

Please ignore this message

WARNING: You are viewing an archival page. The information it contains may be out of date.

Please visit our current site at www.4j.lane.edu

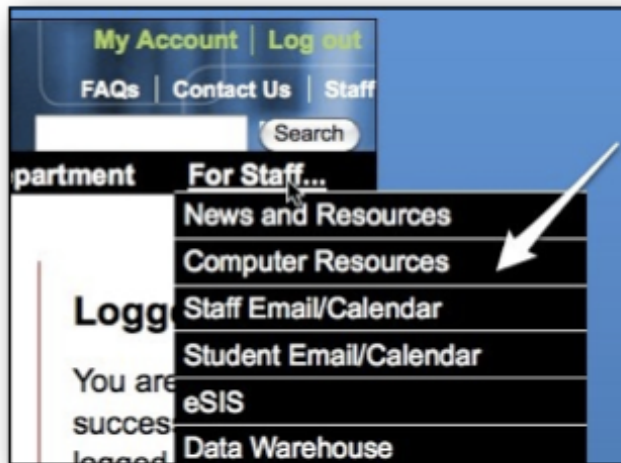


Mailing Lists

Everything you wanted to know about your mailing lists.

The Mailman program shows which mailing lists you are on. It also lets you manage your subscriptions or create your own list.

1. Begin by going to the 4J Staff webpage <http://www-old.4j.lane.edu/mailman>



2. Log Into the website with your email name and password.

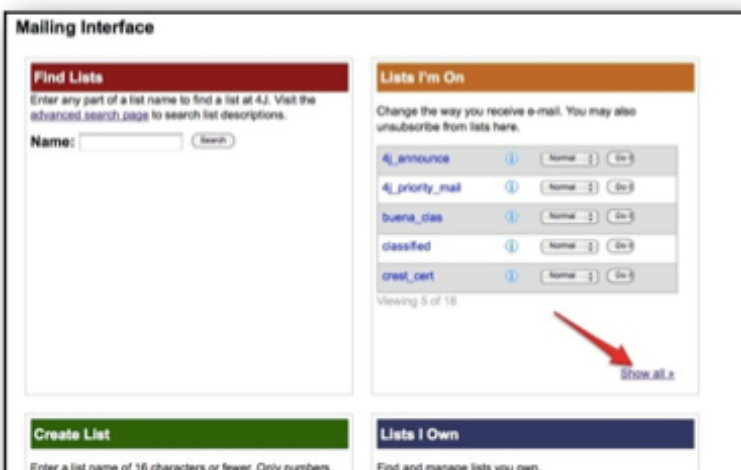
User login

Username: *
your email name

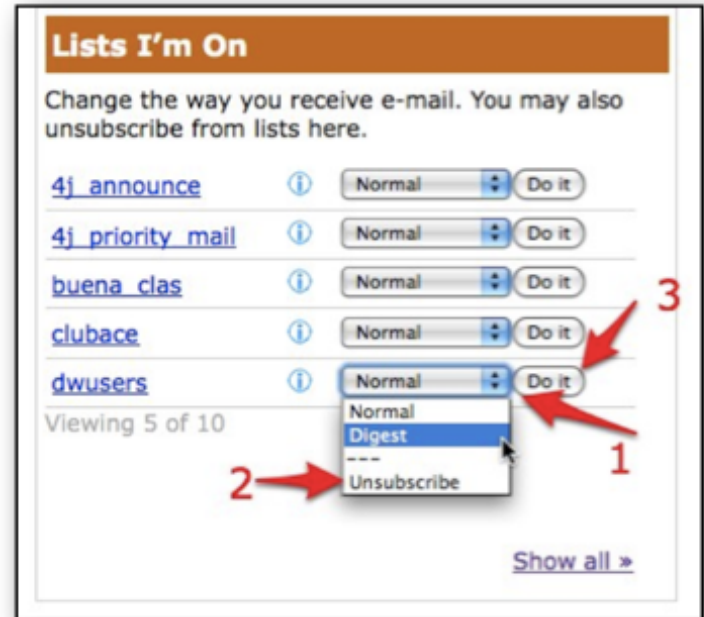
Password: *
[password field]

Log In

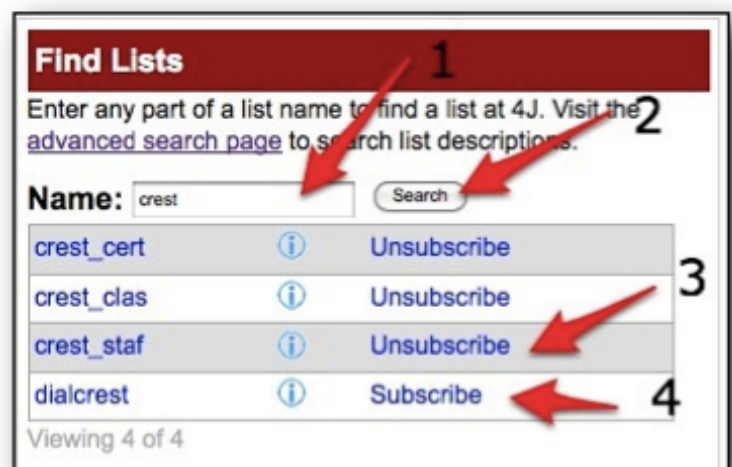
3. A new webpage opens and shows four options. You may need to scroll down to see all the options. To see which lists you are on, click on **Show all**.



4. To remove yourself from a list, click on the blue arrows and click on **Unsubscribe** then on **Do it**.



To add yourself to a list, use the Find Lists section to search for the list you want, then click on **Subscribe**. You can also unsubscribe from here.



Notes:

- Once you subscribe to a list, the list owner must approve your subscription.
- You can only see the members of lists that you are on.
- For more information or help, click on the links at the top of the page.

