

Mailing Lists: Overview

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This article reviews College **mailing lists (listservs)** and how they can be utilized.

See also:

- [Mailing Lists: Management](#)
- [Microsoft 365: Shared Email, Calendars, and Folders](#)

What is a mailing list?

A mailing list is a **list of addresses** to which the **same information** is being sent.

- **Announcement list(s)**: one person or group sending to another group
- **Discussion list(s)**: a group sending within itself

Personal and group lists

Messages sent to a **segment of the College community** should be done via [College-wide mailing lists](#).

Any **community member** can [request a new list](#) on behalf of themselves, a group, or an organization.

- can contain both **on-** and **off- campus members**
- **moderation** and **settings** are controlled by the **list owner**
- members **must be able to unsubscribe** at will

College lists

See more: [sending via the Daily Digest](#)

Communications **does not** moderate or administer these lists, and they should be **used sparingly**.

Moderators **must approve** all content before it is sent out. **Approval occurs once or twice a day**.

Lists for faculty, staff, each undergraduate class, and each graduate school are **automatically maintained**. Example use-cases of these lists include:

- messages from the **President's Office**
- **housing information** for students
- **human resources** updates for faculty and staff
- faculty **governance** information

Messages with images

Any announcement with a flyer or image should also include the **text of the announcement** in the body of the email. Be sure to include **event details** such as:

- Name
- Date
- Location
- and more!

List directory

To reach:	Address:	Moderated By:
Faculty	faculty@brynmawr.edu	Provost's Office
Staff	staff@brynmawr.edu	President's Office
Faculty and Staff	fac-staff@brynmawr.edu	Faculty and Staff List Moderators
Senior Class	class22@brynmawr.edu	Dean's Office
Junior Class	class23@brynmawr.edu	Dean's Office
Sophomore Class	class24@brynmawr.edu	Dean's Office
First-Year Class	class25@brynmawr.edu	Dean's Office
All Undergraduates	undergrad@brynmawr.edu	Dean's Office
Graduate School of Arts and Sciences	grad-as@brynmawr.edu	GSAS Office
Graduate School of Social Work	gssw@brynmawr.edu	GSSW Office
Postbaccalaureate Program	postbac-l@brynmawr.edu	Post-Bac Office
Entire Community	all-campus@brynmawr.edu	Individual List Moderators, as listed above

Other lists (@brynmawr.edu)

The following lists are **maintained automatically** or **by administrative departments**.

academiccommunity

academicevents

activities

bulletins

campus-security

emeriti

facultydevelopment

List policies and abuses

If you are receiving spam from a **campus list**, [contact the Help Desk](#).

Most lists limit attachments to **100KB**, content larger than this should be uploaded elsewhere and linked to.

- all messages sent to a list **must be approved** before posting
- inclusion on some lists is **mandatory**
- repeated abuse of list access will result in the **loss of posting privileges**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) ☐

Email: help@brynmawr.edu | [Service catalog](#) ☐

Location: Canaday Library 1st floor

