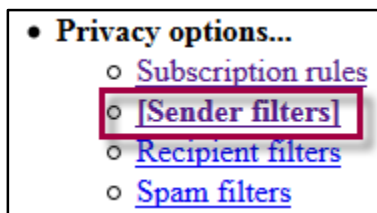


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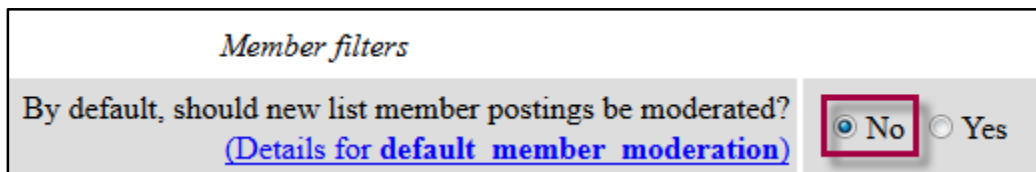
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## Allow Members to Post to the Listserv without Moderation

1. Select **Privacy options**.
2. Select **Sender filters**.



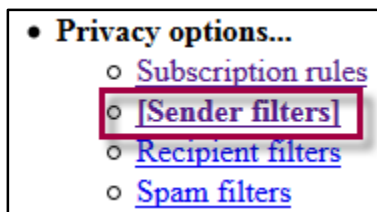
3. Choose the **No** radio button for “By default, should new list member postings be moderated?”



4. Select **Submit Your Changes** at the bottom of the page.

## Hold List Member's Emails for Approval

1. Select **Privacy options**.
2. Select **Sender filters**.



3. Choose the **Yes** radio button for “By default, should new list member postings be moderated?”
4. Choose **Hold** for “Action to take when a moderated member posts to the list.”

<i>Member filters</i>	
By default, should new list member postings be moderated? <a href="#">(Details for default member moderation)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Action to take when a moderated member posts to the list. <a href="#">(Details for member moderation action)</a>	<input checked="" type="radio"/> Hold <input type="radio"/> Reject <input type="radio"/> Discard

**\*Note:** If administrators are on the membership list, make sure that the “mod” checkbox next to their name in the Membership List is unchecked, otherwise, their posts will be held as well.

5. Select **Submit Your Changes** at the bottom of the page.

### Don't Allow Members to Post to the Listserv

1. Select **Privacy options**.
2. Select **Sender filters**.

<ul style="list-style-type: none"> <li>• <b>Privacy options...</b> <ul style="list-style-type: none"> <li><input type="radio"/> <a href="#">Subscription rules</a></li> <li><input checked="" type="radio"/> <a href="#">[Sender filters]</a></li> <li><input type="radio"/> <a href="#">Recipient filters</a></li> <li><input type="radio"/> <a href="#">Spam filters</a></li> </ul> </li> </ul>
---

3. Choose the **Yes** radio button for “By default, should new list member postings be moderated?”
4. Choose **Reject** or **Discard** for “Action to take when a moderated member posts to the list.”

<i>Member filters</i>	
By default, should new list member postings be moderated? <a href="#">(Details for default member moderation)</a>	<input type="radio"/> No <input checked="" type="radio"/> Yes
Action to take when a moderated member posts to the list. <a href="#">(Details for member moderation action)</a>	<input type="radio"/> Hold <input checked="" type="radio"/> Reject <input type="radio"/> Discard

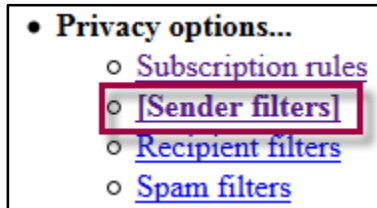
- A. **Reject:** rejects the email and sends the member an email stating that it was rejected.
- B. **Discard:** rejects the email, but does not send the member an email stating rejection.

**\*Note:** If administrators are on the membership list, make sure that the “mod” checkbox next to their name in the Membership List is unchecked, otherwise, their posts will be rejected as well.

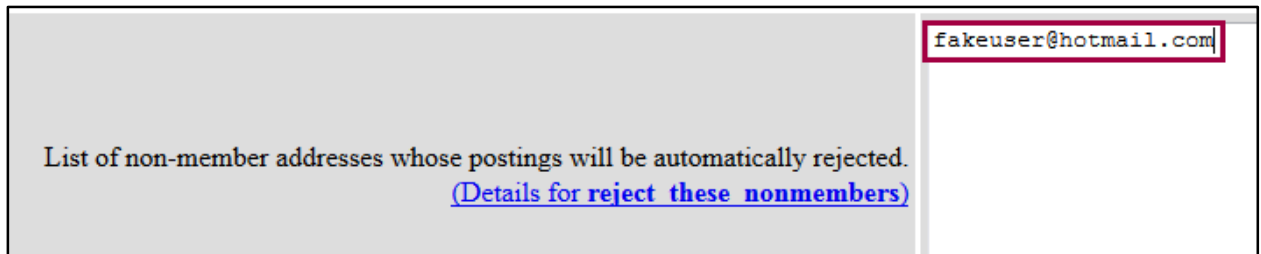
5. Select **Submit Your Changes** at the bottom of the page.

### Block Non-Member's emails

1. Select **Privacy options**.
2. Select **Sender filters**.



3. Type the email address you wish to block in the textbox that states “**List of non-member addresses whose postings will be automatically rejected.**”

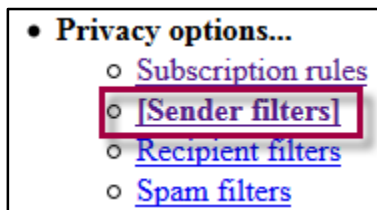


List of non-member addresses whose postings will be automatically rejected.  
[\(Details for reject these nonmembers\)](#)

fakeuser@hotmail.com

### Allow Non-Member's emails

1. Select **Privacy options**.
2. Select **Sender filters**.





## Filtering Emails in Mailman Listserv

3. Type the email address you wish to allow in the textbox that states “**List of non-member addresses whose postings should be automatically accepted.**”

*Non-member filters*

List of non-member addresses whose postings should be automatically accepted. <a href="#">(Details for accept these nonmembers)</a>	<input type="text" value="cjames7@luc.edu"/>
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