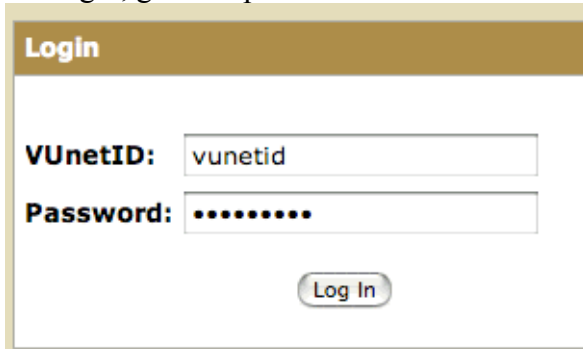


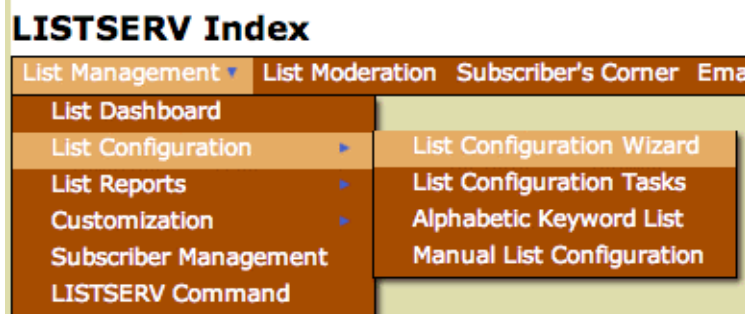
Setting List Posting to Private

To restrict posting to an Un-moderated Discussion list to only the subscribers of the list, follow these instructions.

To begin, go to <https://list.vanderbilt.edu/> and log in to LISERV:

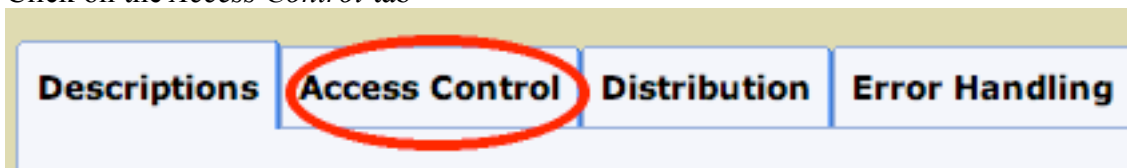


Next, from the *List Management* menu select *List Configuration*, then *List Configuration Wizard*:

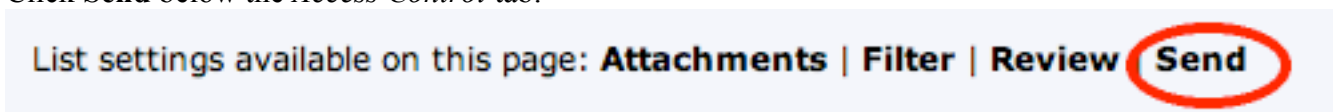


If you are the owner of more than one list, please choose the list you wish to modify from the Select List: drop down menu.

Click on the *Access Control* tab

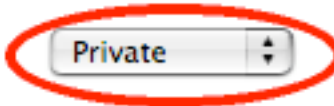


Click **Send** below the *Access Control* tab.



From the *Send=* drop down menu, select **Private**. If *Confirm:* is **checked**, senders will need to confirm their posts before they are distributed to the entire list. Uncheck this setting if you do not wish to require confirmation before posting.

? **Send=**

A dropdown menu with the word "Private" selected. The menu is circled in red. To the right of the text "Private" are two small vertical arrows indicating the dropdown functionality.

? **Special:**

An empty rectangular text input field with a thin black border.

(OTHERLIST)
Owner(OTHERLIST)
someuser@example.com

? **Confirm:**

A small square checkbox with a checkmark inside, indicating it is selected.