Request a Clark University Mailing List

Clark University

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Information Technology Services
Helpdesk@clarku.edu

What is a mailing list?

A mailing list allows you to email a group or department all at once, without remembering and selecting each individual's Clark email address. Subscription options, archives, and other options are all managed by the list owner (typically, the person requesting the mailing list becomes the list owner, although additional owners can be added later on).

Request a New Mailing List

1. In your internet browser, go to http://lists.clarku.edu/. In the upper right corner of the screen, click ***Clark Login.***

2. Enter your Clark username and password (if required).
3. Click ***Create list***.
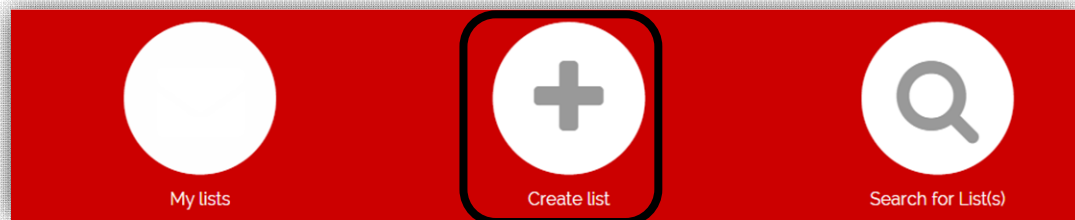
4. In the ***List name*** field, enter the name you'd like to use for the mailing list. Note: the name will be part of the mailing list's email address, so it can only contain letters, numbers, underscores, or dashes.
   a. Example: Typing "iloveclark" will create iloveclark@lists.clarku.edu as a mailing list.

5. Next, you'll select a *list type*. Descriptions of each type's subscription and archive options are listed beneath each list type. Choose the one that best suits your mailing list by clicking the appropriate bubble.

List type:

☐ closed_announcements

    Closed Announcement List

        private archives
        only moderators can post
        controlled subscription

○ closed_discussions

    Closed Discussion List

        private archives
        subscribers can post
        controlled subscription

6. In the Subject box, enter a human-friendly name for your mailing list.
   a. Example: the human-friendly name for "iloveclark" would be "I Love Clark."

Subject:

I Love Clark

7. In the *Audience* field, select the option that best matches the purpose of your mailing list.

Audience:

-- Select an Audience --

-- Select an Audience --
Closed Announcement Lists
Closed Discussion Lists
Open Announcement Lists
Open Discussion Lists
Other

8. In the ***Description*** field, enter a brief description of the mailing list's purpose.

9. Click ***Submit your creation request***.

ITS will contact you within 2-3 business days regarding the status of your mailing list request. If you have any questions, or if you'd like assistance with this process, please contact the ITS Help Desk at 508-793-7745 or helpdesk@clarku.edu.