Using the all2all Mailman portal

The all2all portal runs on **Mailman 3**. Use **Postorius** to manage lists and moderate messages, **HyperKitty** to read archived discussions and **Mosaico** to design illustrated newsletters. Your organisation's permissions determine which actions you can take, and its quota sets how many lists you can create.

Use your personal all2all mailbox for everyday correspondence. For group mailings, use our dedicated Mailman server to protect the reputation of our mail servers.

Discussion lists let members write to the whole group and reply to one another.

Newsletters let authorised senders share announcements with subscribers.

Post by email. From the address you use on the list, start a message and enter the list address in the **To** field. Add a subject, write your message and send it.

Moderation. Mailman either distributes the message or holds it for review, depending on the list settings. A moderator can release it from the queue. In strict newsletter mode, every message posted by email needs approval.

Sign in to your portal

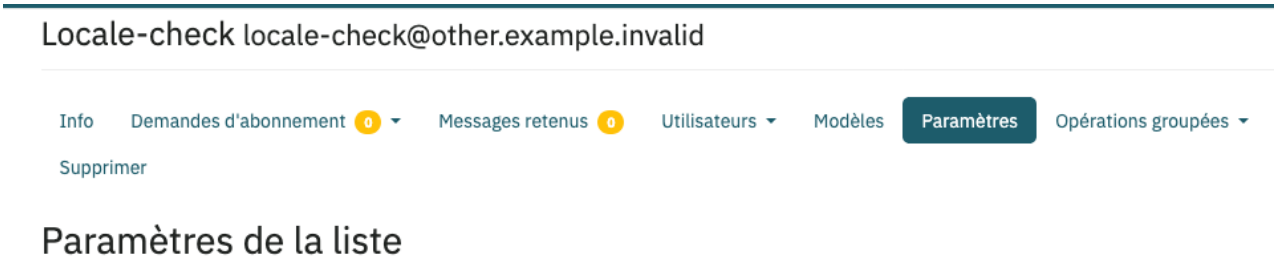
Bookmark the link ending in **/portail/** that all2all support sent you. The actions available depend on your role.

First visit. Create an account using the email address that was granted access. Follow the confirmation link sent to that address.

Already registered? Sign in with the same email address. Use the password reset link on the sign-in page if needed.

Find your list

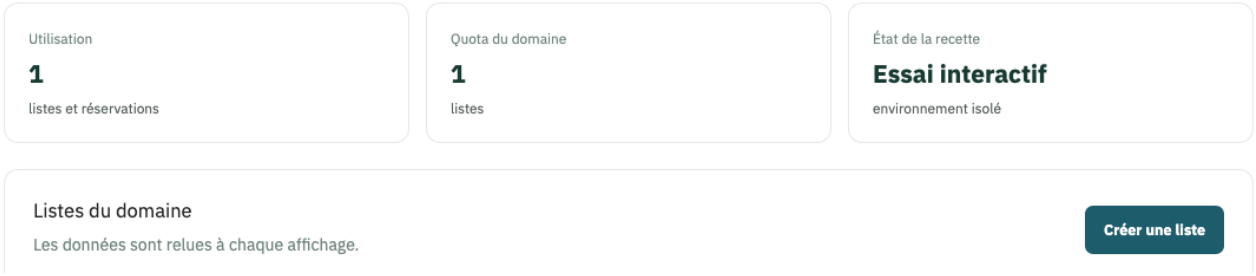
Open **Lists** and select a list. Its email address appears at the top. **Info** gives an overview, **Users** shows the subscribers and **Settings** lets the owner configure the list.



The screenshots show the French interface. In this example, the list address appears above the tabs.

Create or close a list

Your organisation has a shared list quota. Each discussion list and each newsletter uses one place, regardless of who created it.



This dashboard shows one list in use out of one allowed. Check the available places before creating a list.

Create a list within your quota

1. Open **Domain lists** and select **Create a list**. Check the domain and the available places. A quota of zero prevents new lists from being created. An existing list can still be available.

2. Choose **Discussion list** for group conversations or **Newsletter / Announcement list** for bulletins. Under **Strict**, a moderator must approve every message sent by email. **Mailman standard** applies the list's moderation rules.

3. Under **List name**, enter the part of the address before the @ sign, such as "bulletin". Choose public archives, private archives or no archives, then confirm. Your account becomes the list owner.

Add or remove a subscriber

Open the list's bulk operations and choose subscribe or unsubscribe. Enter one address per line, even for a single subscriber. Check the list and addresses before confirming. Look under **Users** to verify membership, or track the request if confirmation is required.

Close a list

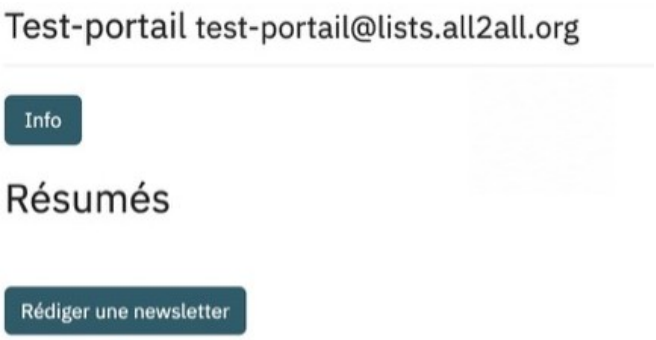
If your role allows it, open **Domain lists** and choose **Delete** beside the list you want to close. Check the full address, type it into the confirmation field and select **Delete in Mailman**.

