

Mail Lists

Description

The mail lists identify addresses that are going to be delivered to one or more users, just as distribution mail lists do.

Screen overview

The screenshot shows the Soffid web interface for managing Mail Lists. On the left is a sidebar with navigation options: ISS (Advanced), IGA (My OTP devices), AM (Resources), PAM (Tools), and IRC (Configuration, Monitoring and reporting). The main content area has a search bar at the top, a breadcrumb trail (Main Menu > Resources > Mail Lists), and tabs for Quick, Basic, and Advanced views. Below the tabs are buttons for 'Add new', 'Download CSV File', and 'Import'. A filter bar contains 'Name', 'Mail domain', and 'Description' dropdowns, an 'Add criteria' button, and a 'View' button. The table below lists three mail lists:

<input type="checkbox"/>	Name ^	Description
<input type="checkbox"/>	contact	Contact to partner
<input type="checkbox"/>	rrhh	RRHH contact
<input type="checkbox"/>	support	Support email

At the bottom right, it says 'Displayed rows: 3'.

The screenshot displays the Soffid web interface. On the left is a navigation sidebar with categories like 'Advanced', 'My OTP devices', 'Resources', 'Tools', 'Configuration', 'Monitoring and reporting', and 'ADV'. The main content area shows the breadcrumb 'Main Menu > Resources > Mail Lists' and a search bar. The title is 'RRHH contact' with the identifier 'rrhh'. Below are several fields: 'Name *' (rrhh), 'Mail domain *' (company.com: company.com), 'Description' (RRHH contact), 'Nested lists' (Nested lists), 'External address' (External address), 'Users' (Albert Einstein, Galileo Galilei, Isaac Newton), 'Subscribed to lists' (empty), 'Computed target users' (empty), 'Created on' (25/08/2025 15:44), 'Created by' (admin: Soffid Administrator), and 'updatedOn' (25/08/2025 15:44).

Related objects

- Mail domain : mail domain of the list
- Mail lists : nested lists
- Users : assigned users

Standard attributes

- **Name:** identifier name of the mail list.
- **Mail domain:** an existing domain in the system. It is a predictive field that facilitates the search.
- **Description:** a brief description of the mail list.
- **Nested lists:** nested mail lists.
- **External address:** other mail addresses not managed by Soffid that will be on the mail list.
- **Roles:** the users who have been assigned those roles, will be on the mail list.
- **Groups:** the users who belong to that groups, will be on the mail list.
- **Users:** users who will be on the mail list.
- **Subscribed to lists:** subscribed to lists.
- **Computed target users:** breakdown list of users that are on the mailing list.
- **Created on**
- **Created by**

- Updated on
- Updated by

Actions

Mail List query

"Query"	Allows you to query mail list through different search systems, <u>Quick</u> , <u>Basic</u> and <u>Advanced</u> .
Add new	Allows you to create a new mail list. To add a new mail list it will be mandatory to fill in the required fields
Delete mail list	Allows you to remove one or more mail domains by selecting one or more records and next clicking the button with the subtraction symbol (-). To perform that action, Soffid will ask you for confirmation, you could confirm or cancel the operation.
Download CSV file	Allows you to download a csv file with the mail domains information.
Import	Allows you to upload a CSV file with the "mail list" list to add or update mail lists to Soffid. First, you need to pick up a CSV file, that CSV has to contain a specific configuration. Then you need to check the content to be loaded, it is allowed to choose if you want or not to load a specific attribute. And finally, you need to select the mappings for each column of the CSV file to import the data correctly and to click the Import button.
View	Allows you to add or remove columns to the table. It is also possible to change the order of the columns.

Mail List detail

Apply changes	Allows you to save the data of a new mail list or to update the data of a specific mail list. To save the data it will be mandatory to fill in the required fields.
Delete mail list	Allows you to delete the mail list. To delete a mail list can click on the three points icon and then click the delete button (trash icon). Soffid will ask you for confirmation to perform that action, you could confirm or cancel the operation.
Undo	Allows you to quit without applying any changes.

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