

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.

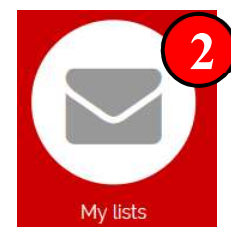


Sign in with your organizational account

[Sign in](#)

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.

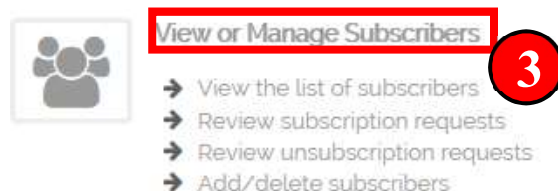


Click the name of the list you wish to edit.

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.

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.

Email address:

Quiet (don't send welcome email)

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** with the **quiet** option checked. Otherwise they will receive a message they have been removed from the list.

<input checked="" type="checkbox"/>	Email	Domain	Name	Reception	Sources	Sub date	Last update
<input checked="" type="checkbox"/>	imgroovy@clarku.edu			standard (direct reception)	subscribed	30 Mar 2018	30 Mar 2018
<input checked="" type="checkbox"/>	toocool@hotmail.com			standard (direct reception)	subscribed	30 Mar 2018	30 Mar 2018

Quiet (don't send deletion email)

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 an 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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