

## QualityNet Mailer Configuration List Documentation

This documentation is meant to provide an overview of the behavior and settings of a particular list style. This is not necessarily comprehensive, and there may be scenarios or options not covered.

### List Style A - Private Notification List

This list style is meant for one-way communication from the list owner to a group of users. It is only able to be subscribed to if the user is approved by a list administrator.

#### Default Subscription behavior

1. The user sees this on the *Private lists* section of the QNP public list subscription page, and requests to be subscribed.
2. The user will receive a confirmation email that asks them to verify their email address. The list administrator will see a user request in their list details page on the QNP Admin UI, showing the status “Email Confirmation Request”. The admin can manually confirm this request if they wish, though we recommend only doing this if the user is known and is having issues confirming their email.
3. Once the user confirms their email by replying to the confirmation request, the list administrator will see a request in their list details page on the QNP Admin UI, showing the status “Membership Request”.
4. Once the list administrator confirms the membership request the requesting user will receive a *Welcome Email* with details about the email list subscription.

#### Default Sending behavior

1. An email address that has been granted the *Poster* status may email the list email address. That email will be modified with a footer with un-subscription details, and then sent to all members of the list. No other modifications will be performed, *this means the sender of the email will appear in the FROM field*.
2. All other email addresses that send mail to that list address will be rejected.

### List Style B - Public Notification List

This list style is meant for one-way communication from the list owner to a group of users. Anyone can subscribe to this list

#### Default Subscription behavior

1. The user sees this on the *Public lists* section of the QNP public list subscription page, and requests to be subscribed.
2. The user will receive a confirmation email that asks them to verify their email address. The list administrator will see a user request in their list details page on the QNP Admin UI, showing the status “Email Confirmation Request”. The admin can manually confirm this request if they wish, though we recommend only doing this if the user is known and is having issues confirming their email.
3. Once the user confirms their email by replying to the confirmation request, the requesting user will receive a *Welcome Email* with details about the email list subscription.

### **Default Sending behavior**

1. An email address that has been granted the *Poster* status may email the list email address. That email will be modified with a footer with un-subscription details, and then sent to all members of the list. No other modifications will be performed, *this means the sender of the email will appear in the FROM field.*
2. All other email addresses that send mail to that list address will be rejected.

### **List Style C - Private Discussion List**

This list style is meant for multi-user communication from the list subscribers to each other. It is only able to be subscribed to if the user is approved by a list administrator.

### **Default Subscription behavior**

1. The user sees this on the *Private lists* section of the QNP public list subscription page, and requests to be subscribed.
2. The user will receive a confirmation email that asks them to verify their email address. The list administrator will see a user request in their list details page on the QNP Admin UI, showing the status “Email Confirmation Request”. The admin can manually confirm this request if they wish, though we recommend only doing this if the user is known and is having issues confirming their email.
3. Once the user confirms their email by replying to the confirmation request, the list administrator will see a request in their list details page on the QNP Admin UI, showing the status “Membership Request”.
4. Once the list administrator confirms the membership request the requesting user will receive a *Welcome Email* with details about the email list subscription.

### **Default Sending behavior**

1. Any list member may email the list email address. That email will be modified with a footer with un-subscription details, and then sent to all members of the list. No other modifications will be performed, *this means the sender of the email will appear in the FROM field.*
2. All other email addresses that send mail to that list address will be rejected.

### **List Style D - Public Discussion List**

This list style is meant for multi-user communication from the list subscribers to each other. Anyone can subscribe to this list

### **Default Subscription behavior**

1. The user sees this on the *Public lists* section of the QNP public list subscription page, and requests to be subscribed.
2. The user will receive a confirmation email that asks them to verify their email address. The list administrator will see a user request in their list details page on the QNP Admin UI, showing the status “Email Confirmation Request”. The admin can manually confirm this request if they wish, though we recommend only doing this if the user is known and is having issues confirming their email.
3. Once the user confirms their email by replying to the confirmation request, the requesting user will receive a *Welcome Email* with details about the email list subscription.

## Default Sending behavior

1. Any list member may email the list email address. That email will be modified with a footer with un-subscription details, and then sent to all members of the list. No other modifications will be performed, *this means the sender of the email will appear in the FROM field.*
2. All other email addresses that send mail to that list address will be rejected.

## Available list settings

All available list settings can be viewed here:

<https://mailman.readthedocs.io/en/latest/src/mailman/model/docs/maillinglist.html#maillinglist-attributes>

Some commonly requested options are below:

QualityNet Mailer Attributes	Default Public Notification List	Default Private Notification List	Default Private Discussion Group
<b>admin_immed_notify</b>	True	True	True
<b>admin_notify_mchanges</b>	False	False	False
<b>anonymous_list</b>	False	False	False
<b>autorespond_requests</b>	Respond and continue	Respond and continue	Respond and continue
<b>advertised</b>	True	False	False
<b>allow_list_posts</b>	False	False	True
<b>administrivia</b>	True	True	True
<b>autorespond_owner</b>	Respond and continue	Respond and continue	Respond and continue
<b>autorespond_requests</b>	Respond and continue	Respond and continue	Respond and continue
<b>autoreponse_grace_period</b>	90d	90d	90d
<b>bounce_info_stale_after</b>	7d	7d	7d
<b>bounce_notify_owner_on_disable</b>	True	True	True
<b>bounce_notify_owner_on_removal</b>	True	True	True
<b>bounce_score_threshold</b>	5	5	5
<b>bounce_you_are_disabled_warnings</b>	3	3	3
<b>bounce_you_are_disabled_warnings_interval</b>	7d	7d	7d
<b>convert_html_to_plaintext</b>	False	False	False
<b>forward_unrecognized_bounces_to</b>	Administrators	Administrators	Administrators
<b>respond_to_post_requests</b>	True	True	True
<b>send_welcome_message</b>	True	True	True
<b>subscription_policy</b>	Confirm	Confirm	Confirm
<b>unsubscribe_policy</b>	Confirm	Confirm	Confirm

Here are brief descriptions of some commonly requested attributes.

1. **admin\_immed\_notify** - Flag controlling immediate notification of requests. List moderators normally get daily notices about pending administrative requests. This flag controls whether moderators also receive immediate notification of such pending requests.
2. **admin\_notify\_mchanges** - Flag controlling notification of joins and leaves. List moderators can receive notifications for every member that joins or leaves their mailing lists. This flag controls those notifications.
3. **anonymous\_list** - Flag controlling whether messages to this list are anonymized. Anonymizing messages is not perfect, however setting this flag removes the sender of the message (in the From, Sender, and Reply-To fields) and replaces these with the list's posting address.
4. **autorespond\_requests** - How should the mailing list automatically respond to messages sent to the list's -request address? Options are: \* No response sent \* Send a response and discard the original message \* Send a response and continue processing the original message
5. **bounce\_score\_threshold** - Bounce score threshold for a mailing-list. Threshold value for a Member's bounce\_score after which we will either disable membership or unsubscribe the member from the mailing list.
6. **send\_welcome\_message** - Flag indicating whether a welcome message should be sent.

These list settings can be requested with the list creation or changed after the fact. The full list of settings and their description can be seen on the Mailman documentation link provided above.