

1.0 Overview

Subscribers and Administrators can change their Email List Manager options via the web. Below are the most often used web pages for both subscribers and administrators.

2.0 Definition

The brackets { } around words are used to identify areas that are specific to the list name or user name and should not be entered as part of the web address.

Example:

For the list name of “CSUEBPioneers” and the user name of “Peter Pioneer” the following sample url of:

<https://lists.csueastbay.edu/mailman/options/{ListName}/{first.lastname}@csueastbay.edu>

Would be entered as:

<https://lists.csueastbay.edu/mailman/options/CSUEBPioneers/Peter.Pioneer@csueastbay.edu>

3.0 Web Sites

Web Site Description	Web Site Address
List of all publically advertised lists.	https://lists.csueastbay.edu
Subscriber’s configuration page.	https://lists.csueastbay.edu/mailman/options/{ListName}/{first.lastname}@csueastbay.edu
General information about a list.	https://lists.csueastbay.edu/mailman/listinfo/{ListName}
List administrative website.	https://lists.csueastbay.edu/mailman/admin/{ListName}

4.0 Support

- Additional CSU East Bay documentation can be found at: www.csueastbay.edu/training
- Send questions to the Service Desk via a ticket at: www.csueastbay.edu/servicedesk