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
Log into [http://lists.clarku.edu](http://lists.clarku.edu) with your Clark account credentials. On the left hand side you will see a menu: Your Lists. This is where you will see lists for which you are the administrator and lists to which you are subscribed.

The admin button is available for lists of which you are and administrator. Click the admin button of the list you wish to edit.

Step 2
Under the Admin menu you have several options; many of which will provide explanations of what can be done within its subsection.

To add or edit the members of your list, click the Manage Subscribers link under the Admin menu.

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

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Step 3
To add list members you can manually enter the full email address (e.g. imgroovy@clarku.edu or toocool@hotmail.com) in the Add an user: field.

To add a list of members click the Multiple add button.

Each of these methods provides a quiet button next to the Add subscribers button. If you choose not to select this button, the person or persons you’ve entered will receive an email from the list informing them they’ve been added to this list’s members.

Step 4
To remove members, simply check the box next to the names you wish to remove, check quiet and click Delete selected email addresses button.

Step 5
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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