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



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 <u>http://www-old.</u> <u>4j.lane.edu/mailman</u>



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



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**.

4j announce	١	Normal	Do it	
4j priority mail	١	Normal	Co it	
buena clas	١	Normal	Co it	. 3
<u>clubace</u>	(j)	Normal	t Do it	1
dwusers	٦	Normal	Co it	
viewing 5 of 10		Normal Digest		
2.				1

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.

Enter any part of a list name to find a list at 4J. Visit the advanced search page to search list descriptions.					
Name: crest		Search			
crest_cert	٦	Unsubscribe	2		
crest_clas	٦	Unsubscribe	- 3		
crest_staf	1	Unsubscribe			
dialcrest	(i)	Subscribe	1		

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.

