

Overview

MajorCool is a Web interface alternative to the command-based Majordomo mailing list application. Where Majordomo requires commands be sent by email, MajorCool allows a user to make changes through Web-based forms.

To request ownership of a new list or to request a change of ownership to an existing list, fill out a Majordomo List Request Form available in the ITS Main Office in Muller 102.

This Quick Guide

The purpose of this guide is to provide a brief overview of the MajorCool interface in order to help get the manager of a list up and running quickly. A more technical summary of MajorCool and its advanced configuration options is available by clicking on the HELP icon on the main MajorCool page.

What is Majordomo?

Unlike traditional e-mail distribution lists, which must be manually maintained by one person, mailing list servers automate the process by allowing users to subscribe and unsubscribe themselves from mailing lists. List servers can also provide other convenient features, such as controlled list subscription, moderated lists, and archives of messages. Ithaca College's mailing list server is run by software called Majordomo.

The list owner has a number of management responsibilities to ensure that the list runs smoothly, such as configuring the list and approving subscriptions. The list owner should also be familiar with mailing lists from the user's point of view. See the Quick Guide Using Majordomo Lists for more information about user commands.

Mailing lists run by Majordomo can be managed using e-mail or through the MajorCool Web interface. As a list owner, the first thing that should be done is subscribing oneself to the new list. This will provide an opportunity to see the default welcome message for the list, to better determine what additional information to provide. Once this has been determined, a notification can be sent informing people that the list is available, and subscriptions can be accepted. If managing a Majordomo list, ITS strongly recommends reading the Managing Majordomo Lists Quick Guide to provide a better understanding of what functions MajorCool performs "behind the scenes".

Using MajorCool

To connect to the MajorCool Web interface, go to <http://lists.ithaca.edu> using Internet Explorer. At the top of the resulting Web page are three icons - BROWSE, MODIFY, and PREFS. These three buttons allow a Majordomo List owner to manage lists and change preferences. Hover the mouse pointer over an unselected button to display a MajorCool tooltip about the function of that button.

Browse – Determine current Majordomo List subscription status, change subscriptions and discover information about various lists available on this server.

Modify – Manage any Majordomo lists available for administration. Modify the list configuration file, maintain the subscriber list, and edit other supporting files.

Pref – Customize the MajorCool user interface and its interaction with Majordomo. Selections are saved via browser cookies, making them persistent across sessions (changes are preserved by the Web browser on the computer).

The Browse Interface

To use the BROWSE interface:

1. Enter the administrator's email address in the email field.

- Under Browse Which Lists?, select Subscribed, Unsubscribed, or All. Find a specific list by checking the Find: section and entering part or the entire name of the list. Check Exact Match to receive only the lists matching the exact text entered in the Find: text field.
- Click on the GO button. If QuickView mode is selected, the subscribe/unsubscribe feature will be disabled.

A list of applicable mailing lists will be displayed. To conduct another search, click on the Back button in the browser. To subscribe to a list, place a check by the list name under the Sub? Heading, and click on the APPLY button. To list details or modify a list, click on the list's name.

Using the List Manager

Once a list has been selected, MajorCool will display details about the list. These details include the name and description of the list, the list address and list owner, whether individuals can subscribe and/or unsubscribe themselves, and whether you are already subscribed to this list. From this form, MajorCool allows users to subscribe to or unsubscribe from the list by clicking on the APPLY button.

Other Details

From Other Details, a user can view a list of all the people subscribed to the list, the list's "Info" file, and the list's "Intro" file, unless the list owner has disabled this feature. Check the desired category, and then click on the BROWSE button to display the information.

Modifying List Options

There are two ways to get to the administration section of MajorCool. The first method is the MODIFY button at the top of the screen. To administer the list, enter the list name and the password. Select what to administer (subscribers, configurations, etc) and click GO.

This screen has several options for administration:

List Subscribers – View and add/delete list subscribers.

Configuration Options – View and edit various options including list description, subscribe/unsubscribe policy, admin password, and others.

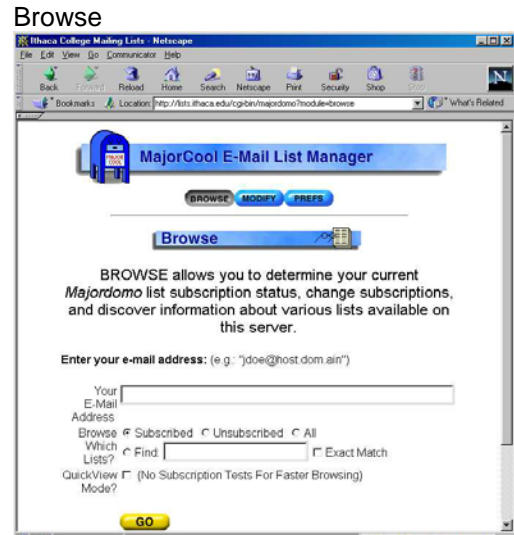
List Info File – View and edit the Info file for the list. The Info file is sent to all new subscribers and can be requested at any time. This file should include a description of the list purpose and any policies of which subscribers should be aware.

List Intro File – An optional file that is sent to all new subscribers. The file can include a welcome message or other information. If no Intro file is used, the Info file will be used instead.

Approval Queue – Lists any messages awaiting administrator's approval. Depending on how the list is configured, messages may need to be approved before being distributed to list subscribers. Waiting messages can be viewed and approved or rejected from here.

Each of the administration sections includes a short list of instructions on its use. Make any changes and click the APPLY button to save the changes.

The second method for administering lists is through the List Details screen. At the bottom of the screen, enter the admin password for the selected list and click MODIFY. This will open the Configuration Options screen only.



Changing Preferences

Clicking on the PREFS button on the MajorCool main page will display a list of general options that may be configured by a user. These preferences are saved by MajorCool through the use of "Cookies" and will apply themselves when the MajorCool interface is used by that computer again. Settings are available to control admin keyword help, sorting options and the way MajorCool displays options such as Browse and Modify. For a complete description of all options, click on the HELP button in MajorCool, and consult the Preferences section.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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Preferences

