



**BOĞAZIÇI UNIVERSITY**  
**INFORMATION TECHNOLOGIES DEPARTMENT**

**MAILMAN (E-MAIL LIST MANAGEMENT) USER GUIDE**

*Last Update: 07/08/2025*

### **What is Mailman (E-Mail List Management)?**

The E-Mail List Management is a system that administrators or members of Boğaziçi University e-mail lists can log into. If you are an administrator or member of any e-mail list, you can log in by using your Boğaziçi e-mail account username and password.

### **1. User Login**

Visit <https://mailman.bogazici.edu.tr/accounts/login/> page from your web browser. Enter your username and password that you use to log into your Boğaziçi e-mail account and click the "Sign In" button.

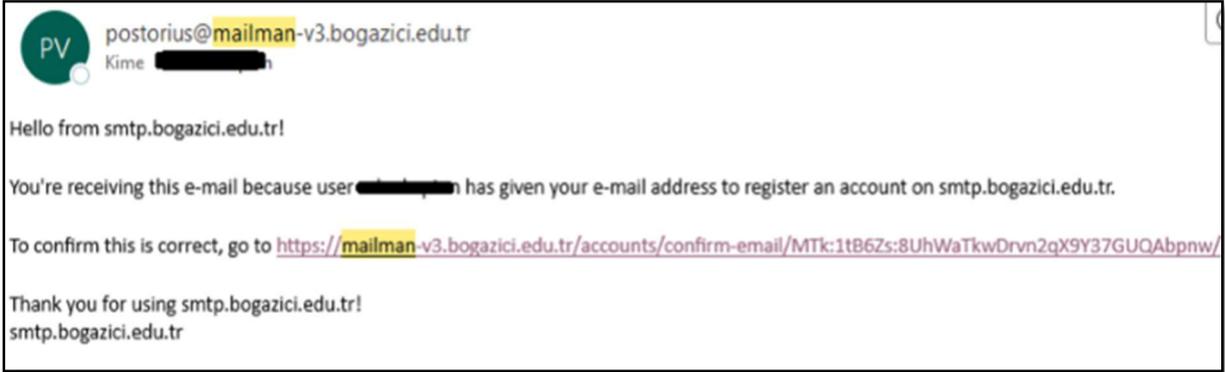
The screenshot shows a web browser window with the URL [mailman-v3.bogazici.edu.tr/accounts/login/](https://mailman-v3.bogazici.edu.tr/accounts/login/). The page header includes the Boğaziçi Üniversitesi logo and a search bar. The main content area features the university logo and the text "BOĞAZIÇI ÜNİVERSİTESİ E-Posta Liste Yönetim Sistemi". Below this is a login form with the following elements:

- Login** label next to a text input field containing "Username or e-mail".
- Password** label next to a text input field containing "Password".
- A checkbox labeled "Remember Me".
- A blue button labeled "Sign In".
- A link labeled "Forgot Password?" below the "Sign In" button.

### **2. E-Mail Verification**

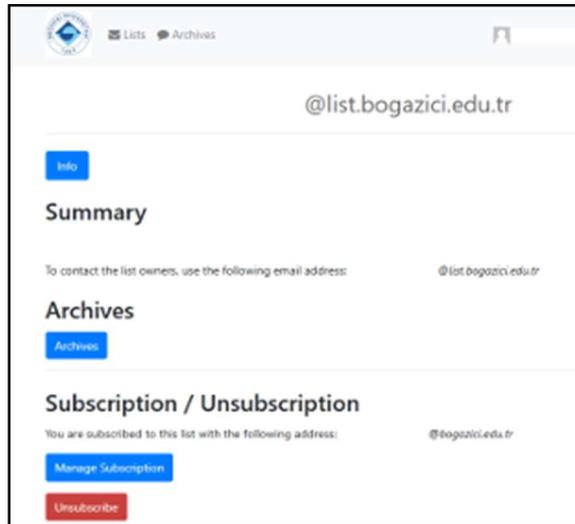
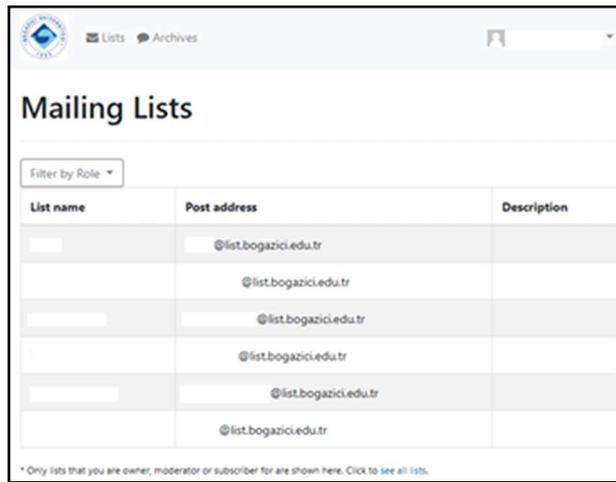
A verification email will be sent to your email account. Click on the link in the email to verify your account.

