

Using List Serves at Nazareth College

A list serve is a way to send an e-mail message, using a single address, to many recipients at once. You must know the name of the list serve you would like to use before you can be added to the list.

Subscribing to a List Serve

To add your e-mail address to a list serve, you will need to “subscribe” to the list.

1. Send an e-mail message to **majordomo@naz.edu** with the following text in the message body: **subscribe list_name** (where “list_name” is the actual name of the list, for example “ArtClass@naz.edu”)
2. Do not put any text in the “Subject:” line

Sending a Message Using a List Serve

To send an e-mail message to everyone on a list:

1. Be sure you have already subscribed to the list.
2. Address your e-mail message to **list_name@naz.edu** (where “list_name” is the actual name of the list).
3. Create the message as you would any other message, filling in the cc:, Subject:, and message body, if appropriate.
4. When you send the message, it will be distributed to everyone who has subscribed to that particular list.

Unsubscribing From a List Serve

If you no longer want to receive messages or send messages via a particular list serve, you can remove yourself from the list using “unsubscribe”.

1. Send an e-mail message to **majordomo@naz.edu** with the following text in the message body: **unsubscribe list_name** (where “list-name” is the actual name of the list)
2. Your e-mail address will be removed from the list serve

More Helpful Commands

To find out who is on a list serve:

Send an e-mail message to **majordomo@naz.edu** with the following text in the message body: **who list_name** (where “list-name” is the actual name of the list)

To find out which lists you are currently on:

Send an e-mail message to **majordomo@naz.edu** with the following text in the message body: **which address** (where “address” is your email address)

To find a list of available commands:

Send an e-mail message to **majordomo@naz.edu** with the following text in the message body: **help**

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.