

Manual Penggunaan Mailing List (Milis)

Universitas Brawijaya

lists.ub.ac.id Mailing Lists

Welcome!

Below is a listing of all the public mailing lists on lists.ub.ac.id. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.

List administrators, you can visit [the list admin overview page](#) to find the management interface for your list.

If you are having trouble using the lists, please contact mailman@lists.ub.ac.id.

PPTI 2014

Menu Utama

1. Halaman Akses

Untuk mengakses milis, pada browser [silahkan membuka https://lists.ub.ac.id](https://lists.ub.ac.id)

2. Nama Milis

Terdapat nama-nama dari milis yang terdaftar pada milis UB

Klik pada nama milis yang Anda kelola

List	Description
AIM-12	[no description available]
Aipt2014	[no description available]
Dosen-fisip	[no description available]
Elearning	[no description available]
Fkppk	[no description available]
General	[no description available]
Icfs	[no description available]
Isoc	[no description available]
Kimia	[no description available]
Lppm	[no description available]
Matematika	[no description available]
Mhs-PTIHK	[no description available]
Milis-dev-ppti	[no description available]
Pd3	[no description available]
Pdpt-ub	[no description available]
Pengumuman	[no description available]
Perhepi	[no description available]
pjj-video	[no description available]
Pjjub	[no description available]
Pkkss-ub	[no description available]
Ppsub2012	[no description available]

Menu Login

1. Halaman Login

Scroll kursor ke halaman bawah dan klik pada “<nama milis> administrative interface (requires authorization)”

Pengumuman Subscribers

(The subscribers list is only available to the list administrator.)

Enter your admin address and password to visit the subscribers list:

Admin address:

To unsubscribe from Pengumuman, get a password reminder, or change your subscription:

If you leave the field blank, you will be prompted for your email address

Pengumuman list run by
[Pengumuman administrative interface \(requires authorization\)](#)
[Overview of all lists.ub.ac.id mailing lists](#)

2. Login

Masukkan password yang telah kami kirimkan ke Anda pada kolom “List Administrator Password” kemudian klik “Let me in...”

Administrator Authentication

List Administrator Password:

abled in your browser, otherwise no administrative changes will take effect.

erface so that you don't need to re-authenticate with every administrative operation. This cookie will e
link under *Other Administrative Activities* (which you'll see once you successfully log in).

Halaman Admin

1. Menambah Anggota Milis

Untuk menambahkan anggota milis klik pada “**Membership Management...**” kemudian “**Mass Subscription**”



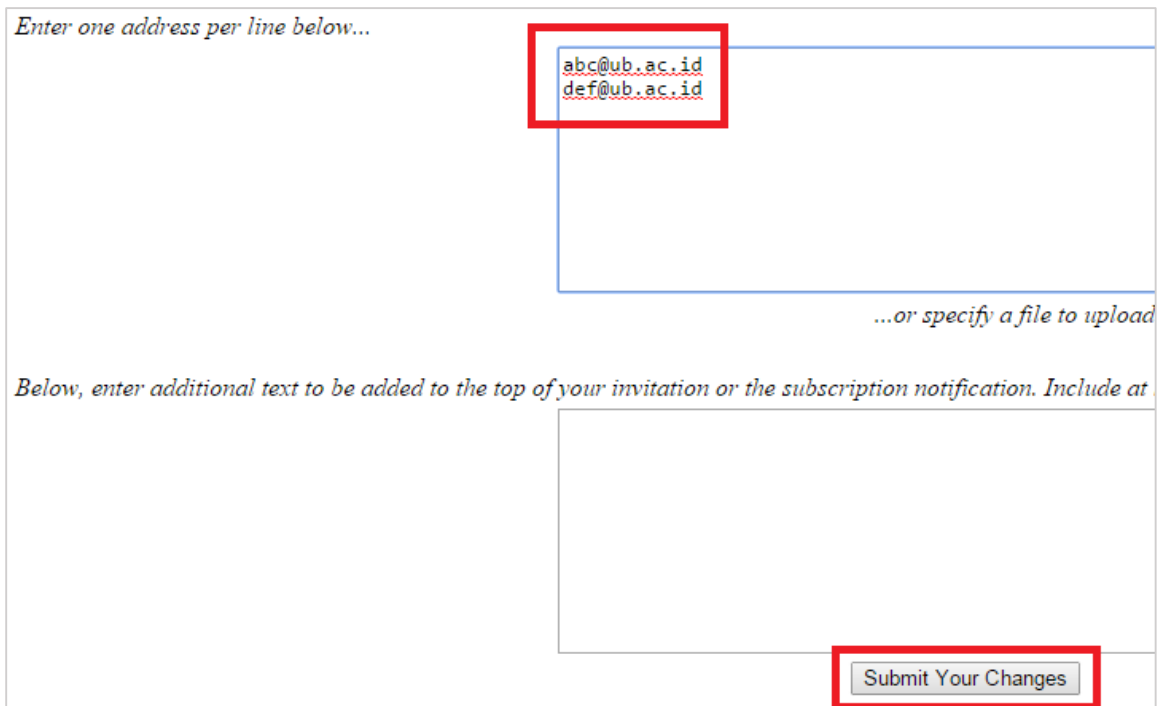
The screenshot shows a menu titled "Configuration Categories" with two columns of links. The link "Membership Management..." is highlighted with a red box, and its sub-link "[Mass Subscription]" is also highlighted with a red box.

