

## Community Mailing List Guide for Student Club Officers

### An Introduction to Community Mailing Lists

Community mailing lists provide a means to communicate with members of student clubs. Community mailing lists replace Bettyblue mailing lists. Bettyblue was retired in August 2015.

Each student club can have up to 11 standard mailing lists, as listed in the table below. Bettyblue mailing lists that have been active over the past year will be migrated to Community. After the initial migration, club officers needing additional mailing lists different from the 11 default lists should request these through the Office of Student Affairs ([osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu)).

The standard lists follow a naming convention, using the club's short name (acronym) as recorded in CampusGroups. For example, a club with an acronym of XYZ would have the following Community mailing lists:

xyz@lists.gsb.columbia.edu	All members
xyz-first-year@lists.gsb.columbia.edu	First-year members
xyz-second-year@lists.gsb.columbia.edu	Second-year members
xyz-officers@lists.gsb.columbia.edu	Club Officers
xyz-alumni@lists.gsb.columbia.edu	Alumni
xyz-first-year-mba@lists.gsb.columbia.edu	First-year MBAs
xyz-second-year-mba@lists.gsb.columbia.edu	Second-year MBAs
xyz-first-year-emba@lists.gsb.columbia.edu	First-year EMBA's
xyz-second-year-emba@lists.gsb.columbia.edu	Second-year EMBA's
xyz-phd@lists.gsb.columbia.edu	PhD students
xyz-ms@lists.gsb.columbia.edu	MS students

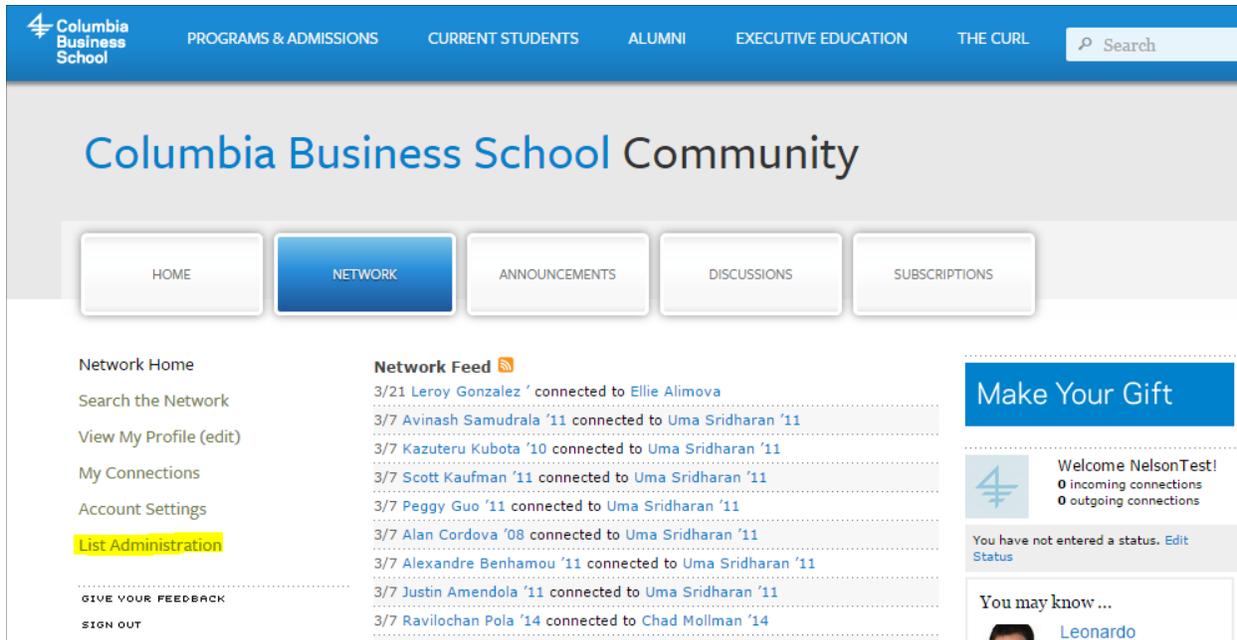
Subscriptions for all lists except Alumni will be created automatically based on club membership and officer information recorded in the events and clubs management system (CampusGroups).

