

September 20, 2011

## ***Quick Guide: Managing Your UM Mailing List***

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### **Changing your password**

1. Go to the myUM Account Management Site (<https://directory.umaryland.edu>).
2. Log in with your myUMid and password.
3. Click on the “myUM Password” link on the left to change your password.

**NOTE:** If you do not know what your current myUM Password is, click on the “Forgot your myUM Password” link.

### **Sending messages to your UM mailing list**

To send a message to your UM Mailing list, send an email message to the following address **<Name of the list>@lists.umaryland.edu**.

For example if the name of the list is ‘testlist’ you would send an email to testlist@lists.umaryland.edu.

**NOTE:** Some lists may be configured to only allow certain individuals to send emails to the mailing list.

### **Viewing a List of Members in your UM Mailing List**

1. Go to the website <https://lists.umaryland.edu> and login with your myUMid and Password.
2. If you manage more than one list, select the list under the “Your Lists” area on the left side of the page.
3. Click on the “Review Members” link on the left side of the page.

#### **List Owners and Moderators**

List Owners and Moderators are displayed in a box on the left side of the page.

#### **Subscribers**

Subscribers are listed on the right side of the page.

By default, the system shows 25 entries at a time. You can increase this number using the “Page Size” drop-down menu on the far-right side of the page.

You can also reorder the list of subscribers by email address or name by clicking on the “Email” or “Name” column header.

## Printing a List of the Members in your UM Mailing List

1. Go to website <https://lists.umaryland.edu> and login with your myUMid and Password.
2. If you manage more than one list, select the list under the “Your Lists” area on the left side of the page.
3. Click on the “Review Members” link on the left side of the page.

**NOTE:** By default the system shows 25 entries at a time. You can increase this number using the “Page Size” drop-down menu on the far-right side of the page to adjust the number of subscribers that appear.

4. Use the browser’s print options to print the selected pages.

## Adding a User’s Email Address To your UM Mailing List

1. Go to website <https://lists.umaryland.edu> and login with your myUMid and Password.
2. If you manage more than one list, select the list under the “Your Lists” area on the left side of the page.
3. Click on the “Admin” link on the left side of the screen.
4. Click on the “Manage subscribers” link

### Adding a single subscriber

To add a single subscriber, enter the email address in the “Add an user” field.

Select the ‘quiet” check box if you do not want an email notification sent to the user that they have been added to this list.

Click on the '**Add**' button to add the email address to this list.

If you want to add a name to the subscriber, click on their email address in the subscriber list, enter their name, and click on the “Update” button.

### Adding multiple subscribers

To add multiple subscribers, click on the '**Multiple add**' button.

Enter the email addresses and names of the people you want to subscribe to the list. The data must be in the following format:

```
<Email address> <Subscriber Name>  
<Email address2> <Subscriber Name2>
```

For example:

```
ouser001@umaryland.edu Test User  
ouser002@umaryland.edu Second Test User
```

After you have entered the list of subscribers, click on the '**Add subscribers**' button.

**NOTE:** If you do not want an email notification sent when you subscribe these users, check the 'Quiet' box.

## Removing a User's Email Address From Your UM Mailing List

1. Go to website <https://lists.umaryland.edu> and login with your myUMid and Password.
2. If you manage more than one list, select the list under the "Your Lists" area on the left side of the page.
3. Click on the "Admin" link on the left side of the screen.
4. Click on the "Manage subscribers" link.
5. Identify users to unsubscribe by clicking on the boxes next to their email addresses.

**NOTE:** To select all subscribers on the page, click on the 'Toggle selection' button

6. If you do not want to notify the subscribers, select the 'Quiet' box.
7. Click on the '**Delete selected email addresses**' button to remove the selected subscribers from the list.

### Questions?

For more FAQs and support documentation, visit the UM Mailing List Support website (<http://www.umaryland.edu/helpdesk/products/umbmailinglist>)

For questions on how to manage your UM Mailing List, contact the IT Help Desk at 410-706-HELP (4357), or send an email to: [help@umaryland.edu](mailto:help@umaryland.edu).