

## Managing student group mailing lists

URL for managing lists:

<https://weboard.slaw.neu.edu/mailman/admin>

To add someone to the list:

1. Click on "Membership Management" link.
2. Click on "Mass Subscription" link.
3. Change "Send welcome messages to new subscribes" to No.
4. Change "Send notifications of new subscriptions to the list owner" to No.
5. Enter e-mail address in the first white box. To add multiple people, enter one e-mail address per line.
6. Click on "Submit Your Changes" button.

To remove someone from the list:

1. Click on "Membership Management" link.
2. Click on "Membership List" link.
3. Check the "Unsub" check box for each e-mail address you want to remove.
4. Click on "Submit Your Changes" button.

For questions, contact Brad Whitmarsh (b.whitmarsh@neu.edu) in Computer Services.