

How to access your list

The mailman system (mailman.cchmc.org) which provides mail lists for CCHMC was upgraded to Mailman version 3 on 3/9/2022.

The old mailman system was version 2 and is no longer being supported or security patched.

To access your list settings you need to create an account on the new system. Please see the below instructions:

For Admins and Moderators:

To access the settings or moderated any messages of your migrated mailman list (or lists) you need to follow the below instructions to create an account. This is because there is **no longer a shared password to manage each list**. Each list admin (or moderator) needs to create an account on the mailman 3 system to access any lists they administrator. **Your mail list WILL NOT stop working if you do not set up my admin account. However, you will not be able to do any list administration (add users, delete users, etc..) or moderation until you set up an account.**

For Users:

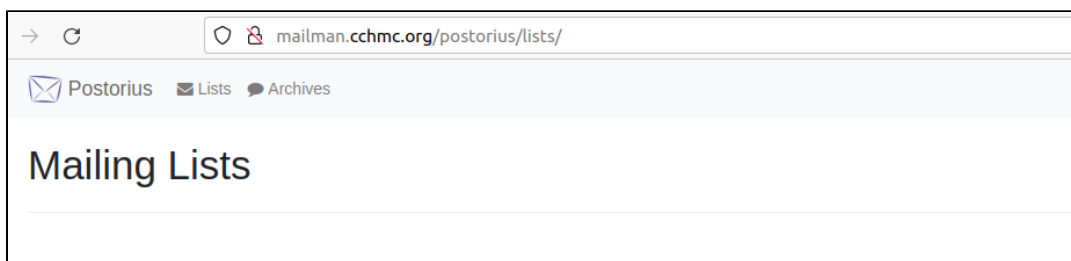
Users on the lists do not need to set up an account on the mailman system to SEND OR RECEIVE emails from a list. sending and receiving emails will work exactly like it did on the old system.

users would only need an account on the system if they were accessing their individual settings for a list. If you had users (not admins or moderators) that were logging into mailman 2, please reach out to

mailman3@cchmc.org

Creating an account in the new mailman system:

To create an account go to <http://mailman.cchmc.org/> and click the sign up button.



Enter in your information:

!!!!!!!!!!!! Do not use your CCHMC password for this system, a separate password should be used.

The screenshot shows the 'Sign Up' page on mailman.cchmc.org. The page has a header with the site name, a search bar, and links for 'Manage lists' and 'Sign I'. Below the header, there's a 'Sign Up' section with a link to 'sign in.' for existing users. The form contains four fields: 'E-mail' (with 'useremail@cchmc.org' entered), 'Username' (with 'username' entered), 'Password' (with '*****' entered), and 'Password (again)' (with '*****' entered). A blue 'Sign Up >' button is at the bottom. Red arrows point from text labels to each field and the button. The labels are: 'Enter your CCHMC.org email add', 'Enter a username of your choice', 'Enter a password', 'Re-enter your password', and 'Click the button after you have entered above info'. At the bottom, it says 'Powered by HyperKitty v'.

mailman.cchmc.org

Search all lists

Sign Up

Already have an account? Then please [sign in.](#)

E-mail: useremail@cchmc.org

Username: username

Password: *****

Password (again): *****

[Sign Up >](#)

Powered by HyperKitty v

Enter your CCHMC.org email add

Enter a username of your choice

Enter a password

Re-enter your password

Click the button after you have entered above info

You will see this screen about a confirmation email

The screenshot shows the 'Verify Your E-mail Address' page on mailman.cchmc.org. The page has a header with the site name, a search bar, and links for 'Manage lists' and 'Mai'. Below the header, there's a 'Verify Your E-mail Address' section. A light blue notification box at the top says 'Confirmation e-mail sent to [redacted] x'. Below this, there's a message: 'We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few r'. A red arrow points from the text below to this message. The text below is: 'You will see this screen that will inform you that a verification email has been set to the address you entered.'

