Help Document Series: Creating/Requesting a List

A list server allows you to have a mailing list for your group, department, or special interests. Starting from this web page, http://lists.clarku.edu, you can create/request a list and later update subscription options, unsubscribe, manage archives and much more.

Step 1.
Open your web browser and go to http://lists.clarku.edu. Enter your Clark account username and password in the box provided then click the Login button.

Step 2.
Click the Create list tab.

Step 3.
Enter the List name (mailing list name) of the list you wish to create. For example, if you type "iloveclark" your list name address will be iloveclark@lists.clarku.edu.

Note: The list name should not contain any spaces or symbols other than an underscore or dash.

Step 4.
Now select the List type from the options provided. Below each option are brief descriptors related to that list type.

Step 5.
Enter in a friendly name for your list in the Subject: box. For example: iloveclark could be called "I Love Clark."

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 6.
Select the **Topic** that best matches your list.

Step 7.
Enter an appropriate description of the list you are creating in the **Description:** box.

Step 8.
Click on the **Submit your creation request** button.

Your request will be sent to the Help Desk for review and approval. You will be contacted within 2-3 business days regarding your list request status.

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