

# How do I administer an Athena (Moira) list or group?

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### Moira Lists Only

The instructions here apply only to a traditional Moira mailing list or group. These instructions **will not work** for a Mailman list. To administer a Mailman list, please see our article titled "[How do I administer a Mailman list?](#)"

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## Overview

There are two primary ways to administer a Moira list: from the Athena command line (athena%) or via the web. While the web interface is simpler, there is some functionality that can only be access from the Athena command line.



### 4 Hour Delay

Any changes that you make will take up to four hours to affect the mail servers. Changes made to groups through moira will take effect immediately.

## listmaint

You can use the interactive program "listmaint" to maintain your Moira list. To run it, type "listmaint"

```
joeuser@athena:~$ listmaint
```

That will give you a menu listing various options. To update the membership of a list, select Option 6 "Member Menu - Change/Show Members of a List." That will ask you for the name of the list, and then give you a menu titled "Change/Display membership". From that menu you can add members, remove members, and display a list of the members.

There are four different types of members that can be added or deleted:

<b>USER</b>	The most common type of member, anyone who has an Athena account. Only the person's username should be entered, not their full address. For example, joeuser@mit.edu would be added as type USER and the "Name of USER to add" would be joeuser.
<b>LIST</b>	Used for adding other Moira lists to your list. If a list address is @mit.edu, it should be added as type LIST. Only the part of the address before the @ should used as the name of the list. For example, the list accounts@mit.edu would be added as type LIST and the "Name of LIST to add" would be accounts.
<b>KERBEROS</b>	Used for adding a kerberos principal only, and should not be used for most lists.
<b>STRING</b>	Used for addresses that don't end in @mit.edu. This includes other MIT departments (e.g. joeuser@csail.mit.edu, joeuser@sloan.mit.edu) and external addresses (e.g. joeuser@gmail.com, joeuser@fas.harvard.edu).

## blanche

If you make a lot of changes to lists, you may prefer to use "blanche". In most cases, you can just add users to your list with the command:

```
joeuser@athena:~$ blanche listname -add username
```

Note: Be sure to fill in the correct information for *listname* and *username*.

Blanche will do its best to figure out what type of member is being added. Most of the time it does a good job, but it's wise to recheck when you are finished to make sure.

You can delete users by changing the '-add' to '-delete'. For a list of people on your list, simply type 'blanche listname'. If you want to add a long list of names to a list, you can put them all in a text file and do 'blanche listname -al filename', or if you want a list to contain **only** the names in a text file, you can type 'blanche listname -f filename' and the appropriate members will be both added and removed.

For more information on blanche, type 'man blanche'.

## WebMoir

Another method of editing your mailing lists is to use the web interface to moira:

<http://web.mit.edu/moira/>

This requires MIT certificates to use, and it does not have as many options as listmaint / blanche; you cannot delete a list, or add names from a text file.