

Create a Mailing List

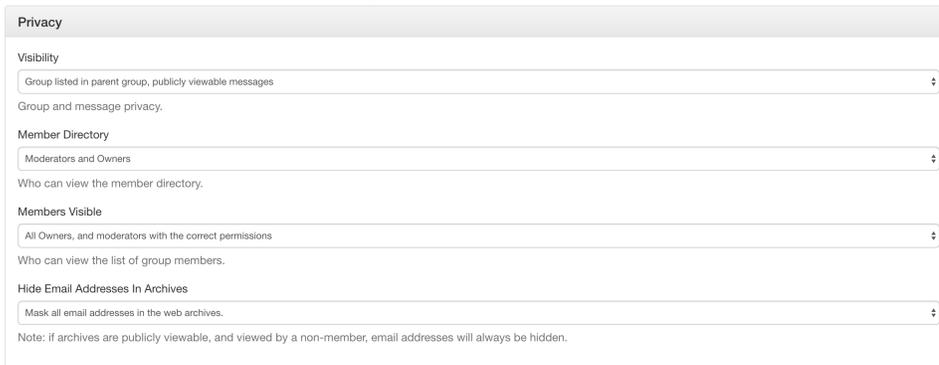
This HOWTO explains how you would create a new mailing list on the [Hyperledger groups.io](https://hyperledger.org) instance. This HOWTO is necessary for setting up new projects and new working groups.

Prerequisites

 You must be an Owner on the [Hyperledger mailing lists](https://hyperledger.org).

Step-by-step guide

1. Browse to <https://lists.hyperledger.org/g/main/subgroups>
2. Click the "Create Subgroup" button
 - a. Provide the "Subgroup Email Address" of the mailing list. Do not include "hyperledger" here
 - b. Provide a short description in the "Description" edit box that describes what this mailing list is for. Typical examples include:
 - c. Check the "Visibility" settings. Most of our subgroups are set as "Subgroup listed in parent group, messages publicly viewable"
 - d. Unclick the "Receive Updates" checkbox
3. Click the "Create Subgroup" button to create the subgroup
4. After the subgroup has been created, modify the details under "Admin | Settings"
 - a. In the "Privacy" section, verify the following choices:



- b. In the "Spam Control" section, verify that none of the boxes have been selected
 - c. In the "Message Policy" section, verify the following settings:
 - i. "Allow Non Subscribers to Post" has been checked
 - ii. "Hashtag Permissions" is set to "Posts can be tagged with new hashtags"
 - iii. "Reply To" is set to "Group and Sender"
 - iv. All other boxes should be unchecked
 - v. "Viruses" is set to "Block"
 - d. In the "Message Formatting", set the "Subject Tag" so that it contains [Hyperledger <project name> or <group name>] (e.g., [Hyperledger Architecture WG])
 - e. In the "Features" section, verify the following settings:
 - i. "Calendar" is set to "Public and subscribers can view, moderators can edit"
 - ii. "Chats" is set to "Moderators and Owners"
 - iii. "Database" is set to "Subscribers can view, moderators can create tables"
 - iv. "Files" is set to "Subscribers can view, moderators can upload"
 - v. "Photos" is set to "Subscribers can view, moderators can upload"
 - vi. "Polls" is set to "Only moderators can create"
 - vii. "Wiki" is set to "Subscribers can view, moderators can edit"
5. Click the "Update group" button

Add CA-Notices as Owner to get Calendaring to Work

We use the ca-notices@hyperledger.org account on groups.io to enable meeting management by the group moderators while also aggregating all group events into a single "Hyperledger Community Calendar". To do this, you must add ca-notices@hyperledger.org as the owner of the group, set the correct settings. Here's the steps to follow after creating the new subgroup:

1. Navigate to the subgroup and click on "Admin" to expand the admin menu.
2. Click on "Direct Add" and add the "ca-notices@hyperledger.org" account to the group.
3. Click on "Members" and search for "ca-notices@hyperledger.org".
4. Click on the member record to go to the member settings page.
 - a. Change the "Role" to "Owner"
 - b. Under "Notifications" set the following checkmarks:
 - Email when there are messages needing approval.
 - Email when there are members needing approval.
 - Email when a member joins/leaves this group.

Email when a group storage limits are reached.

Email when someone reports a message.

c. Set "Owner Email" to "None"

d. Set "Email Delivery" to "No Email"

e. Set "Posting Privileges" to "Override: not allowed to post"

f. Click "Save" to save the changes.

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