mailman.cchmc.org

Search all lists

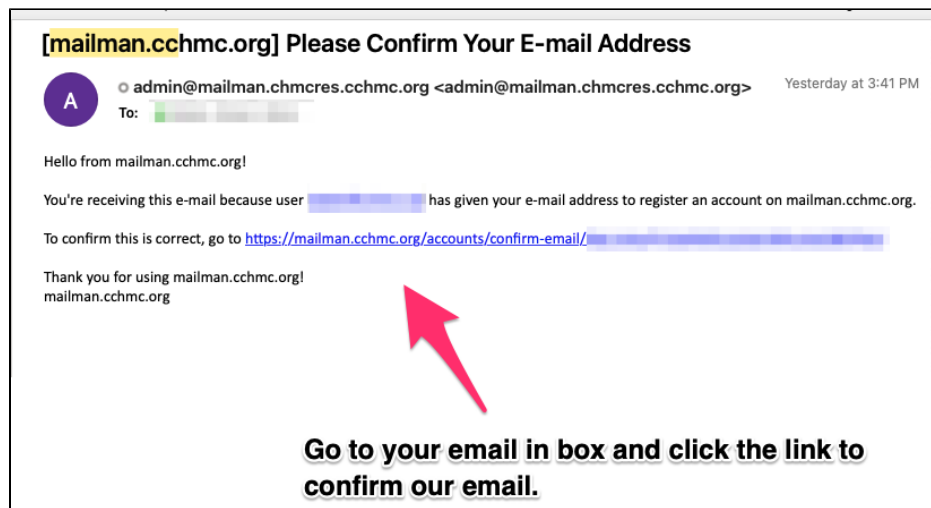
Verify Your E-mail Address

Confirmation e-mail sent to [redacted] x

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few r

You will see this screen that will inform you that a verification email has been set to the address you entered.

Go to your inbox and find the confirmation email.



After you click on the confirmation link, you will be taken back to mailman



Now you can sign in.

mailman.cchmc.org

Search all lists

Sign In

If you have not created an account yet, then please [sign up](#) first.

Login

Username or e-mail

Password

Password

☐ Remember Me

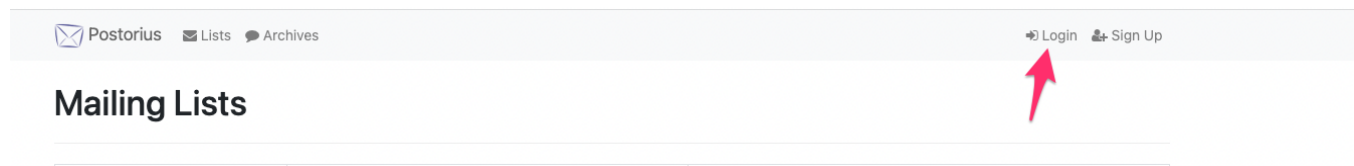
[Sign In](#) [Forgot Password?](#)

Powered by [HyperKitty](#) version 1.3.4.

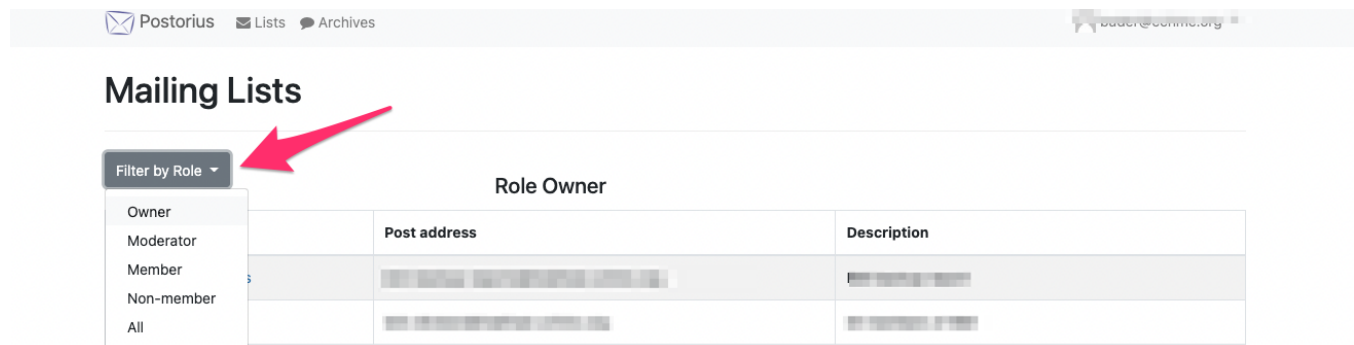
After you have confirmed your account, you will be able to sign in

To access your mail list after your account is created, you can go to

<https://mailman.cchmc.org/> and click the login button



Then you can select the drop down "filter by role" to filter the lists you are the Owner of.



Then click the name of the list to access the list settings.

Mailing Lists

Click the name of the list to access the list settings

Filter by Role ▾		
Role Owner		
List name	Post address	Description
[redacted]	hml-backup-reports@mailman.cchmc.org	[redacted]
[redacted]	gml-cvoting@mailman.cchmc.org	[redacted]

The mailman 3 interface is laid out differently than mailman 2 but is still pretty intuitive, But I have created a site with some instructions if needed.

***** Note the old links to access a list <http://mailman.cchmc.org/maillman/admin/....> no longer work, You should go to <http://mailman.cchmc.org/> and login to access your list.

[Click here for basic mailman 3 instructions](#)

