Help Document Series: Managing Your List – Add/Remove Members

One of the most common functions performed by a list administrator is to add members. This document will provide instruction on the various ways to add members to your list.

Step 1
Click the Login button at the top right of list page http://lists.clarku.edu. Please use your Clark email address as your username.

Step 2
At the top right of the window you will see your name with a drop-down arrow to the right. Click the and choose My lists. This is where you will see lists for which you are the owner and lists to which you are subscribed.

Click the name of the list you wish to edit.

Step 3
Under the Administrative Options page you have several choices.

To add or edit the members of your list, click the View or Manage Subscribers link.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.

3/20/2019
Step 4
To add individual members, enter the full email address (e.g. imgroovy@clarku.edu or toocool@hotmail.com) in the Email address: field.

To add a list of members, click the Multiple add button and follow the instructions.

Each of these methods provides a quiet option which we recommend. If you do not use this, each new member will receive an email stating that they have been added to the list. If they have not yet been made aware of the list, it can be confusing and they may think the message is spam.

Step 5
To remove members, simply check the box next to the names you wish to remove and click Delete selected email addresses button with the quiet option checked. Otherwise they will receive a message they have been removed from the list.

Step 6
For lists that are open for anyone to join, interested parties can send an email to subscribe to your list. The potential member should send an email from the account to which they wish to receive the list mailings.

The message should be addressed
TO: sympa@lists.clarku.edu
Subject: subscribe listname members_firstname members_lastname
  e.g. subscribe iloveclark Jane Smith

Or send and email to the list you wish to subscribe:
TO: listname-subscribe@lists.clarku.edu with nothing in the subject or body of the message.
  e.g. iloveclark-subscribe@lists.clarku.edu.

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