Mailman Administrator Lists

**Step 1: Login to see pending messages:**

a) [http://ls.gpc.edu/mailman/admin/listname](http://ls.gpc.edu/mailman/admin/listname)
Login with your password for that particular list.

b) You will also receive an email with a link so that you just click it from your inbox then Approve or Deny. Login with your password for that particular list.

**Step 2: Inside the Admin screens access the Administrative requests for mailing list screen.**

In the upper right click: **Tend to pending moderator requests**
(This isn’t necessary if you follow from your inbox)

**Step 3: Read, then Accept or Reject the message.**

Click the number next to the message to open it and read it.

After reading it select whether to Accept or Reject the message then click Submit All Data.

If you reject you can provide an explanation of why you rejected the message. The person is notified that their message has been rejected.