

The RENATER service for hosting interinstitutional mailing lists

Do you need to have all the contributors to a project working together?

To facilitate communication for collaborative projects involving multiple institutions in the Fédération Éducation-Recherche (FER) community, RENATER gives you Universalistes, its service for creating, managing, and hosting mailing lists.

▶ Create mailing lists

Mailing list subscribers are automatically e-mailed all messages sent to the list by another subscriber or the list's owner. There is also a moderation system.

▶ Administer your lists

As a list owner, you get access to list administration tools that let you:

- Create subscriber lists using various data sources (SQL databases, LDAP records, etc.).
- Make new lists (restricted access), subject to authorization.
- Configure lists that you own.
- Manage subscriptions and requests to unsubscribe.
- Manage shared document repositories.
- Moderate lists for which you are the designated moderator.
- Answer questions about your list posed by current and future subscribers.

ADDITIONAL FEATURES:

To foster cooperation, the following collaborative tools have been integrated into Universalistes and can be directly accessed through the list's web interface:

Share a document repository

Set up a repository where list subscribers may share documents needed for your project.

Create a wiki for list subscribers

You can set up a wiki for your mailing list subscribers. Wikis make for more dynamic interactions and communication. They allow multiple sources of information to be pooled together on a single page, which can be edited by any subscriber, or as allowed by your moderation policy.

Elicit subscriber participation through a survey

To ask subscribers for their opinions on various topics, you can link LimeSurvey to your list. LimeSurvey is a comprehensive tool for quickly generating surveys.



WHY USE UNIVERSALISTES?

- **Creation of working groups** including subscribers from different institutions.
- **Seamless integration** of the list interface with your inbox.
- **Enhancement of your mailing list** through **LDAP synchronization**.
- **Easy, flexible administration**.
- **Bundled collaborative tools** to bring your list to life.



Your first steps with



➤ groupes.renater.fr

1 Request the creation of your mailing list

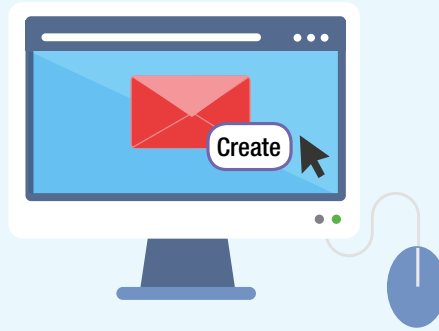
To request the creation of your mailing list,

click on 

- Fill in all the empty fields to indicate desired mailing list properties.
- Choose an appropriate mailing list type.
- Select your target user audience from the list of choices presented.
- To finalize the creation of your mailing list, click on

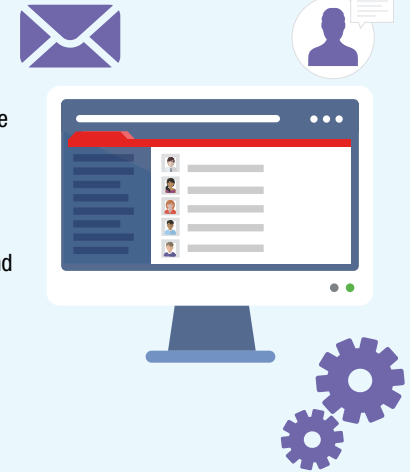
[Envoyer votre demande de création](#).

RENATER must approve your mailing list creation request.

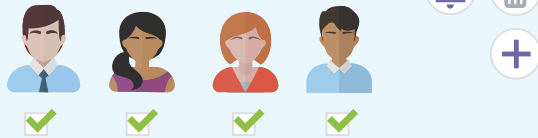



2 Configure your mailing list

- Go to the **Accueil de la liste** (List home) menu on the left bar.
- You will see a list of basic mailing list settings, allowing you to designate owners and moderators, determine who may subscribe or send messages, and more.
- For advanced settings, click on , and then open the **Configurer la liste** (Configure list) tab.



3 Manage subscribers



- Go to the **Accueil de la liste** (List home) menu on the left bar.
- From this menu, you may display members, manage requests to subscribe or unsubscribe, and add or remove subscribers (optionally, without their knowing).
- For access to advanced subscriber administration tools, click on .
- Schedule a subscription reminder message.
- Add subscribers directly by entering their e-mail addresses into the designated box.

4 Configure your mailing list



- Go to the **Modérer** (Moderate) menu on the left bar.
- You can see all of the messages pending moderation, which you may approve or reject.
- When you reject a message, its sender will receive a rejection notification that you can customize by clicking on the button marked **Gestion des messages de rejet** (Rejection notification management).
- To prevent posting of inappropriate content, you may blacklist certain e-mail addresses, comments, and strings of characters.