The Campus Mailing Lists Service, https://lists.illinois.edu/, provides an efficient way to communicate with a group of people that share a common interest. Each mail list provides a web and email interface, a web archive, and a shared document space. The web interface provides the owners with full administrative control over the configuration of their list and each subscriber has control over the membership preferences of the lists they've subscribed. This guide provides overview and how-to information along with frequently asked questions (FAQs) for list owners and subscribers.

Note: Your email address is your unique identifier for the Campus Mailing List Service so your @illinois.edu, @uiuc.edu, @gmail.com, or @yahoo.com addresses are considered different accounts.

## Campus Mailing List Users and Responsibilities

The Campus Mailing List service has a four tier hierarchy as described below.

1. **Subscribers**
   1. Any individual who joins a mailing list to send or receive email from that list.
      1. University of Illinois members log into the web server with their University credentials.
      2. All other users can create a local account on the mailing list web server; just click the *First login?* link in the upper left corner of the web page.
   2. Through the web server, subscribers can manage membership options for each of their lists, find and join new lists and to view the archive for a list if it was enabled by the list owner.

2. **List Owners (Normal)**
   1. Normal owners are responsible for supporting the subscribers of their list(s).
   2. Normal owners maintain the integrity and accuracy of list.
   3. Normal owners manage subscription requests, bounces, the blacklist, and can assign moderators if needed.
   4. Normal owners and moderators approve postings if the list is moderated.

3. **List Owners (Privileged)**
   1. The person who requests a mail list is considered the privileged owner by default.
   2. The privileged owner can define other owners (privileged or normal).
   3. Privileged owners have the same responsibilities as normal owners and they have configuration privileges over the mail list.
      e.g. Who can send email to their mail list. (public, private, etc.)

4. **List Masters**
   1. The administrators of the Campus Mailing List Services.
   2. The list masters maintain the servers and support the list owner community.

## The Contents

- Top 10 Help Desk Questions
- Campus Mailing List Policies
  - Campus Mailing List - Service Level Agreement
- List Owner Docs
  - The List Owner Settings
    - 1 - Edit List Config
      - 1a. List Definition
      - 1b. Sending/receiving setup
      - 1c. Privileges
      - 1d. Archives
      - 1e. Bounces