

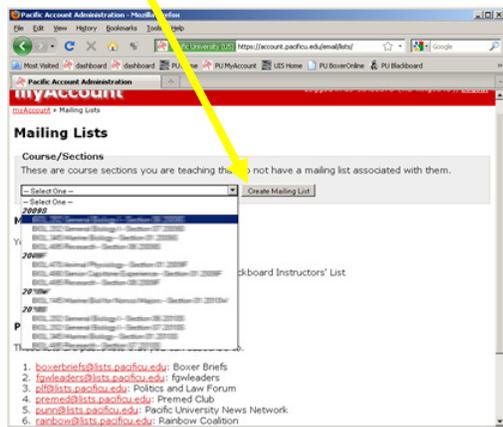
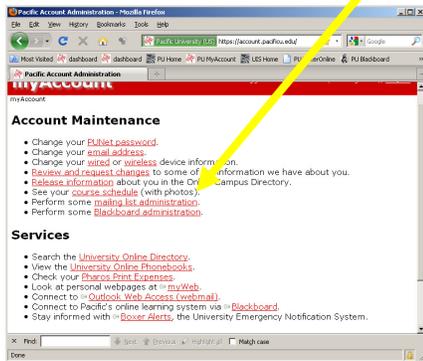
# Creating and Managing Class Mailing Lists

Faculty

## Creating a Class Mailing List

1. Log into MyAccount (<https://account.pacificu.edu/>).
2. Select the Mailing List Administration link.
3. You should see a pull-down menu that contains a

list of all course sections you are teaching. Select the course you want to create a list for and click Create Mailing List.

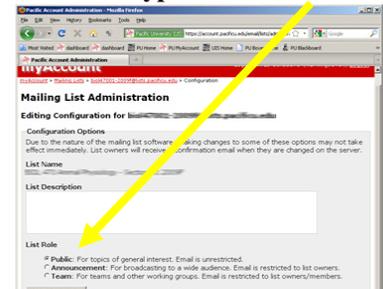


4. The list will be created, with you as the owner, and all currently enrolled students will be added. The system will automatically add any newly enrolled students in that course section every night. Keep in mind, however, that students who drop a course will not be automatically removed. Students can remove themselves via their own Mailing List Administration page, or you can remove them (see Managing a Class Mailing List, below).

## Managing a Class Mailing List

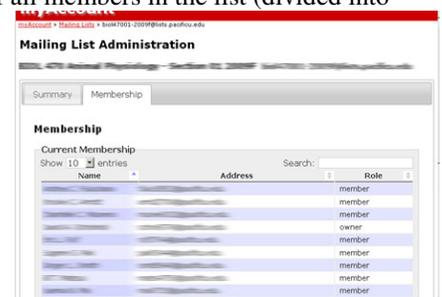
1. Log into MyAccount (<https://account.pacificu.edu/>).
2. Select the Mailing List Administration link.
3. You should see a list of all mailing lists you are an owner of. Click on the one you want to manage.
4. The next page will show you an overview of the list. Click the Edit list to edit the list's profile. Here you can give the list a description and you can **choose the list type** as follows:

- a. **Public:** This is a list in which anyone can send a message to every other member of the list.
- b. **Announcement:** This is a list where only the owners can send to the list. All other messages are rejected automatically.
- c. **Team:** This is a list where owners can send to the list. If members send to the list, their messages are held until approved or denied by a list owner.



5. From the main page for the list, if you click on the Membership tab, you will see a list of all members in the list (divided into chunks of 10 people).

6. You can **remove members** from the list by clicking on their names in the list (you will see the row darken; this means they are selected) and then clicking "Remove Selected" below.



7. To **add new people** to the list, enter one or more email addresses into the text box below "Add New Members." Use the pulldown menu to choose whether to add them as members or owners of the list.
8. To **Delete** an entire list, go to the Summary tab and click the Delete button.

last updated 1/15/2009

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