

## Choosing the Appropriate Reply-To Setting

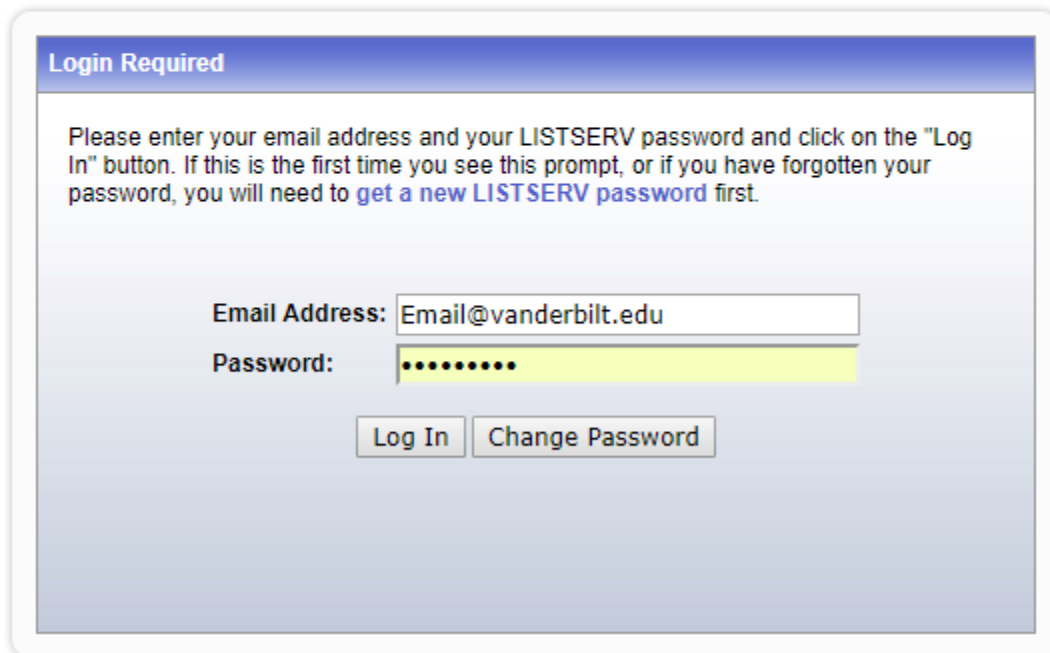
To configure the "Reply-To:" behavior for your list(s), follow the instructions below.

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

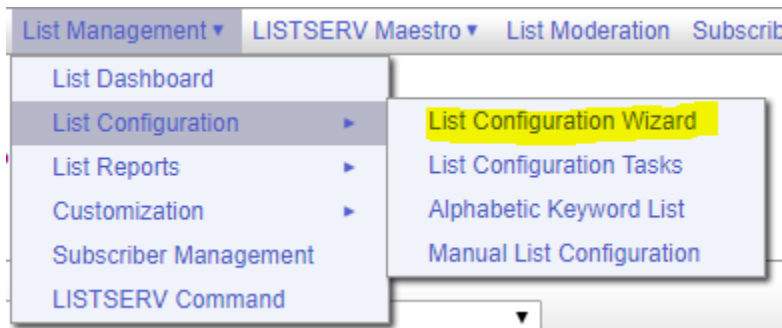


### Login Required

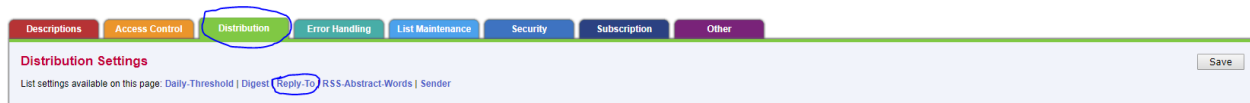
Please type your *full* email address, as in: *henry@somewhere.com*.

The image shows a "Login Required" dialog box with a blue header. The main text reads: "Please enter your email address and your LISTSERV password and click on the 'Log In' button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first." Below the text are two input fields: "Email Address:" containing "Email@vanderbilt.edu" and "Password:" containing a series of dots. At the bottom are two buttons: "Log In" and "Change Password".

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 Distribution tab, then the Reply-To option link.



## Edit the Reply-To Behavior

The page that loads allows you to change the Reply-To behavior of your list. Both types of discussion lists were initially configured to Reply-To the List and Respect Reply-To headers included in the message. This was a change in behavior from the former Majordomo based list service all lists defaulted to Reply-To the sender of the message.

To determine the best behavior for your list, please read the setting information at the bottom of the web page, or click on the question mark (?) button for assistance.

A screenshot of a configuration form titled 'Reply-To Keyword'. It contains three settings, each with a question mark icon for help: 1. 'Reply-To=' with a dropdown menu set to 'Sender'. 2. 'Specify address:' with a text input field containing 'testlist-request@LIST.VANDERBILT.EDU'. 3. 'Existing Reply-To:' with a dropdown menu set to 'Ignore'. A 'Save' button is located at the bottom left of the form area.

Once you have configured the Reply-To setting, click on the Save button.