Students will be able to view their club messages online at the Community site. For each mailing list subscription, students can manage whether and how often they receive club messages via email. They can choose to receive immediate delivery of each message, a daily or weekly digest of messages, or no emails regarding messages. In this last instance, students can view messages online at their leisure.

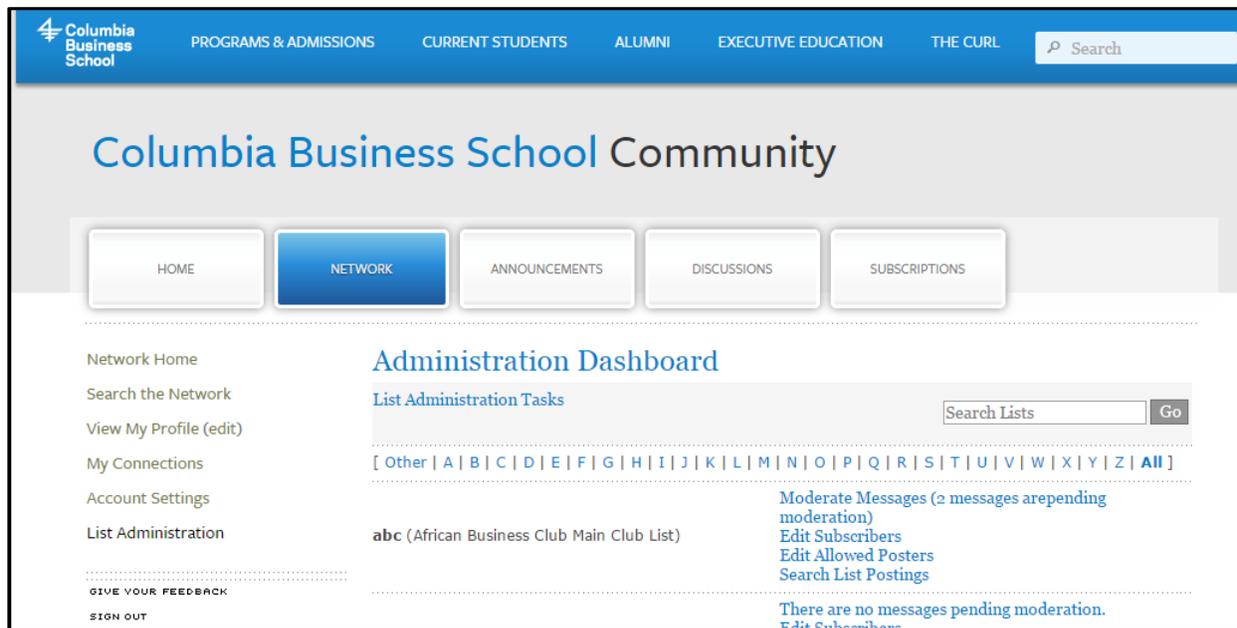
### Accessing Your Mailing Lists

You will find the Columbia Business School Community site at <https://www6.gsb.columbia.edu/community/network>. If prompted, log in with your CBS Lifetime ID and password. Click on the List Administration link on the left side of the Network Home page.

On the Administration Dashboard page you will see all of the mailing lists to which you have administrative access. For each list you will have links to Moderate Messages (or “There are no messages pending moderation” if that is the case), Edit Subscribers, Edit Allowed Posters, and Search List Postings.



