

## Standard Email Lists

### Frequently Asked Questions

#### What is a *classic* email list?

It is an address list stored on Skidmore's email server. Only one person "owns" the list which allows them to add and remove addresses. Many people, i.e. anyone who knows the list name, may 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 to the list. It's not tied to your personal computer because 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 may write to all members of the list without creating their own personal distribution list. 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.*  
Enter email addresses once and then use the short list name over and over. Sending email to chess-club-list @ skidmore.edu is easier than typing 20 members' addresses each time you send email.

#### Create a List

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

1. Who will maintain the new list? We need a username like tsmithers and not Tina Smitherson.
2. What name would you like for the new list (e.g. en-102-list or litter-action-list)?
3. Provide a short, plain description of the list in 5 words or less, e.g. "chess club officers."

You will be notified when the list has been created. After that, follow the next procedure, "Adding Addresses." IT creates an empty list and does not add addresses.

#### Adding Addresses

1. Go to <http://www.skidmore.edu/forms>
2. Choose **Edit a Mailing List**
3. Log in (using your username, not your full address)
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 (You should put @skidmore.edu on each address.)

Enter addresses in a column:	<b>Do not</b> enter addresses like this (in a row):
tsmith4@skidmore.edu bbrowne@skidmore.edu kchenlee@skidmore.edu	tsmith4@skidmore.edu, bbrowne@skidmore.edu, kchenlee@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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## Writing to the List

Be sure to put @skidmore.edu on the list address, e.g. chess-list@skidmore.edu, and not just chess-list.

## 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.

## 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 added to campus-wide lists automatically upon official employment.

## What lists do I own?

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 classic list may send email to it. If you request a majordomo list, it is possible to control who may send to the list. However, list management is slightly more confusing.

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

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

## When I write to the list, I get a bounce message!

The list server allows only small attachments under 5 MB.

The list's owner can **Test Addresses in a Mailing List** on the forms page, <http://www.skidmore.edu/forms>

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](mailto:helpdesk@skidmore.edu)

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