

# Email List Service

Setting Up and Posting to a List

## Introduction

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

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.

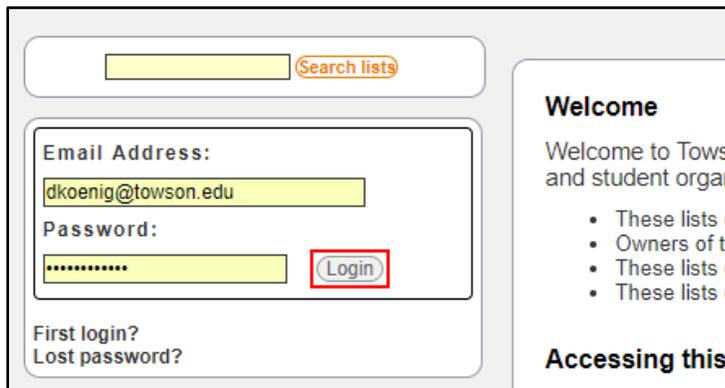


Figure 1

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.

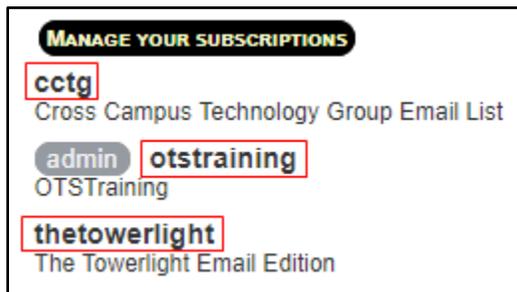


Figure 2

**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

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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.

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.

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

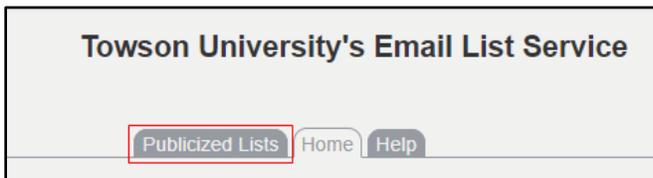


Figure 3

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

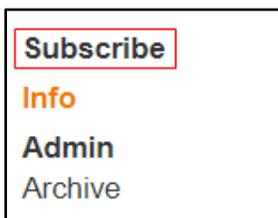


Figure 4

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



Figure 5

**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.

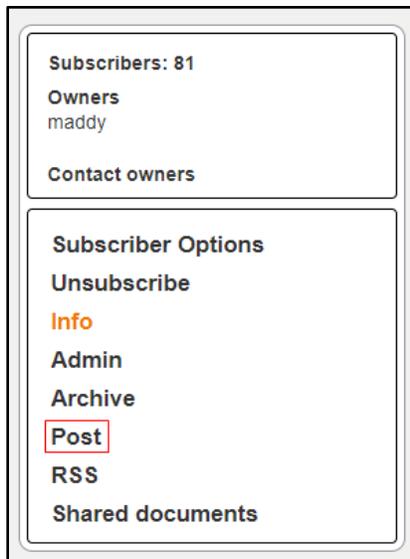


Figure 6

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

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



The screenshot shows a web interface for sending a message to a list. At the top, there are two tabs: "Send a message" (selected) and "Send an html page". Below the tabs, the heading "Sending a message to the list" is displayed in orange, followed by a "HELP" button. The form contains the following fields and buttons:

- From:** dkoenig@towson.edu
- To:** cctg@lists.towson.edu
- Subject:** A text input field with a red border.
- Buttons:** "Send to selected recipient" (highlighted with a red border) and "Send to me".
- Message Body:** A large yellow text area with a red border for entering the message content.

Figure 7