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# Email List Service

Setting Up and Posting to a List

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## Introduction

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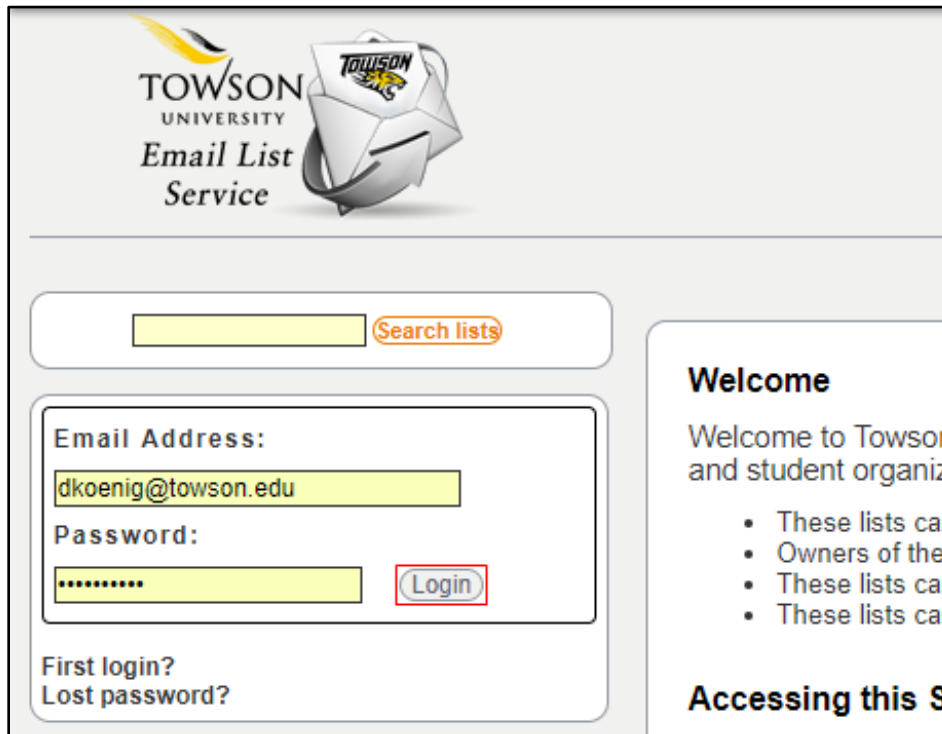
The TU Email list service allows you to participate in electronic discussion groups on many different topics. List Owners may also find it useful to review this document. While most of your interaction with an email list will be in viewing and sending email, you can use the Email List Service web site to see your current lists, subscribe to new lists, and see web-based archives of all list messages. This document will step you through subscribing and posting to a list.

## Accessing the TU Email List Service Website

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1. Login to the **TU Email List Service** website by visiting <http://lists.towson.edu> from your favorite browser.
2. Type your **Towson University Email Address** and **Password** in the appropriate fields and then click the **Login** button.

**Note:** If you do not have a TU email address, click the **First login?** link. 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.



The screenshot shows the login interface for the Towson University Email List Service. At the top left is the Towson University logo and the text "Email List Service" next to a graphic of an envelope. Below this is a search bar with a "Search lists" button. The main login area contains fields for "Email Address:" (with "dkoenig@towson.edu" entered) and "Password:" (with masked characters). A "Login" button is positioned to the right of the password field. Below the password field are links for "First login?" and "Lost password?". To the right of the login form is a "Welcome" message and a list of bullet points. At the bottom right, the text "Accessing this Si" is partially visible.

Figure 1

## Email List Service: Setting up and Posting to a List

3. Beneath the **Manage Your Subscriptions** header, you will see any lists to which you are subscribed. Clicking on a list name will bring you to the options for that list.

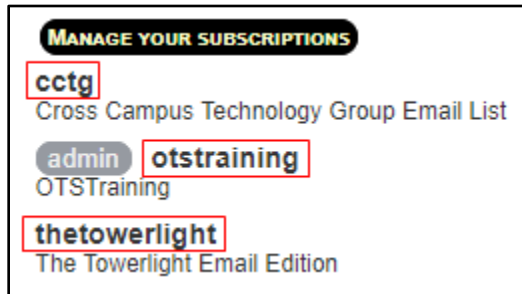


Figure 2

**Note:** If you see the button **admin** next to the name of a list, you are an 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 list subscriptions. However, you may wish to subscribe to open lists, or an owner of a list may request that you subscribe yourself.

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2. Type your **Towson University Email Address** and **Password** in the appropriate fields and then click the **Login** button.

**Note:** If you do not have a TU email address, click the **First login?** link. 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.

