

Overview

Email List Manager is CSU East Bay's email based mailing list. These terms will be used when describing the types of lists.

- Public Mailing Lists: these lists can be viewed at: <https://lists.csueastbay.edu/mailman/listinfo>
- Non-Public Lists: these lists are not advertised.

Subscribing to an Email List

Not all Lists, including publicly advertised lists, are open to subscription by the public. In these cases, the List Administrator approves all subscriptions. Most often the List Administrator will send an email invitation to the subscriber or add the subscriber themselves.

1.1 Subscribing to a Publicly Advertised Email List

1. Go to: <https://lists.csueastbay.edu/mailman/listinfo>
2. Select the List name you want to join.
 - If the list name is not there, it is not a Publicly Advertised List. In that case, see section 2.2, below.
3. Enter your email address.
4. Enter your name (optional).
5. Pick and reenter a password. This password is not linked to your NetID and will not expire after 120 days.
 - If you do not choose one, one will be chosen for you.
6. "Would you like to receive list mail batched in a daily digest?" Indicate whether you want to receive one email daily, a digest, or emails as they arrive.
7. Click Subscribe.

1.2 Subscribing to a Non-Advertised Email List

A Non-Advertised Email List will not be listed on: <https://lists.csueastbay.edu/mailman/listinfo>

Before you begin, you must have the name of the list.

1. Go to: <https://lists.csueastbay.edu/mailman/listinfo/list-name>
Replace **list-name** with the actual name of the list you wish to subscribe to. For example, if you wish to subscribe to the List, "private-list", you should go to <https://lists.csueastbay.edu/mailman/listinfo/private-list>.
2. Enter your email address.
3. Enter your name (optional).
4. Pick and reenter a password. This password is not linked to your NetID and will not expire after 120 days.
 - If you do not choose one, one will be chosen for you.
5. "Would you like to receive list mail batched in a daily digest?" Indicate whether you want to receive one email daily, a digest, or emails as they arrive.
6. Click Subscribe.

Subscription Confirmation

1.3 Types of Subscription Policies and Related Subscription Process

The List Administrator establishes the subscription policy and it is this policy that determines the steps needed to be added to a list.

1. Confirm – The subscriber receives an email instructing them to a website to confirm their request.
2. Require Approval – The subscriber receives an email telling them that their subscription needs prior approval.
3. Confirm and Approve – Both of the policies described above applies.

1.4 Subscription Confirmation Email

Upon subscription confirmation, the subscriber will receive a “Welcome to the **ListName** Mailing List” email.

The following is provided to the subscriber:

1. Email link to post messages: **ListName**@lists.csueastbay.edu
2. Link to the List’s Subscriber information page: <https://lists.csueastbay.edu/mailman/listinfo/ListName>
3. Link to the Subscriber’s Configuration page: <https://lists.csueastbay.edu/mailman/options/ListName/username>

It is highly recommended that these Website addresses are saved as a favorite/bookmark.

Using the List

1.5 Send an Email

Send all email to: **ListName**@lists.csueastbay.edu

1.6 Edit Subscriber Information and Passwords

You can unsubscribe from a list, retrieve your forgotten password, and change your email address all from the Subscriber’s Configuration page at: <https://lists.csueastbay.edu/mailman/options/ListName/username>

Unsubscribe from the List

You can unsubscribe from a list, from the Subscriber’s Configuration page at:

<https://lists.csueastbay.edu/mailman/options/ListName/username>

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

Mailman User Documentation: <http://www.list.org/mailman-member/index.html>