Allow Members to Post to the Listserv without Moderation

1. Select **Privacy options**.
2. Select **Sender filters**.

   - **Privacy options**...
     - Subscription rules
     - [Sender filters]
     - Recipient filters
     - Spam filters

3. Choose the **No** radio button for “By default, should new list member postings be moderated?”

4. Select **Submit Your Changes** at the bottom of the page.

Hold List Member’s Emails for Approval

1. Select **Privacy options**.
2. Select **Sender filters**.

   - **Privacy options**...
     - Subscription rules
     - [Sender filters]
     - Recipient filters
     - Spam filters
3. Choose the Yes radio button for “By default, should new list member postings be moderated?”
4. Choose Hold for “Action to take when a moderated member posts to the list.”

*Note: If administrators are on the membership list, make sure that the “mod” checkbox next to their name in the Membership List is unchecked, otherwise, their posts will be held as well.

5. Select Submit Your Changes at the bottom of the page.

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Don’t Allow Members to Post to the Listserv

1. Select Privacy options.
2. Select Sender filters.

- Privacy options...
  - Subscription rules
  - [Sender filters]
  - Recipient filters
  - Spam filters

3. Choose the Yes radio button for “By default, should new list member postings be moderated?”
4. Choose Reject or Discard for “Action to take when a moderated member posts to the list.”

A. Reject: rejects the email and sends the member an email stating that it was rejected.
B. Discard: rejects the email, but does not send the member an email stating rejection.

*Note: If administrators are on the membership list, make sure that the “mod” checkbox next to their name in the Membership List is unchecked, otherwise, their posts will be rejected as well.
5. Select **Submit Your Changes** at the bottom of the page.

**Block Non-Member’s emails**

1. Select **Privacy options**.
2. Select **Sender filters**.

   - **Privacy options...**
     - Subscription rules
     - [Sender filters]
     - Recipient filters
     - Spam filters

3. Type the email address you wish to block in the textbox that states “**List of non-member addresses whose postings will be automatically rejected.**”

   ![](image)

**Allow Non-Member’s emails**

1. Select **Privacy options**.
2. Select **Sender filters**.

   - **Privacy options...**
     - Subscription rules
     - [Sender filters]
     - Recipient filters
     - Spam filters
3. Type the email address you wish to allow in the textbox that states “**List of non-member addresses whose postings should be automatically accepted.**”

<table>
<thead>
<tr>
<th>Non-member filters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>List of non-member addresses whose postings should be automatically accepted. (Details for accept these nonmembers)</td>
</tr>
<tr>
<td><a href="mailto:cjames7@luc.edu">cjames7@luc.edu</a></td>
</tr>
</tbody>
</table>