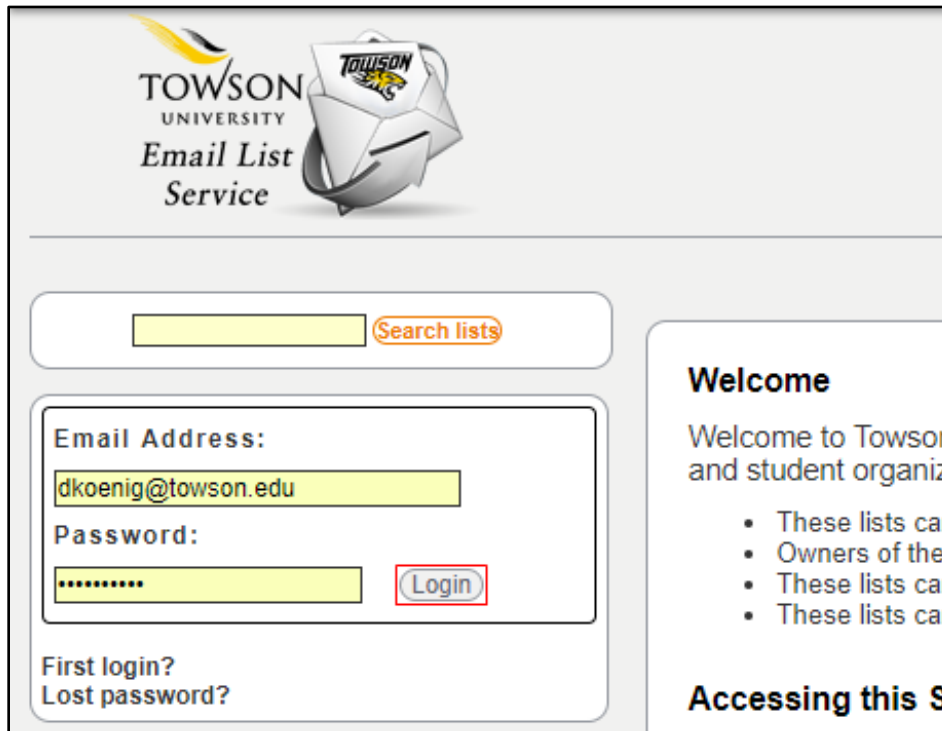


Figure 3

3. Click the **Publicized Lists** button at the top of the page to see publicly advertised lists that exist on the server.

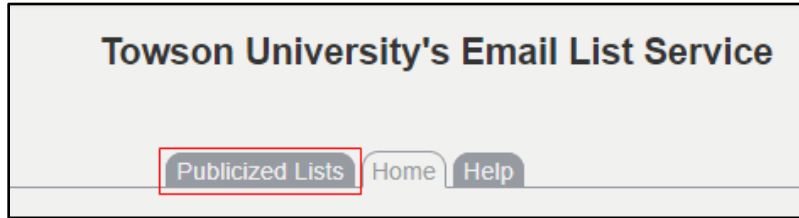


Figure 4

4. Click the **name of the list** you wish to subscribe to.
5. Click the **Subscribe** link to subscribe to the list.

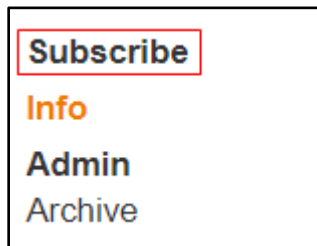


Figure 5

6. A confirmation message will appear indicating that you have successfully subscribed to the list.



Figure 6

**Note:** If the list you are subscribing to requires approval, you will have to wait for the list owner to approve your subscription request.

## Posting to a List

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There are two ways to post to a list – via email and via the web. To post to any list, you must be a subscriber of that list. In addition, if the list is moderated, any messages you post will need moderator approval.

### **Posting via Email**

Send an email to the list address (*listname@lists.towson.edu*). This is the easiest, and recommended, method. The message must originate from the email account that is subscribed to the list.

### **Posting via the Web**

You can post a plain-text message using the web interface.

**Note:** This method supports plain-text formatting only. You cannot format your text or add attachments.

1. Login to the **TU Email List Service** website by visiting <http://lists.towson.edu> from your favorite browser.
2. Enter your **Email Address** and **password**.
3. Click the list name beneath **Manage Your Subscriptions**.

