

## Features of Exchange Distribution Lists and Sympa Mailing Lists

Exchange Distribution List	Sympa Mailing List
Requested through web form available through LAN Admin or departmental IT support person, but managed by list owners through Outlook email client	Requested through web form in enterprise portal, but managed by the list owners through web interface or email commands
List requests are restricted to departmental and administrative user of Exchange email system	Lists are available for all campus groups and organizations, including students, independent of email system
Uses only Exchange global address book email addresses – no external addresses outside of the Exchange environment can be included	Can include subscribers with either internal or external email addresses
Static lists only – subscribers must be updated manually	Dynamic lists available - subscribers are updated automatically from a data source - as well as static lists and a combination of both
Can be used to send calendar appointments to Exchange users	Sending calendar appointments is possible but not recommended
No approval process for messages sent to the list.	Messages sent to the list can go through an approval process and/or be restricted to list subscribers.
No centralized record of all messages sent to the distribution list	Web-based archive history of all messages sent to the list, if desired
No centralized record or management of messages that bounce or subscribers whose email addresses are incorrect	Notification and management of bounced email messages and bouncing email addresses through web interface
Nested mailing lists not supported	Allows nested mailing lists
List address is automatically added to the Exchange global address list	List address can be added to the Exchange global address list by request
List will be publicly available to anyone who can access the Exchange global address list. No visibility or access outside of Exchange environment.	List can have internet-wide visibility and access on the <a href="http://lists.johnshopkins.edu">http://lists.johnshopkins.edu</a> web site, or can be hidden from view
Not designed for discussion groups. Replies to list messages only go back to original sender.	Replies to list messages are configurable and can be addressed back to the list, to the sender, or to an alternative address
Custom subject, header and footer independent of sender not available	Custom subject, header or footer can be applied to every message independent of sender
Distribution list members have no control over whether or not they receive messages	List members can be allowed to receive messages in digest form or to temporarily set their address to not receive mail (useful for vacations)

### Criteria for determining whether to use Exchange Distribution List or Sympa Mailing List

Exchange distribution lists provide a convenient way to send messages to a small number of Exchange users without having to add multiple addresses to the message each time.

Sympa provides a fully-featured and configurable mailing list service offering. A sympa mailing list is required if you would like to:

- Include a large number of list subscribers
- Include external addresses (outside of Exchange environment)
- Apply restrictions on who can send messages to the list (moderated list)
- Update subscribers automatically from JHED or an alternate data source based on well-defined criteria, e.g., all full-time Homewood faculty members (dynamic list)
- Provide an email discussion group (where replies are automatically sent back to the entire list)
- Keep an archive record of messages sent to the list
- Receive notification and manage bounced messages and incorrect subscriber addresses