



**BCPost:** <http://listserv.bc.edu>

**BCPost Documentation:** <http://www.bc.edu/bcpost>

## Login

- Enter your BC email address and your BC password.

## Change the Visibility of Your List in the Index of Lists

*By default, lists are visible to subscribers of the list.*

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Edit List Configuration** from the **List Operations** menu box. The menu expands. Select: **List Definition**. Make your selection under **Visibility of List**. Click the **Update List Configuration** button.

## Add or Remove Owners and Moderators

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Edit List Configuration** from the **List Operations** menu box. The menu expands. Select: **List Definition**. In the **Owner** or **Moderator** section, add the email address for the person in the email field and a friendly name in the name field. Click the **Update List Configuration** button. To remove an owner or moderator, delete the person's information and click the **Update List Configuration** button.

## Assign Privileges

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Edit List Configuration** from the **List Operations** menu box. The menu expands. Select **Privileges**. Make your selection and then click the **Update List Configuration** button.

## Change Settings for Who Can Post to the List

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **List Configuration** from the **List Operations** menu box. The menu expands. Select: **Sending and Receiving**. Make your selection and then click the **Update List Configuration** button.

## Select Days of the Week and Times for Digest Messages

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Edit List Configuration** from the **List Operations** menu box. The menu expands. Select: **Sending and Receiving**. Make your selection and then click the **Update List Configuration** button.

## Work with Subscribers

*Review Pending Subscriptions, View Subscriber Information, Add Subscribers, Delete Subscribers*

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Manage Subscribers** from the **List Operations** menu box.

## Moderate Messages

- Login> from the **Your Lists** menu box, select the **owner** link for the list. In the **List Operations** menu box, you will see the number of messages pending in parentheses under **List Moderation>Messages**. Click on the **Messages** link.

## Manage Message Archives

*BCPost has a 100 MB archive storage limit. List owners may download or delete archived messages.*

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Manage Archives** from the **List Operations** menu box.

## Work with Bouncing Addresses

- Login. From the **Your Lists** menu box, select the **owner** link for the list. Select: **Review Bouncing Addresses** from the **List Operations** menu box.