Closing a list removes its subscriptions and takes its archive off the portal. If there is an archive, support keeps a copy for one month. The quota is recalculated once closure is confirmed.

If the portal asks for a check after you create or close a list, contact support before trying again.

Design a newsletter with Mosaico

If you design your newsletter elsewhere, email the finished issue to the list address. With Mosaico, you can design it and submit it to the list from the portal. As with Mailchimp or Brevo, the templates are built for email readers, which may display images and columns differently from a web browser.

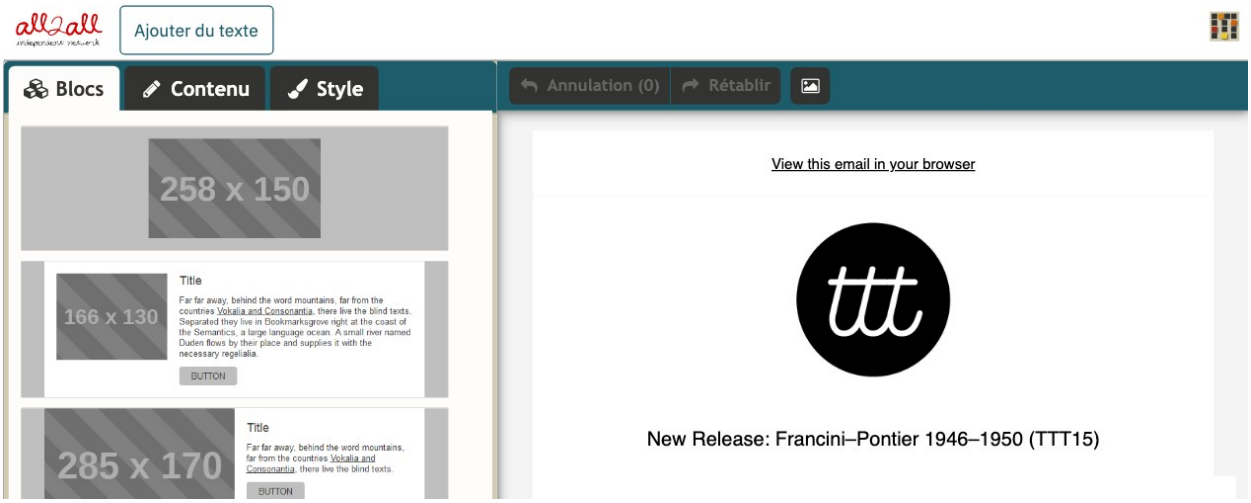


If you have editing access, open Info and choose the newsletter button, shown here as “Rédiger une newsletter”.

Build your newsletter

1. Open the newsletter editor. Enter a **subject line** that readers will recognise in their inbox.

2. Drag a text or image block into the newsletter. Select the block to edit its content, then use the style settings to adjust its appearance.



Choose blocks on the left. The newsletter you are building appears on the right.

Save a draft and return to it

3. Choose **Save and preview** below the editor. To make changes, select **Edit draft**. To return later, sign in with the same account and reopen the newsletter editor for the same list.

Layout, links and documents

Can I make a block wider? Why do the columns look different in the editor and in my inbox?

The template sets the width of the newsletter. In the side-by-side image and text block, choose an image width of **120, 166 or 258 px**. A smaller image leaves more room for text. For a wider photo, choose a single-column block.

If the text drops below the image in the editor, check the test email. The space available and the mail app used to read the message can affect the column layout.

How do I make a contact button open a new email?

In the button's link field, enter **mailto:contact@example.org**, replacing the example with your own address. Use one address with no preset subject. Click the button in the test email to check that your mail app opens a new message addressed to you.

How do I include a PDF or Word document?

In Mosaico, add an HTTPS link to a PDF or DOCX you have already put online. To send the file as an attachment, attach it in your mail app and send the email to the list address. The list's moderation, filtering and size limits apply to the whole message, including the encoded attachment.

Test and send your newsletter

Proofread your draft in the preview, then choose who should receive it.

Choose who receives the message

Send a test (“Envoyer test”) sends a copy only to the list owners and moderators. The subject starts with **[Test]**. Open it on a computer and a phone to check the columns, images and links.

Send the newsletter (“Envoyer newsletter”) starts delivery to the subscribers of the selected list. Check the list address first. Your click approves the issue for distribution, with no further approval in Postorius.

If the button says **Submit for moderation**, a moderator must release the message from the held messages queue. Messages posted to the list address from a mail app follow the list’s moderation rules.

Review a held message

Open the held messages queue for your list. Read the message, check who sent it and approve it if it should go out to subscribers. Requests to join the list appear separately under subscription requests.

Read the archives

Open **Archives** and choose the list. Search for a keyword or open a conversation to read its replies. For private archives, sign in with an address that has access.



The search box in the archive searches the list you are currently viewing.

Contact support

If a list, an action or a confirmation email is missing, write to support@all2all.org. Include the list address, the email address you use to sign in and the step where you got stuck. Keep passwords and personal sign-in links private.