The screenshot shows the 'Columbia Business School Community' network feed. The navigation bar includes 'PROGRAMS & ADMISSIONS', 'CURRENT STUDENTS', 'ALUMNI', 'EXECUTIVE EDUCATION', and 'THE CURL'. The main content area features a 'Network Feed' with a list of connection notifications, such as '3/21 Leroy Gonzalez ' connected to Ellie Alimova'. A sidebar on the left contains navigation links like 'HOME', 'NETWORK', 'ANNOUNCEMENTS', 'DISCUSSIONS', and 'SUBSCRIPTIONS'. A right sidebar includes a 'Make Your Gift' button and a 'Welcome NelsonTest!' message with connection statistics.



The screenshot shows the 'Administration Dashboard' for the 'List Administration Tasks'. It features a search bar for lists and a navigation menu with links for 'Moderate Messages (2 messages are pending moderation)', 'Edit Subscribers', 'Edit Allowed Posters', and 'Search List Postings'. A message at the bottom states 'There are no messages pending moderation.' The navigation bar and sidebar are consistent with the previous screenshot.

## Message Moderation

By default, all list subscribers will be allowed to send to the lists they are a member of without being moderated. This includes emails sent from all external email accounts (such as @gmail.com or @yahoo.com) that have been added to the member’s account on the Community site. Any email sent to the list from an email address not registered to a list subscriber will be held for moderation for two weeks. After that, the message will be automatically rejected. Also by default, all club officers are given access to moderate messages that are in the moderation queue of their club’s mailing lists, with the exception of the alumni list. The External Relations and Development department will moderate all alumni mailing lists.

If a list currently has messages awaiting moderation the first line on the second column will read “Moderate Messages” and the number of messages awaiting moderation will be displayed.

To moderate the messages in the queue, click on the Moderate Messages link. You can preview a message by clicking on the [+] link. Choose one of the following Moderation Actions for each message:

**Approve:** release the message to be sent to the list’s subscribers.

**Bounce:** reject the message with a notification to the sender. You can specify your reasons.

**Reject:** reject a message without notifying the sender (in the case of junk mail, for example).

Messages Pending Moderation (2 messages)			
Preview	Sender, Date and Time	Message Subject Line	Moderation Actions
[+]	Nelson Ricardo 04/17 1:15 PM	This is a test message	Approve   Bounce   Reject
[+]	Nelson Ricardo 04/17 1:19 PM	Another Test Message	Approve   Bounce   Reject

## Edit Subscribers

The standard student club mailing lists, with the exception of the alumni mailing list, are populated based on a database query that retrieves membership from the groups management system.

To access the Subscribers Management page from the Administration Dashboard, click the Edit Subscribers link for the mailing list you wish to edit.

If there is a discrepancy between club membership and the subscriber list, you will see a message indicating this condition, along with one or two links which you should click to sync the mailing list to the group membership. **To ensure that your mailing list is up to date and that the right people will receive your message, we recommend checking for discrepancies and updating the subscribers before you send a message.**

## African Business Club Main Club List Subscribers Management

This mailing list is based on the SQL Query  
Following people **should** be subscribed to the mailing list, based on the SQL Query, but are not currently subscribers  
for this list. Click [here](#) to update subscribers.

**Missing Subscribers: 10**

[CIwueke15@gsb.columbia.edu](#) (Chidinma Ijeoma "Chid" Iwueke '15)

[KNcemane15@gsb.columbia.edu](#) (Kanyisa Nyameka Ncemane '15)

[MKalaLufulwabo15@gsb.columbia.edu](#) (Mpitulo Kala-Lufulwabo '15)

[SKoches15@gsb.columbia.edu](#) (Samantha Joan "Samantha" Koches '15)

[TDexter15@gsb.columbia.edu](#) (Tanisha R. Dexter '15)

You can add to your mailing lists additional subscribers beyond those in the groups management database. You can subsequently remove additional subscribers.

On the Subscribers Management page, click on the [EDIT] link next to "You can add Additional Subscribers for this list". To add additional subscribers, enter the complete email address in the first box (Additional Subscribers to Add). To remove additional subscribers, enter the complete email address in the second box (Additional Subscribers to Delete). To add or remove multiple additional subscribers, enter each email address on a separate line, without commas or semicolons as separators. Click the Go button after entering all necessary email addresses. You can remove and add subscribers in a single submission.

