

September 20, 2011

Creating a UM Mailing List

1. Go to website <https://lists.umaryland.edu/sympa> and login with your myUMid and Password.
2. In the top menu, click on the “**Create list**” tab.
3. Give your list a name (only enter the name without the ‘@’ and the domain name).
4. Choose a **list type** among the predefined types
5. Enter a **subject** for your list. This subject will display as a header for all the list pages, and will be visible on list index pages (list of lists, list of your subscriptions, etc.) and in the browser title page.
6. Choose a **topic** in the ‘Topics’ drop-menu. If no topic suits your needs, you can request the creation of a new topic by contacting the IT Help Desk.
7. Enter a **description** for your list. This description will display on the list information page and in the ‘Subscribers Charter’ sent by email to each new subscriber, under the ‘List subject’ heading.

The description may include:

- Objective of the list
- Topics discussed
- List operation, rules and policies
- Typical Subscriber Description (occupations, the projects they manage, etc.)

8. Click on the ‘**Submit your creation request**’ button to send your request to the system administrators for approval.

Once your request has been approved by the system administrators, an email notification will be sent to the email address listed in your myUM Directory account.

Look for a message from the sender “Sympa” with a subject “<listname> mailing list creation”. The message should contain links for the home page of your mailing list as well as a link to the administrative page where you can manage the list.

Until the list is approved, when you log into to view the list you will see the message “List not yet activated” on the left side of the screen.

9. Before you log out, subscribe yourself to the list by clicking on the “**Subscribe**” link. The system does not automatically subscribe the list requester to a list.

NOTE: Although you cannot use the list to send messages until the list is approved by a system administrator, you can begin to manage the list.

Click on the “Admin” link on the left side of the screen to begin to subscribe users, or to update list details such as the description of the list.

Questions?

For more FAQs and support documentation, visit the UM Mailing List Support website <http://www.umaryland.edu/helpdesk/products/umbmailinglist> or contact the IT Help Desk at 410-706-HELP (4357) or help@umaryland.edu.