- [General Options](#)
- [Passwords](#)
- [Language options](#)
- **Membership Management...**
 - [Membership List](#)
 - **[Mass Subscription]**
 - [Mass Removal](#)
- [Non-digest options](#)
- [Digest options](#)

- [Privacy options...](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

Masukkan alamat email pada kolom “**Enter one address per line below...**”, misal alamat email yang dimasukkan adalah abc@ub.ac.id dan def@ub.ac.id

Kemudian klik “**Submit Your Changes**”



The screenshot shows the "Mass Subscription" form. It features a text input field with the placeholder text "Enter one address per line below...". The input field contains the email addresses "abc@ub.ac.id" and "def@ub.ac.id", which are highlighted with a red box. Below the input field, there is a button labeled "Submit Your Changes", also highlighted with a red box. The form also includes a section for additional text to be added to the top of the invitation or subscription notification.

Enter one address per line below...

abc@ub.ac.id
def@ub.ac.id

...or specify a file to upload

Below, enter additional text to be added to the top of your invitation or the subscription notification. Include at

Submit Your Changes

2. Melihat Anggota Milis

Klik pada “**Membership List**” kemudian klik pada abjad sesuai dengan awalan alamat email dari anggota milis

- [Passwords](#)
- [Language options](#)
- **Membership Management...**
 - **[Membership List]**
 - [Mass Subscription](#)
 - [Mass Removal](#)
- [Non-digest options](#)
- [Digest options](#)
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

Membership

Find member ([help](#)):

[click here to include the legend for this table.](#)

4938 members total,					
1 2 3 4 [A] B C D E F G H I J K L M					
unsub	member address member name	mod	hide	nomail [reason]	ac
<input type="checkbox"/>	@ub.ac.id <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	@ub.ac.id <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Menghapus Anggota Milis

Untuk menghapus anggota milis klik **“Mass Removal”**

Masukkan alamat email yang akan dihapus dari anggota milis pada kolom **“Enter one address per line below...”**, misal alamat email yang dimasukkan adalah abc@ub.ac.id dan def@ub.ac.id

Kemudian klik **“Submit Your Changes”**

The screenshot shows a web interface for managing a mailing list. At the top, there is a navigation menu with several options: "Membership Management...", "Mail<->News gateways", "Go to the general...", "Membership List", "Auto-responder", "Edit the public H...", "Mass Subscription", "Content filtering", "Go to list archive", "[Mass Removal]", "Topics", and "Logout". The "[Mass Removal]" option is highlighted with a red box. Below the menu, a text prompt reads "Make your changes in the following section, then submit them using the *Submit Your Changes* button below." The main section is titled "Mass Removals" and contains two radio button options: "Send unsubscription acknowledgement to the user?" (with "No" selected) and "Send notifications to the list owner?" (with "No" selected). Below these options is a text input area labeled "Enter one address per line below...". This area contains two lines of text: "abc@ub.ac.id" and "def@ub.ac.id", both of which are enclosed in red boxes. At the bottom right of the input area, there is a link "...or specify a file to upload:" followed by a "Pilih File" button and the text "Tidak ada file ya". A "Submit Your Changes" button is located at the bottom center of the form, also enclosed in a red box.

