

Mailing Lists

(cPanel >> Home >> Email >> Mailing Lists)

Overview

Mailing lists allow you to use a single address to send mail to multiple email addresses.



Note:

cPanel handles mailing lists with the third-party Mailman application. For more information, read [the Mailman documentation](#).

Create a mailing list

The system includes an interface that allows you to define a name, password, and domain name for the mailing list.

To add a new mailing list, perform the following steps:

1. Enter the mailing list name in the *List Name* text box.



Note:

The mailing list name **must** only contain letters, numbers, underscore characters (_), periods (.), or dash characters (-). You **cannot** use spaces.

2. Select the domain for the mailing list from the *Domain* menu.
3. Enter and confirm the new password in the appropriate text boxes.



Notes:

- The system evaluates the password that you enter on a scale of 100 points. 0 indicates a weak password, while 100 indicates a very secure password.
- Some web hosts require a minimum password strength. A green password *Strength* meter indicates that the password is equal to or greater than the required password strength.
- Click *Password Generator* to generate a strong password. For more information, read our [Password & Security](#) documentation.

4. Select one of the following privacy options:
 - *Private* — Private archives exist for this mailing list. The administrator **must** approve subscriptions, and the *Mailman* interface does not display the mailing list.
 - *Public* — Public archives exist for this mailing list. The subscriptions are open and the *Mailman* interface displays the list.
5. Click *Add Mailing List* to create the new mailing list.

After you create a mailing list, use the functions below to modify, delete, or change the password.

View current mailing lists

The *Current Lists* section of the interface displays the mailing lists on the account. To search for a mailing list, enter a keyword in the *Search* text box.

The following table describes the *Current Lists* table:

Column	Description
<i>List Name</i>	The mailing list's full email address.
<i>Usage</i>	The amount of disk space that the mailing list uses.

In This Document

Related Documentation

- [Address Importer](#)
- [Archive](#)
- [BoxTrapper](#)
- [Default Address](#)
- [Email Filters](#)

For Hosting Providers

- [Mailman FAQ](#)
- [The Mailbox Format Conversion Scripts](#)
- [Edit MX Entry](#)
- [Edit System Mail Preferences](#)
- [Common Mail Service IP Addresses](#)

<i>Access</i>	The user's level of access to the mailing list. <ul style="list-style-type: none"> • <i>Private</i> — Private archives exist for this mailing list. The administrator must approve subscriptions, and the <i>Mailman</i> interface does not display the mailing list. • <i>Public</i> — Public archives exist for this mailing list. The subscriptions are open and the <i>Mailman</i> interface displays the list.
<i>Admin</i>	A delimited-by-rows list of email addresses of the mailing list administrators.
<i>Functions</i>	Administrative functions for the mailing list (see below).

Manage a mailing list

To manage a mailing list, perform the following steps:

1. In the *Current Lists* section of the interface, scroll to the name of the mailing list.
 - You can also enter a keyword in the *Search* box and click *Go*.
2. In the *Functions* column, click *Manage* next to the name of the mailing list.



Note:

The system logs you in to the mailing list management interface automatically. However, if you go directly to the Mailman URL or prefer to use the email-based management functions, you **must** use the administrator password.

After the Mailman management interface appears, you can define the various configuration options.

For more information about available Mailman configuration options, read [the Mailman documentation](#).

Enable spam filters for a mailing list



Note:

Mailman's *Spam Filters* feature requires [Spam Filters](#). To enable Apache SpamAssassin™ for your cPanel account, select *Enable Apache SpamAssassin* in cPanel's [Spam Filters](#) interface (*cPanel >> Home >> Mail >> Spam Filters*).

To enable spam filters for a mailing list, perform the following steps:

1. In the *Current Lists* section, scroll to the name of the mailing list.
 - You can also enter a keyword in the *Search* box and click *Go*.
2. In the *Functions* column, click *Manage* next to the name of the mailing list.
3. In the *Configuration Categories* section at the top, click *Privacy options*.
4. Click *Spam filters*.
5. Enter the filter rules that you wish to apply. For more information, read our [How to Create Mail Filter Rules For Mailing Lists](#) documentation.
6. Click *Submit Your Changes*.

For more information on Mailman's *Spam Filters* feature, read the [Mailman](#) documentation.

Change a mailing list password

You can use this interface interface to change the password for a mailing list without the old password. This is useful, for example, to recover control of your mailing list if you forget or lost the password.

To change the password for a mailing list, perform the following steps:

1. In the *Current Lists* section of the interface, scroll to the name of the mailing list.
 - You can also enter a keyword in the *Search* text box and click *Go*.
2. In the *Functions* column, click the *Change Password* link next to the name of the mailing list. A new interface will appear.
3. Enter and confirm the new password in the appropriate text boxes.



Notes:

- The system evaluates the password that you enter on a scale of 100 points. 0 indicates a weak password, while 100 indicates a very secure password.
- Some web hosts require a minimum password strength. A green password *Strength* meter indicates that the password is equal to or greater than the required password strength.
- Click *Password Generator* to generate a strong password. For more information, read our [Password & Security](#) documentation.



Important:

Use a secure password. A secure password is **not** a dictionary word, and it contains uppercase and lowercase letters, numbers, and symbols.

4. Click *Change Password* to activate the new password.

Delegate a mailing list

You can delegate administrative rights on a mailing list to specified list members. Delegates can approve messages that await approval.



Important:

Delegation comes with a security risk, as this grants the virtual user administration rights to the mailing list. These elevated privileges can take over the main cPanel account. Use this functionality **only** with users whom you know and trust.

To manage the *Delegation* settings on a mailing list, search for the name of the mailing list and click the appropriate *Delegation* link.

Delegate administrative rights to an additional user

To delegate administrative rights on a mailing list, perform the following steps:

1. Under *Available Users*, select the email addresses of the users to whom to delegate administrative rights.
2. Click the right arrow button.
3. Click *Save*.

Remove administrative rights from a user

To remove administrative rights from an address on a mailing list, perform the following steps:

1. Under *List Administrators*, select the email addresses of the users from whom to remove administrative rights.
2. Click the left arrow button.
3. Click *Save*.

Delete a mailing list

To delete a mailing list, perform the following steps:

1. In the *Current Lists* section of the interface, scroll to the name of the mailing list.
 - You can also enter a keyword into the *Search* box and click *Go*.
2. In the *Functions* column, click *Delete* next to the name in the list. A new interface will open.
3. Click *Delete Mailing List* to confirm.