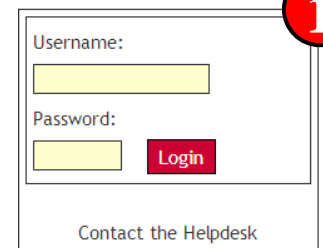


Help Document Series: Creating/Requesting a List

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.



Username:

Password:

[Contact the Helpdesk](#)

Step 2.

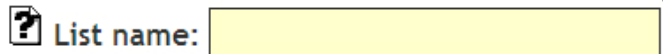
Click the **Create list** tab.



Clark University Mailing List Service

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.



? List name:

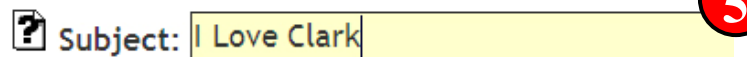
Note: The list name should **not** contain any spaces or symbols other than an underscore or dash.

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."



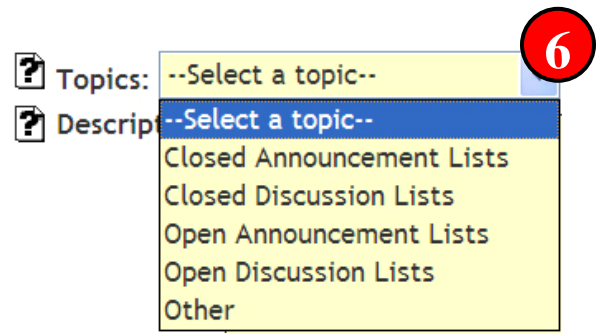
? Subject:

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

9/24/2008

Step 6.

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



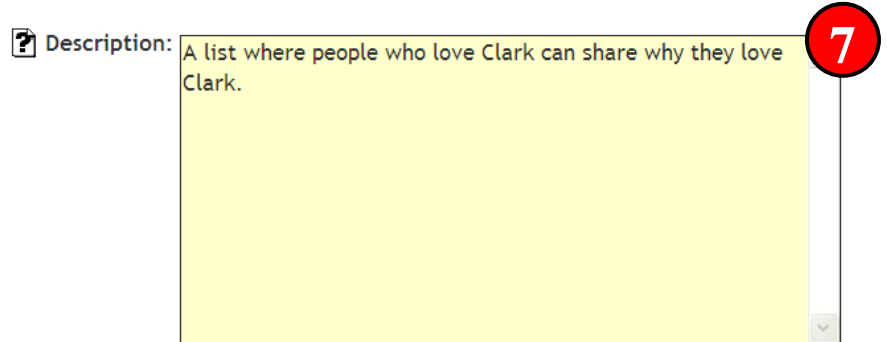
? Topics: --Select a topic--

? Description: --Select a topic--

- Closed Announcement Lists
- Closed Discussion Lists
- Open Announcement Lists
- Open Discussion Lists
- Other

Step 7.

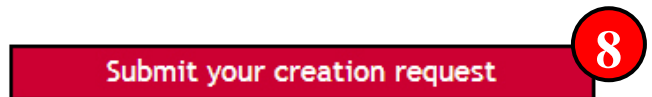
Enter an appropriate description of the list you are creating in the **Description:** box.



? Description: A list where people who love Clark can share why they love Clark.

Step 8.

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



Submit your creation request

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.

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