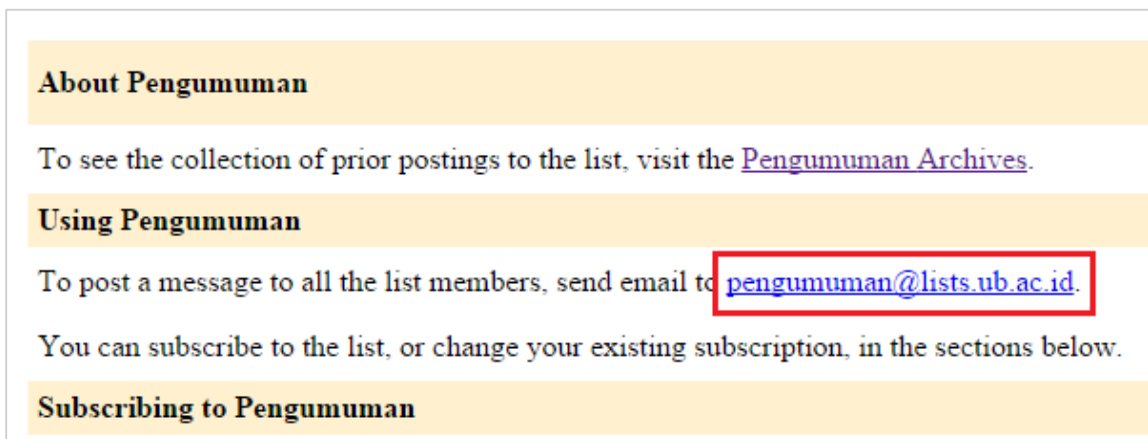
Alamat Milis

1. Melihat Alamat Anggota Milis

Untuk melihat alamat milis yang digunakan untuk mengirim pesan, arahkan kursor ke halaman bawah kemudian klik “<nama milis>”



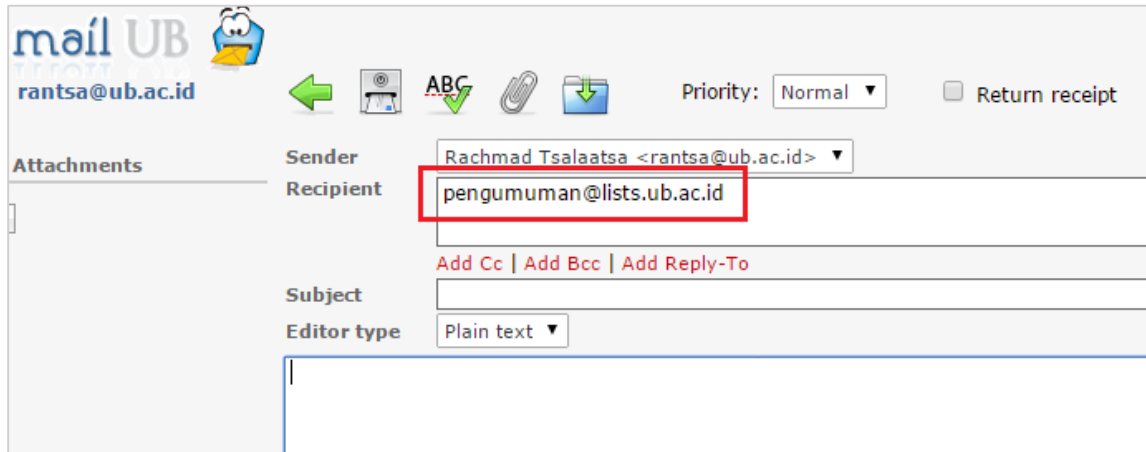
Alamat milis yang digunakan untuk mengirim pesan adalah “<nama milis>@lists.ub.ac.id”








2. Mengirim Pesan ke Milis

Buka halaman email di <https://mail.ub.ac.id>

Masukkan alamat milis di bagian “**Recipient**”



The screenshot shows the email composition interface for mail.ub.ac.id. The sender is identified as Rachmad Tsalaatsa <rantsa@ub.ac.id>. The recipient field, which is highlighted with a red box, contains the address pengumuman@lists.ub.ac.id. The interface includes options for priority (Normal) and return receipt, as well as buttons for adding Cc, Bcc, and Reply-To. The editor type is set to Plain text.

mail UB rantsa@ub.ac.id	    	Priority: Normal ▼ <input type="checkbox"/> Return receipt
Attachments	Sender Rachmad Tsalaatsa <rantsa@ub.ac.id> ▼	
	Recipient pengumuman@lists.ub.ac.id	
	Add Cc Add Bcc Add Reply-To	
	Subject	
	Editor type Plain text ▼	