Mailing Lists: Overview

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

<table>
<thead>
<tr>
<th>To reach:</th>
<th>Address:</th>
<th>Moderated By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td><a href="mailto:faculty@brynmawr.edu">faculty@brynmawr.edu</a></td>
<td>Provost's Office</td>
</tr>
<tr>
<td>Staff</td>
<td><a href="mailto:staff@brynmawr.edu">staff@brynmawr.edu</a></td>
<td>President's Office</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td><a href="mailto:fac-staff@brynmawr.edu">fac-staff@brynmawr.edu</a></td>
<td>Faculty and Staff List Moderators</td>
</tr>
<tr>
<td>Senior Class</td>
<td><a href="mailto:class22@brynmawr.edu">class22@brynmawr.edu</a></td>
<td>Dean's Office</td>
</tr>
<tr>
<td>Junior Class</td>
<td><a href="mailto:class23@brynmawr.edu">class23@brynmawr.edu</a></td>
<td>Dean's Office</td>
</tr>
<tr>
<td>Sophomore Class</td>
<td><a href="mailto:class24@brynmawr.edu">class24@brynmawr.edu</a></td>
<td>Dean's Office</td>
</tr>
<tr>
<td>First-Year Class</td>
<td><a href="mailto:class25@brynmawr.edu">class25@brynmawr.edu</a></td>
<td>Dean's Office</td>
</tr>
<tr>
<td>All Undergraduates</td>
<td><a href="mailto:undergrad@brynmawr.edu">undergrad@brynmawr.edu</a></td>
<td>Dean's Office</td>
</tr>
<tr>
<td>Graduate School of Arts and Sciences</td>
<td><a href="mailto:grad-as@brynmawr.edu">grad-as@brynmawr.edu</a></td>
<td>GSAS Office</td>
</tr>
<tr>
<td>Graduate School of Social Work</td>
<td><a href="mailto:gssw@brynmawr.edu">gssw@brynmawr.edu</a></td>
<td>GSSW Office</td>
</tr>
<tr>
<td>Entire Community</td>
<td><a href="mailto:all-campus@brynmawr.edu">all-campus@brynmawr.edu</a></td>
<td>Individual List Moderators, as listed above</td>
</tr>
</tbody>
</table>

Other lists (@brynmawr.edu)

The following lists are maintained automatically or by administrative departments.

- academiccommunity
- academicevents
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