

Renaming a mailing list

In this guide, you will find instructions about renaming a mailing list.

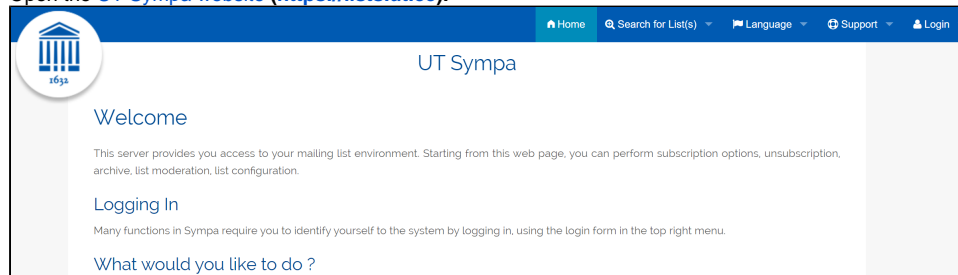
 Eesti keeles



Only the owner of the mailing list can change the name of the mailing list.

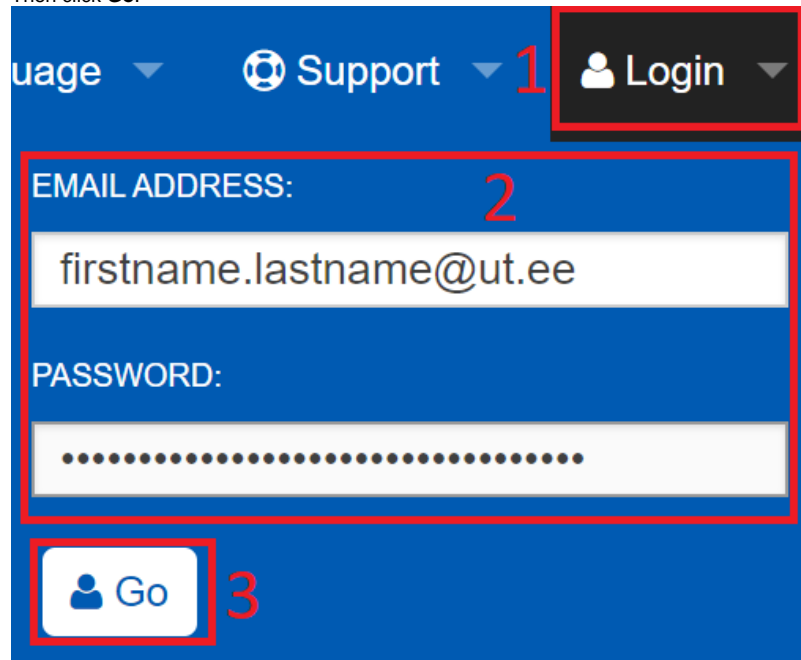
Renaming a mailing list

1. Open the [UT Sympa website \(https://lists.ut.ee\)](https://lists.ut.ee).



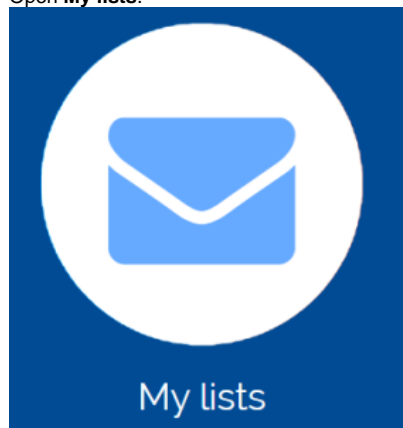
2. To log in, follow the instructions:
 - a. From the upper right panel, select **Login**.
 - b. Fill in the cells:
 - i. **Email address:** e-mail of the owner of the mailing list
 - ii. **Password:** the password of the user of the mailing list owner

c. Then click **Go**.




The image shows a login form on a blue background. At the top, there is a navigation bar with 'Language' (dropdown), 'Support' (dropdown), and 'Login' (button with a user icon and dropdown arrow). A red box labeled '1' highlights the 'Login' button. Below this, the form has two input fields: 'EMAIL ADDRESS:' and 'PASSWORD:'. The email field contains 'firstname.lastname@ut.ee'. A red box labeled '2' highlights the email input field. The password field is masked with dots. At the bottom of the form, there is a 'Go' button with a user icon. A red box labeled '3' highlights the 'Go' button.

3. Open **My lists**.




4. Open the mailing list whose name you want to change.


 My lists

You are subscribed to or managing the following lists.


testlist0254 (Owner)


important

 Review members

 Archives

5. From the menu on the left, select **Admin**.


 @ut.ee
Privileged owner


 List Options

List not yet activated

Subscribers: 82

(Error rate: 0%)

Owners: 

Moderators: (same as owners) 

Contact owners

List Home

Admin

6. Select **Rename List**.

Drastic operations

Remove List

 Completely removes the current list. Listmaster privileges are required to restore a list.

Rename List

 Allows you to change this list's name. Everything related to the list will be relabeled according to the new name, including the mail aliases and the web archives.

Create Shared

 Initializes the shared document web space.

7. Use the knowledge obtained from the guide [Suggested names for mailing lists](#):

- a. In the **New list name** box, enter the new name of the list;
- b. Click **Rename this list**.

testlist0254@lists.ut.ee

Subject: tähtis

Basic Operations

Edit List Config Manage Subscribers Manage Archives Bounces Logs

Renaming the list

1


New list name:
project.utsympaguide @ lists.ut.ee

Rename this list

2

8. In the confirmation window, press the **Confirm** button.

testlist0254@lists.ut.ee








Subject: tähtis 

✓ Rename List

Do you really want to rename this list?

Confirm **Back**

9. **IT helpdesk** confirms the request and the mailing list name will be changed.

<p> My lists</p> <p>You are subscribed to or managing the following lists.</p> <hr/> <p>testlist0254 (Owner)</p> <p>tähtis</p> <p> Review members  Archives</p>		<p> My lists</p> <p>You are subscribed to or managing the following lists.</p> <hr/> <p>project.utsympaguide (Owner)</p> <p>tähtis</p> <p> Review members  Archives</p>
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