

Email List Service

Setting Up and Posting to a List



Overview

While most of your interaction with an e-mail list will be in viewing and sending e-mail, you can use the E-mail List Service web site to see your current lists, subscribe to new lists, and see web-based archives of all list messages.

Summary

Overview

Accessing the List Service

Subscribing to a List

Accessing the TU E-mail List Service Web Site

1. Log into the site (<http://lists.towson.edu>) using your e-mail address and password:

If you are a faculty, staff or student of Towson University, use your primary e-mail address and current Towson password.

If you're not a member of the Towson University community, you can set your TU E-mail List Service password for your own e-mail address. Follow the instructions in Step 2 for First login.

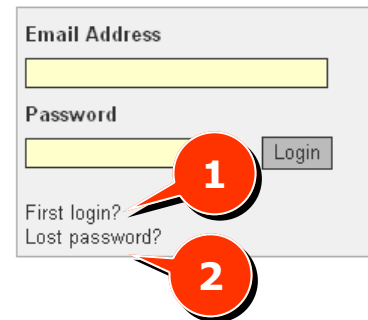


Figure 1

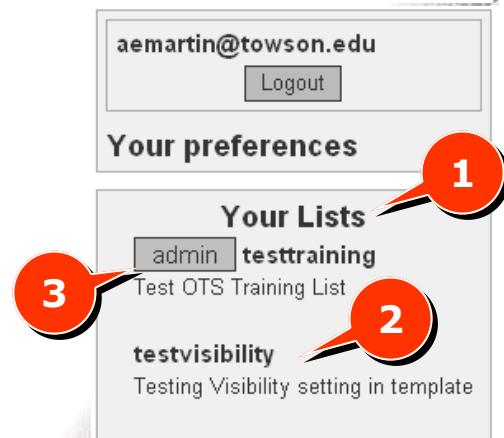
2. If you do not have a TU email address, click the **First login?** link (Fig 1, 1). You will then enter your email address. A password will be emailed to you. Use this email address and password when you login to the system.

If you ever lose your password, you can use the **Lost password?** link. Clicking the link will allow you to enter your email address and have your password emailed to you.

3. Once you login to the service you'll see the names of any lists that you are subscribed to under Your Lists (Fig 2, 1).

4. Clicking on a list name (Fig 2, 2) will bring you to the options for that list.

Figure 2



If you see the button **admin** next to the name of your list (Fig 2, 3), you are the administrator of that list and have the ability to grant and deny access to that list, in addition to other privileges.

Subscribing to a List

In many cases, list owners will handle subscribing you to the list. However, you may wish to subscribe to open lists, or an owner of a list may request that you subscribe yourself.

To find a list and subscribe to it

1. Log into the web site <http://lists.towson.edu>
2. Click the **Publicized Lists** button at the top of the page (Fig 3, 1) to see publicly advertised lists that exist on the server.



Figure 3

- ! A list owner may choose to hide a list from this page; if it is hidden, you must contact the list owner to be subscribed.

3. Click on the **name of the list** to which you wish to subscribe
4. Click the **Subscribe** link (Fig 4, 1) to subscribe to the list.
5. A popup will appear asking you to confirm your request to subscribe to the list (Fig 5).
6. Click **OK**.

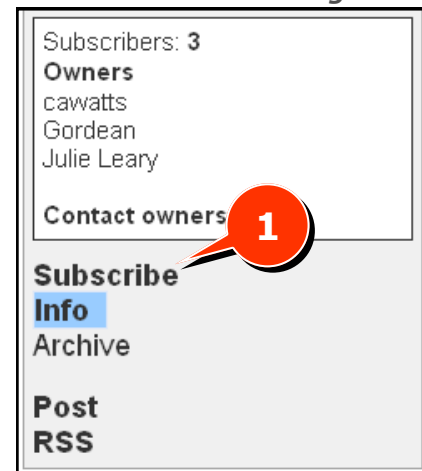


Figure 4

- ! If list subscription requires approval, you will have to wait for the list owner to approve your subscription request. After you click **OK** to confirm your request, a message will appear indicating that your request has been sent to the list administrator for approval. If your request is approved, you will receive an email confirming your subscription to the list.

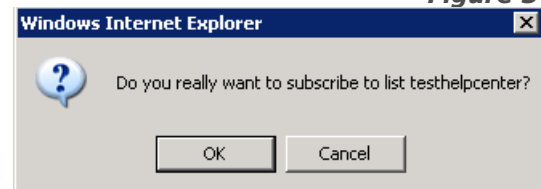


Figure 5

- ★ If you are not currently subscribed to any lists, you will see a message in the far left pane, indicating that you have no mailing lists available (Fig 6, 1).

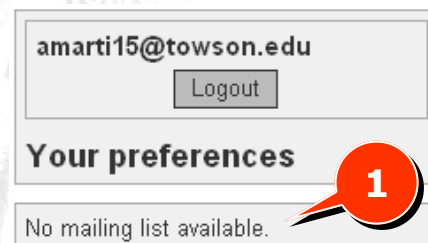


Figure 6

Posting to a List

To post a message to most lists, you must already be a subscriber of that list. In addition, if the list is moderated, any messages you post may have to wait for moderator approval.

You can post to a list in two ways:

Post to a list via email

1. Send an e-mail to the list address (*listname@lists.towson.edu*). This is the easiest, and recommended, method. The message must come from the e-mail account which is subscribed to the list.

Post to a list via the web

Post a plain-text message using the web interface. This can be used if you don't have access to e-mail at the time. It only supports "plain text" (no rich text formatting, no attachments).

To post via the web:

1. Log into the E-mail List Service web site <http://lists.towson.edu>
2. Click the list name under the **Your Lists** heading
3. Click the **Post** link in the lower left (Fig 7, 1).
4. Enter a subject and message text (Fig 8).
5. Click **Send E-mail** (Fig. 8, 1)

Figure 7

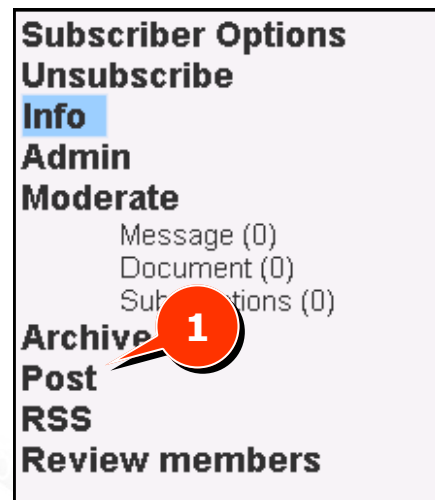


Figure 8

 A screenshot of an email composition form. The fields are: From: aemartin@towson.edu, To: testtraining@lists.towson.edu, Subject: [empty text box]. Below the subject field is a large yellow text area for the message body. To the right of the text area is a grey button labeled "Send this mail" with a red callout bubble containing the number 1.