Edit moira lists using WebMoira

Edit list membership

- Navigate, in your web browser, with certificates, to: http://web.mit.edu/moira
- In the left pane, enter the list name in the Find a List text box and press Go. Alternatively, you may scroll through the list names under Lists I Am On or Lists I Can Administer and click on one.

- You will be taken to a separate page where you will see the list's name, description, administrators and members.

If you have administrator privileges on the list

- You may add or remove members (including yourself) under the Members section
- To remove a member:
  - Click remove to the right of the person's name and kerberos
- To add a member:
  - Type their name or kerberos into the Add Member text box and select Add
  - If adding a non-MIT email address, please note that the email address will not be seen in Exchange. For example, when using Outlook and sending to the list, if you expand the list name, only MIT email addresses will show. However, emails will be sent to those addresses.
- To change your membership
  - If you are a member of the list already, you will see a Remove Me button under the Add Member text box
  - If you are not a member, the button will be read Add Me

If you don't have administrator privileges

- You cannot add or remove members from the list
- You can only remove yourself from a list
  Note: If you remove yourself from a list you do not administer, you must send a request to the list administrator to rejoin the list. Simply click the Send Request button at the top of the Membership panel.
What if I want to delete a moira list?

- Functionality to delete a list is not available in WebMoira.
- To delete a Moira list for which you have administrative rights, use the listmaint interface on Athena, or send mail to accounts@mit.edu.