4. Click the **Post** link beneath the list information on the left.

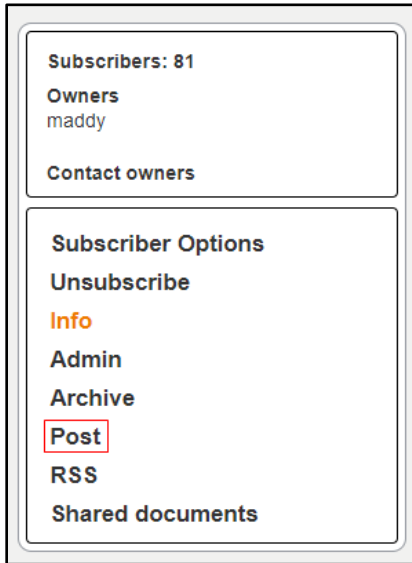


Figure 7

5. Type the subject and message in the appropriate text fields and then click the **Send to selected recipient** button.

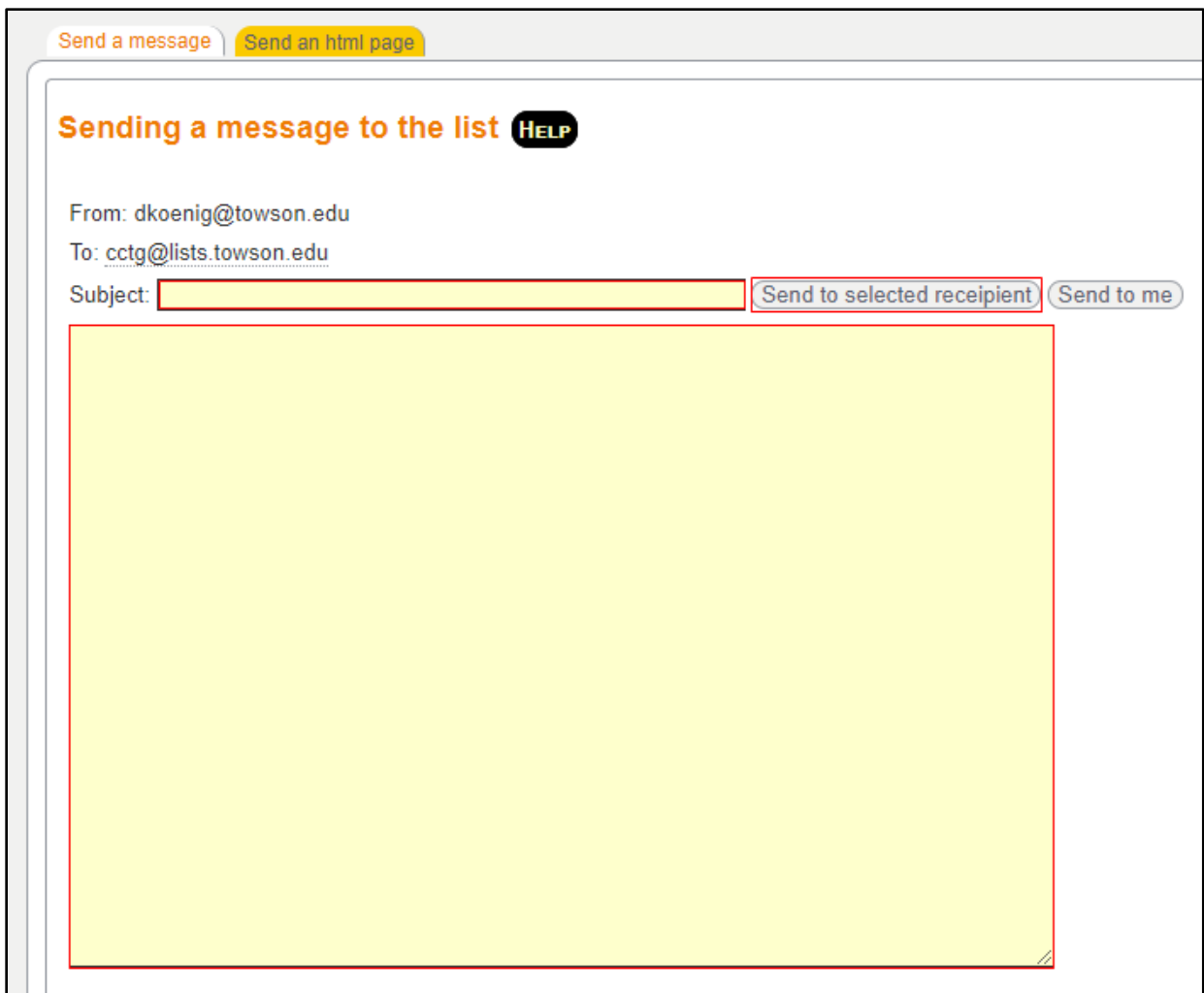


Figure 8