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 LISTSERV:

![Login](image)

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

![LISTSERV Index](image)

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

![Access Control](image)

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.