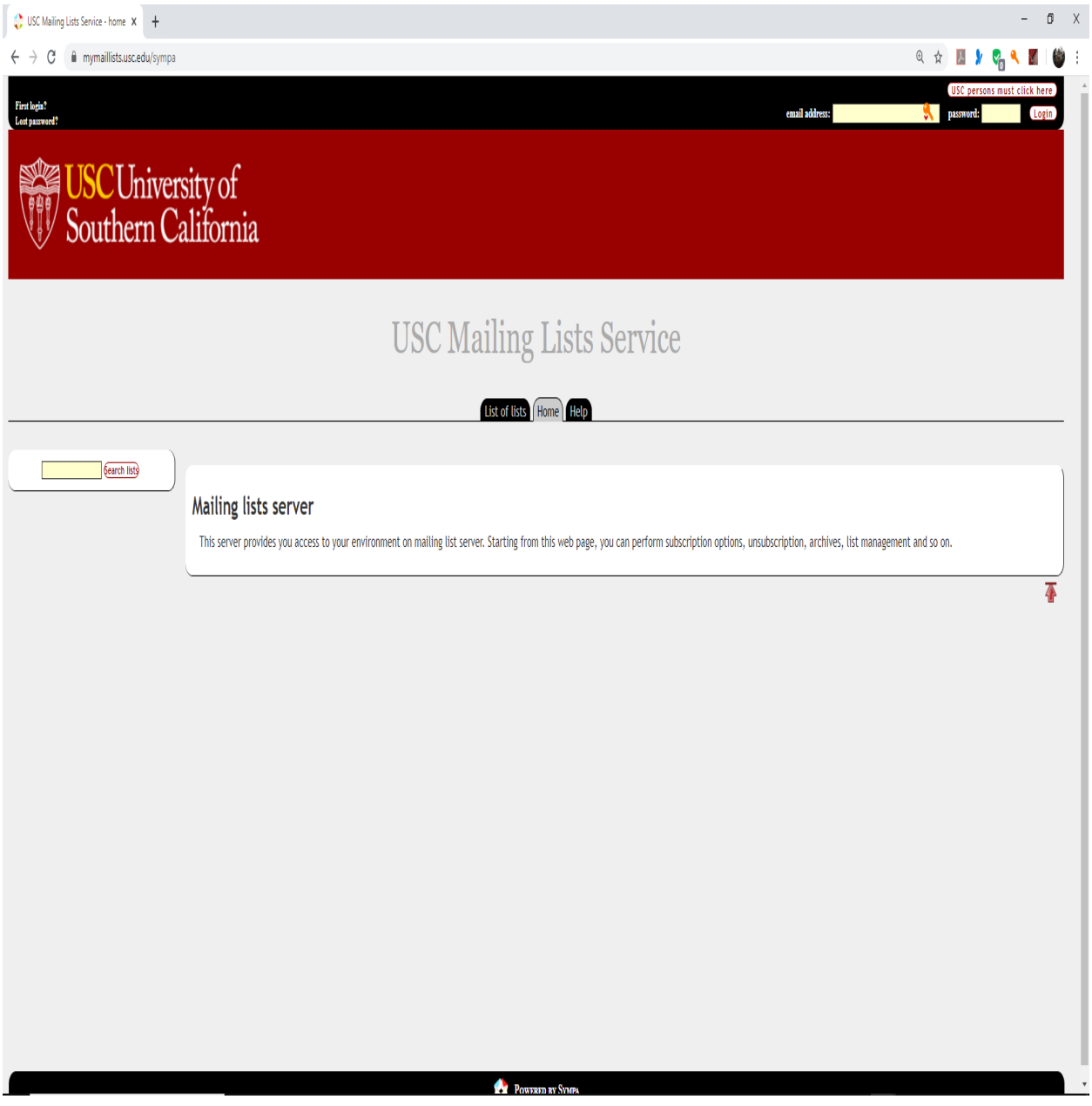
Sympa Admin Guide: https://mymaillists.usc.edu/sympa/help/admin