Then log in again with your username and password that you use to log into your Boğaziçi e-mail account.



### 3. E-Mail Lists

After you log in, the email lists in which you are a member or an administrator will be listed on the page. By clicking on the lists, you can perform administrative operations on the relevant list.



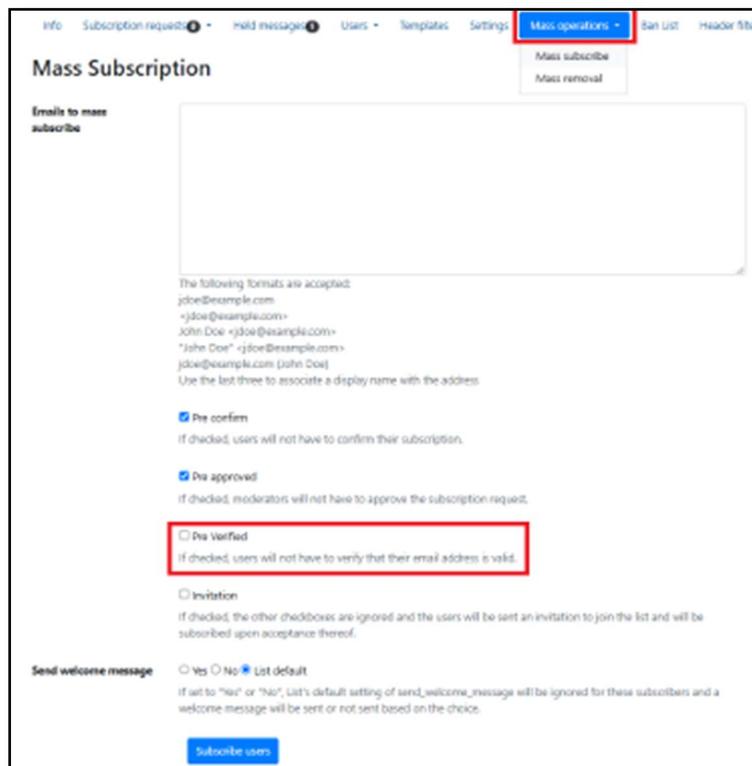


#### 4. Adding and Removing Members from the List

For bulk email list subscription, you can add the e-mail addresses of the members to the list by typing them in the blank space using the **"Mass Subscribe"** option from the **"Mass Operations"** section.

Similarly, you can remove them from the e-mail list by typing the e-mail addresses of whom you want to remove from the membership with the **"Mass Removal"** option.

If you select the **"Pre Verified"** option, there will be no need to verify that the e-mail addresses of the accounts you will add to the list are valid. So you can select that option and then click the **"Subscribe Users"** button.



#### 5. Changing the Default Value for List Members to Be Able to Send E-Mail to the List

After clicking on your relevant e-mail list in the Lists menu, click on the **"Settings"** button in the menu.

