

Standard Email Lists Frequently Asked Questions

What is a *classic* or *standard* email list?

It is an address list stored on Skidmore's email server. One person "owns" the list. The "owner" can add and remove addresses. Many people can send to the list. Anyone who knows the list name can email to it.

Why would I want one?

- + Because the list of addresses is stored centrally, *you can use it from anywhere.*
With an email list, you can be anywhere in the world and send mail to the list. It's not tied to your personal computer. It's stored centrally on our email server.
- + Others may use the list, too. *It is not restricted to the "owner."*
For example, if you have chess-club-list, anyone in the chess club can write to all members of the list without creating their own personal address books. Similarly, a professor could establish a class list which the students could use for an email discussion of class topics. The professor could also use the list to send class assignments and announcements.
- + *A list's address is simpler than entering many individual addresses.*
Type email addresses in the list once and then use the short name over and over. Sending email to chess-club-list @ skidmore.edu is easier than typing in the addresses of the 20 members each time you send a mailing.

Create a List

Contact the computer help desk (see page 2) with 3 pieces of information:

1. Who will maintain the new list?
2. What name would you like for the new list (e.g. en-102-list or litter-action-list)?
3. Provide a short, plain English description of the list in about 5 words.

You will be notified when the list has been created. After that, follow the next procedure, "Adding Addresses." The help desk creates the list but does not add addresses.

Adding Addresses

1. go to <http://www.skidmore.edu/forms>
2. log in (using your email password)
3. choose "Edit a Mailing List"
4. click the button for the list that you want to edit
Note: You can also check the exact spelling of the list's name on this button.
5. enter and edit addresses as necessary (It may speed your mail to put @skidmore.edu on each address.)

Enter addresses in a column:

t_smith@skidmore.edu
b_brown@skidmore.edu
k_chenle@skidmore.edu

Do not enter addresses like this (in a row):

t_smith@skidmore.edu, b_brown@skidmore.edu, k_chenle@skidmore.edu

Is @skidmore.edu required?

You need @skidmore.edu both within the list of addresses and when you write to the list itself.

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Changing Owners of a List

Ask the outgoing owner to contact the help desk (see below) with the name of the list and a request to change to a new owner. Specify the username of the new owner. Email requests are acceptable.

If the former owner is no longer employed at Skidmore or was a student who has since graduated, share that information with the help desk.

Deleting a List

The **current owner** must contact the help desk (see below) and request that the list be removed. We need the exact spelling of the list's name with dashes. You may request deletions by email to help@skidmore.edu

Discover the Owner of a List

Contact the help desk (see below) with the name of the list and your question.

How do I get my address off a list?

Find who owns the list (see previous item) and ask them to remove you.

How do I get my address onto a list?

Find who owns the list (see previous item) and ask them to add you. Faculty and other employees may also contact the help desk to request assistance in being added to master faculty and employee lists. New employees are generally added to the master, campus-wide lists automatically upon official employment.

What lists do I own?

Please see the above item, "Adding Addresses." When you log in to "Edit a Mailing List," all lists that you own will be itemized.

Security: Can everyone send email to my standard list?

Anyone who knows the name of your list can send email to it. If you request a majordomo list, it is possible to control who may use the address to send email. However, list management is more difficult.

Can someone off campus email the list, e.g. members of a national organization?

The list works from off campus. Ask your off campus correspondents to add @skidmore.edu to the address.

If you need additional assistance, please contact the computer help desk:

Visit us on the first floor of Scribner Library M-F, 8:30-4:30 EDT except noon to 1:00.

Call extension 5900 – The number from off-campus is (518) 580-5900.

Send email to helpdesk@skidmore.edu

Use your Internet browser to visit us here: <http://www.skidmore.edu/it>