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

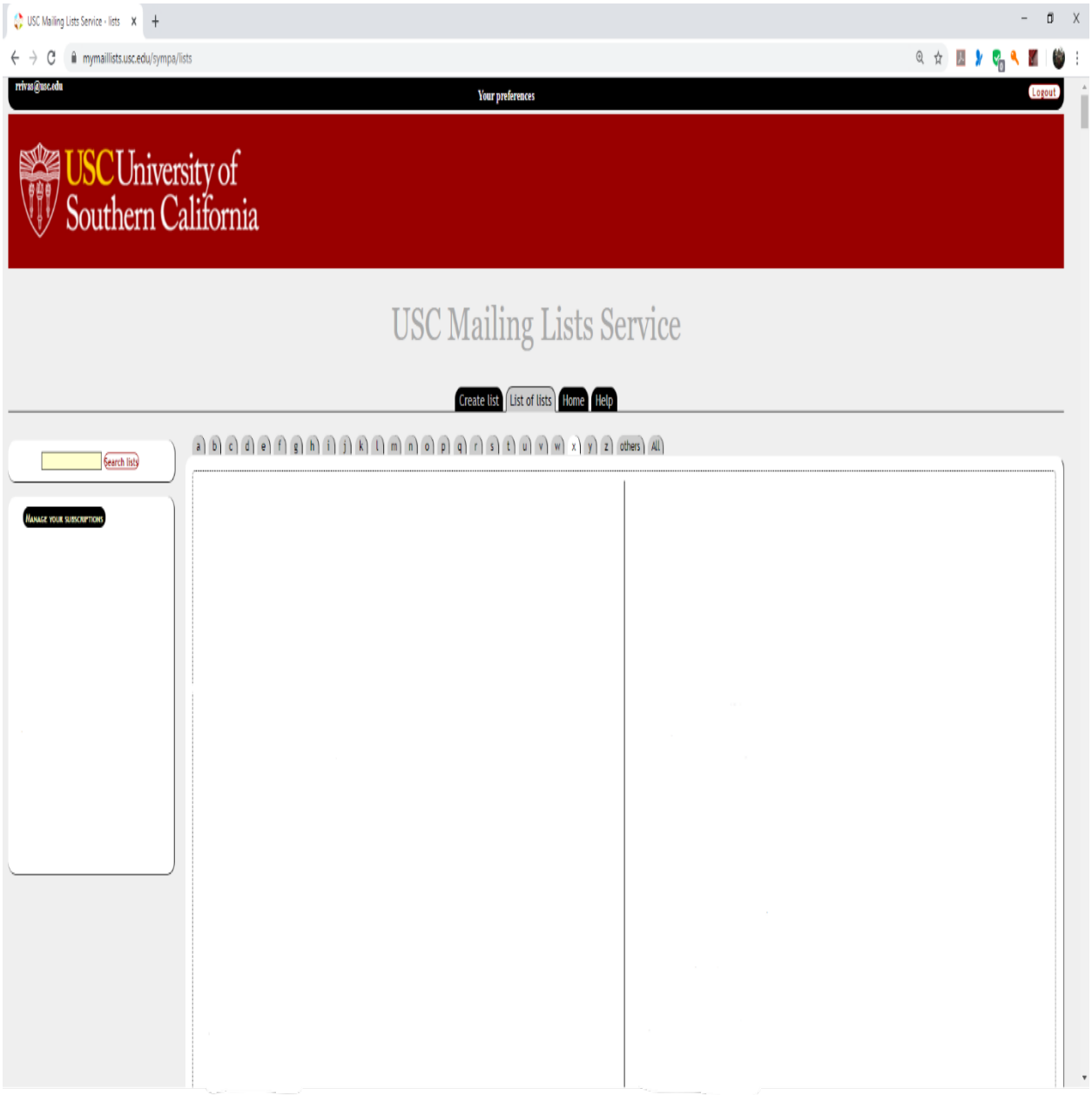
Read and Search Messages Online: https://mymaillists.usc.edu/sympa/help/arc

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.

