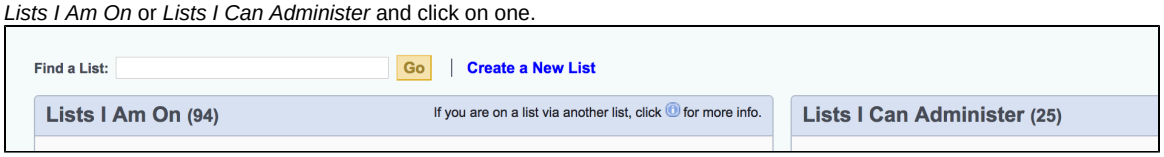
Edit moira lists using WebMoira

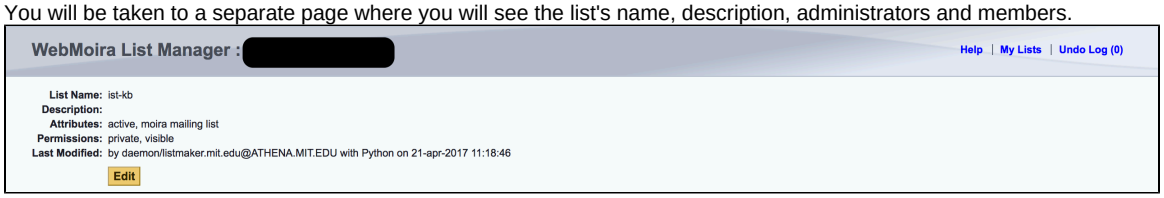
Edit moira lists using WebMoira

Edit list membership

1. Navigate, in your web browser, with certificates, to:http://web.mit.edu/moira.
2. 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.

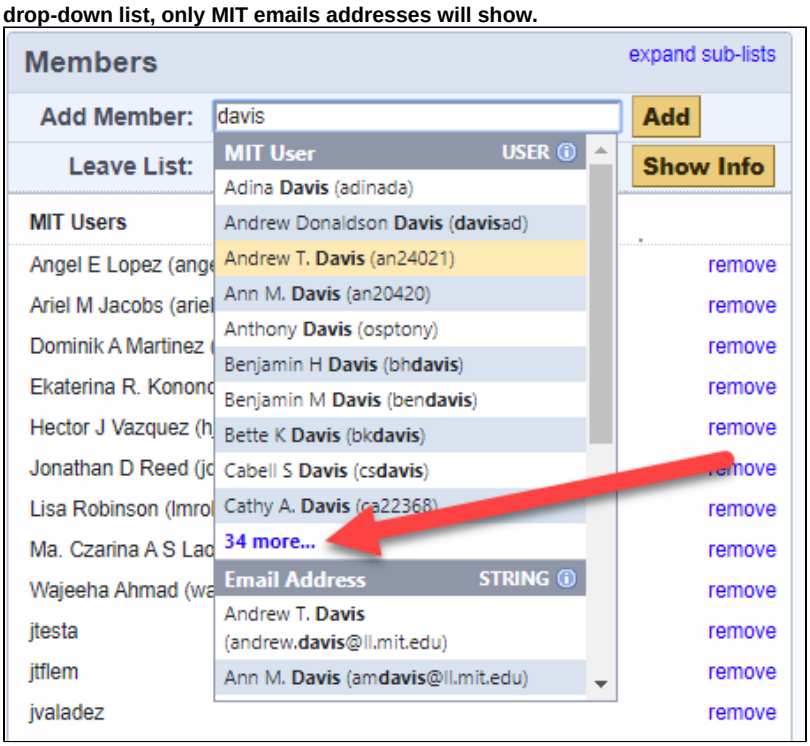


3. You will be taken to a separate page where you will see the list's name, description, administrators and members.



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:
  - You can add a person to a list using their name, kerberos, MIT ID, or email address. As you begin typing, a dropdown list will appear displaying matches for what you are typing. Once you have found the person, click their name, which adds it to the *Add Member* text box, and then click the **Add** button. **Note: non-MIT email addresses can be added, but will not display in the drop-down list, only MIT emails addresses will show.**

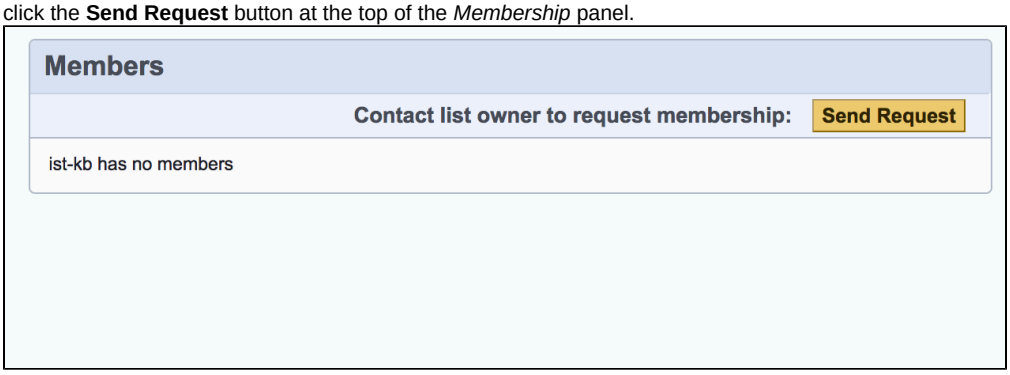


*Tip: Be sure to click the ## **more** text to see all matching names.*

- 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.