

ISSInfo



Subscribing and Un-Subscribing to E-Lists

What is an Electronic Mailing List?

An e-list (electronic mailing list) is a file of addresses and provides an efficient means of communicating with a large, fairly stable group via e-mail. The list is given a name (e.g., staff) and addresses those whose address appears in the list file will receive messages sent to the list name/address is placed in the To field, CC field, or BCC field (e.g., *staff@callutheran.edu*). This tool is useful for group discussions and/or group announcements.

Subscribing to an E-List

To subscribe to an e-list:

- Browse to <http://www.callutheran.edu/elists> to access the MajorCool E-Mail List Manager.
- In the appropriate box enter your e-mail address.
- In the **Browse Which Lists?** option, check **All** and click the **Go** button. (At this point you will be able to view *all* CLU e-lists. The list is arranged in alphabetical order.)
- Find the list to which you wish to subscribe and click the check box, then click the **Apply** button. (A padlock icon next to the list name indicates the list is closed to certain subscribe/unsubscribe requests.)

Confirming Subscription

To complete the subscription process, a confirmation must be submitted. Continue as follows:

- Message #1 will ask if you want to subscribe to the list; you should click the **Reply** button. Delete all of the contents of the message and type the following text: subscribe listname (where listname is name of the list); next click the **Send** button.
- Message #2 will indicate your attempt to subscribe has been successful.
- Message #3 will include text welcoming you to the list.

Un-Subscribe to an E-List

To unsubscribe to an e-list:

- Browse to <http://www.callutheran.edu/elists> to access the MajorCool E-Mail List Manager.
- In the appropriate box enter your e-mail address.
- In the **Browse Which Lists?** option, check **All** and click the **Go** button. (At this point you will be able to view all available e-lists.)
- Find the list to which you wish to unsubscribe and unclick the check box, then click the **Apply** button.

**Confirming the
Un-
Subscription**

To complete the unsubscribe process:

- Message #1 will ask if you want to un-subscribe to the list; you should click the reply button, delete all the contents of the message and type the following text: unsubscribe listname (where listname is name of the list); next hit the **Send** button.
- Message #2 will indicate your attempt to unsubscribe has been successful.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to helpdesk@callutheran.edu.