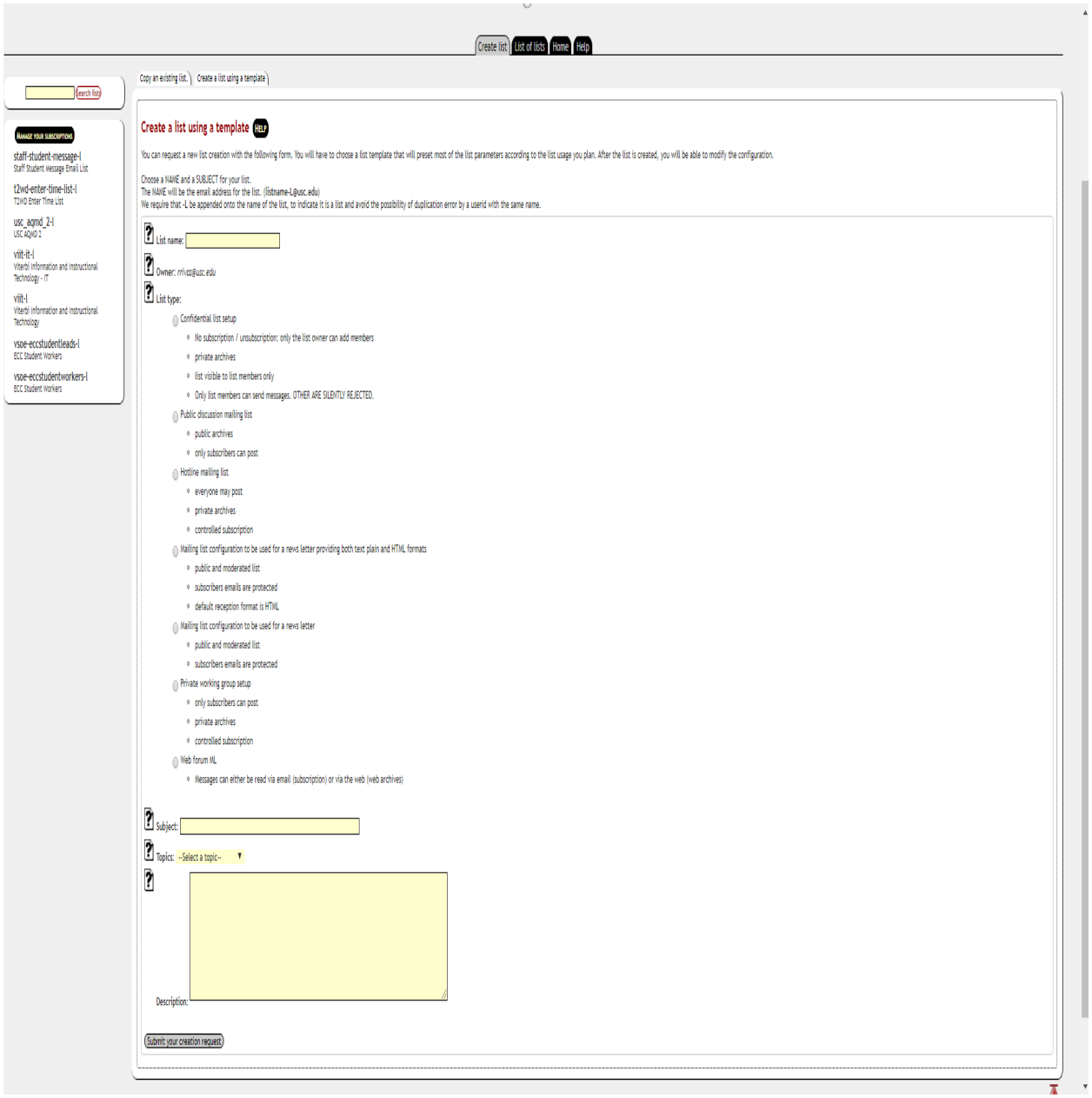


2. Familiarize yourself with the site, the below image is where your mailing lists you are subscribed to is on the left, and the available mailing lists are in the center and right columns. (All Columns blank for privacy concerns).



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.



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.