How to create a Mailing List in cPanel

Add a Mailing List

cPanel comes complete with an interface for defining a name, password, and domain name for the mailing list you are creating.

To add a new mailing list:

1. Enter the list name in the appropriate field.
2. Select a domain from the pull-down menu.
3. Key-in and confirm a secure password.
4. Confirm the password in the *Password (Again)* field.
5. Click *Add Mailing List* to create the new mailing list.

Once a mailing list has been created using cPanel, it can be modified, deleted, or the password can be changed using the functions below the Current Lists heading.

Modify a Mailing List

To quickly find the mailing list you wish to modify, type a keyword into the *Search* box and click *Go*. cPanel displays the lists whose names contain the keyword.

To modify an existing mailing list, you will need to enter the administrator password. If you have lost or forgotten your administrator password, the password can be changed, without the original password, using the *Change Password* feature.

Once you have entered the Mailman modification menu, you are free to define the various configuration options in Mailman. Consult the Mailman documentation for more information regarding these configuration options: http://www.list.org/docs.html.

Change a Mailing List Password

Using the cPanel interface, it is possible to change the password for a mailing list without the old password. This can be very useful in recovering control of your mailing list in the event the password is forgotten or lost.

A secure password is one that contains no dictionary words and includes upper- and lower-case letters, numbers, and symbols.

To change your password:

1. Key-in and confirm the new password.
2. Click *Change Password* to activate the new password.

Delete a Mailing List

To delete a mailing list:

1. Click the *Delete* link next to the appropriate name in the list.
2. Confirm that the list should be deleted on the following page.