You can include email addresses that do not belong to members of Columbia Business School Community. Such addresses are shown in the list with the indicator "(not a socnet user)" instead of affiliation information. These email addresses will still be subscribed to the mailing list and will receive messages.

## African Business Club Main Club List Subscribers Management

This mailing list is based on the SQL Query  
**You can add Additional Subscribers for this list:** [\[EDIT\]](#)

Current List Subscribers:

**10 Results**

[CIwueke15@gsb.columbia.edu](#) (Chidinma Ijeoma "Chid" Iwueke '15)

[JFincher16@gsb.columbia.edu](#) (John Allyn Fincher '16)

[KNcemane15@gsb.columbia.edu](#) (Kanyisa Nyameka Ncemane '15)

This mailing list is based on the SQL Query  
**You can add Additional Subscribers for this list:** [EDIT]  
Please enter email addresses, one per line, no commas  
Additional Subscribers to Add:

Ryan.Gosling@Hollywood.com  
example@example.com

Additional Subscribers to Delete:

johndoe@example.com

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Current List Subscribers:

## African Business Club Main Club List Subscribers Management

This mailing list is based on the SQL Query  
**Additional Subscribers for this list:** [EDIT]  
example@example.com ()  
Ryan.Gosling@Hollywood.com ()

Current List Subscribers:

**12 Results**

Ciwueke15@gsb.columbia.edu (Chidinma Ijeoma "Chid" Iwueke '15)

example@example.com (not a socnet user)

## Alumni Subscribers

Alumni who are interested in your club can subscribe themselves to the club's alumni mailing list. They can also unsubscribe themselves if they wish.

## Allowed Posters

Club officers can designate non-officers as Allowed Posters on a mailing list. Messages from allowed posters are not held for moderation. The messages are sent out to the mailing list subscribers right away. This comes in handy if your club has a generic email address.

To edit the list of allowed posters, click on the Edit Allowed Posters link on the Administration Dashboard, then click on the [EDIT] link next to “Allowed Posters for this list”. To add allowed posters, enter the complete email address in the first box (Allowed Posters to Add). To remove allowed posters, enter the complete email address in the second box (Allowed Posters to Delete). To add or remove multiple allowed posters, enter each email address on a separate line, without commas or semicolons as separators. Click the Go button after entering all necessary email addresses.

If the email address belongs to a member of the Community (students, alumni, faculty, or staff), you will see the person’s name on the list. For email addresses outside the Community, you will see empty parentheses after the address.

### Edit List Allowed Posters: African Business Club Main Club List

[List Administration Home](#) -> [Edit Allowed Posters](#)

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**Allowed Posters for this list:** [\[EDIT\]](#)

harry.potter@hogwarts.ac.uk ( )

nr2522@columbia.edu (Nelson “Nellie” Ricardo (Staff))

### Edit List Allowed Posters: African Business Club Main Club List

[List Administration Home](#) -> [Edit Allowed Posters](#)

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**You can add Allowed Posters for this list:** [\[EDIT\]](#)

Please enter email addresses, one per line, no commas

Allowed Posters to Add:

nr2522@columbia.edu  
harry.potter@hogwarts.ac.uk

Allowed Posters to Delete:

## Search List Postings

All emails sent to the club lists are recorded in the Community site and club officers can quickly search for prior messages sent to a mailing list. On the Administration Dashboard, click on the Search List Postings link for the list you wish to search. In the Search Lists text box, enter the text you wish to find in prior emails, then click Go.

<a href="#">Network Home</a>	<h2>List Search: African Business Club Main Club List</h2>
<a href="#">Search the Network</a>	Search through the list postings for the keyword matches on
<a href="#">View My Profile (edit)</a>	<input type="text" value="Search Lists"/> <input type="button" value="Go"/>
<a href="#">My Connections</a>	
<a href="#">Account Settings</a>	