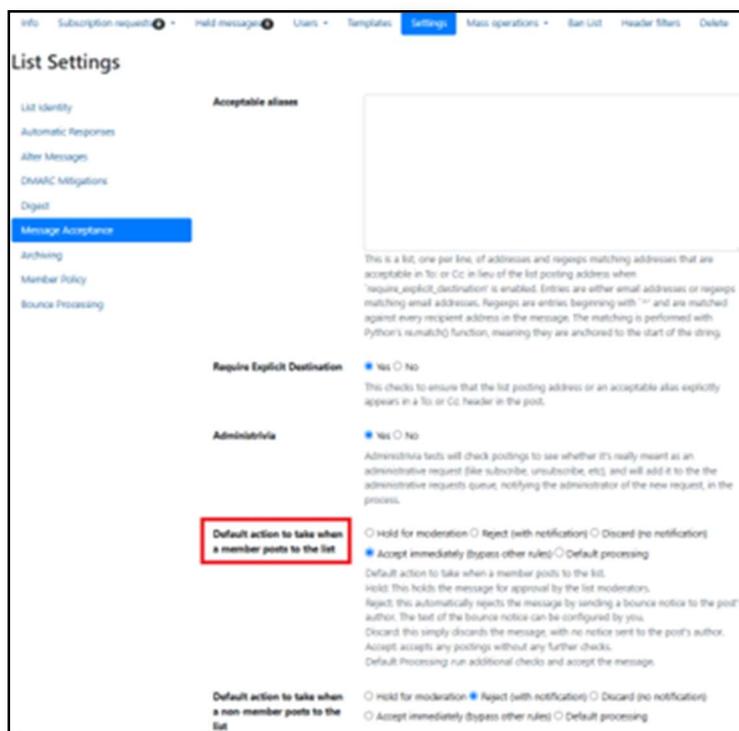
Click on the **"Message Acceptance"** setting as shown on the right screenshot. The setting marked in red indicates the default action that will occur when a member posts to the list. In other words, any member on the list will be subject to this setting when they send an e-mail to the list unless a special setting is configured for the member.



### Options:

- **Default processing:** You can select this option so that members can NOT send e-mail to the list.
- **Accept immediately:** You can select this option so that all members can send e-mail to the list immediately.

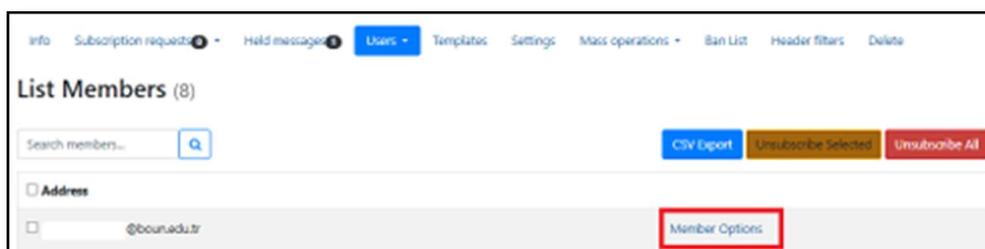
In other options, there are various actions such as sending a notification to the list owner when an e-mail is sent to the list.



## 6. Defining the Permission for a List Member to Send Email to the List

After clicking on your relevant email list in the Lists menu, click on the **"Members"** section from the **"Users"** button in the menu.

Click on the **"Member Options"** section on the right side of the relevant member.





For the moderation part of subscription options, you can give permission to the users to send email directly by selecting the "**Accept immediately**" option instead of "**List default**" option at the bottom of the page.

Administration options  
Moderation

Accept immediately (bypass other rules)

Default action to take when this member posts to the list.  
List default -- follow the list's default member action.  
Hold -- This holds the message for approval by the list moderators.  
Reject -- this automatically rejects the message by sending a bounce notice to the post's author. The text of the bounce notice can be configured by you.  
Discard -- this simply discards the message, with no notice sent to the post's author.  
Accept -- accepts any postings without any further checks.  
Default Processing -- run additional checks and accept the message.

Save changes

## 7. Notes

# **Mailman**, a software designed for managing electronic mailing lists, is free software licensed under the GNU General Public License. (<https://list.org/index.html>)

# The Email List Management System can be accessed through **BU-NET**. **BU-VPN** must be used for access.

# For email list creation requests, applications must be submitted using the [Issue Tracking System > Information Technologies Department > Account Management > Email List/Group Creation \(Mailman\)](#) category; for updates, the [Issue Tracking System > Information Technologies Department > Account Management > Email List/Group Update \(Mailman\)](#) category must be used.

# Email list creation requests from Administrative/Academic units are subject to approval by the General Secretariat and the Rector's Office.

# Users who subscribe to email lists or are added as subscribers can unsubscribe themselves.

# For users subscribed to email lists, messages that cannot be delivered due to client-server issues are attempted to be sent by the system a total of (5) times. If errors still persist (*bounce*), the user is automatically unsubscribed by the system.

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**BOĞAZIÇI UNIVERSITY / INFORMATION TECHNOLOGIES DEPARTMENT**

**Address:** Kandilli District Rasathane Street No: 104/3 34684 Üsküdar/İSTANBUL

**Tel:** + 90 212 359 47 00

**Fax:** + 90 212 257 50 21

**E-mail:** [bilgiislem@bogazici.edu.tr](mailto:bilgiislem@bogazici.edu.tr)