

How to Subscribe and Unsubscribe from an optional employee listserv at Montclair State University

While some email lists are mandatory for all users (such as all-employees and all-students), These three lists allow Montclair State University employees to subscribe to and unsubscribe from them:

discuss@lists.montclair.edu

forsale@lists.montclair.edu

campus@lists.montclair.edu

NOTE: If you use an email client **other than Gmail**, such as **Thunderbird** or **Outlook**, please note which of your University email addresses you are subscribing FROM. For posts or unsubscribing, use the same email used during subscription: Either <NetID>@montclair.edu or <NetID>@mail.montclair.edu.

How to Subscribe via Email

Create a new email to send to **sympa@lists.montclair.edu**

Compose an email with the below information:

- To: **sympa@lists.montclair.edu**
- Subject: subscribe <listname>@lists.montclair.edu

Replace <listname> with the name of the list you want to subscribe to (e.g.

"campus@lists.montclair.edu")

Hit "Send"

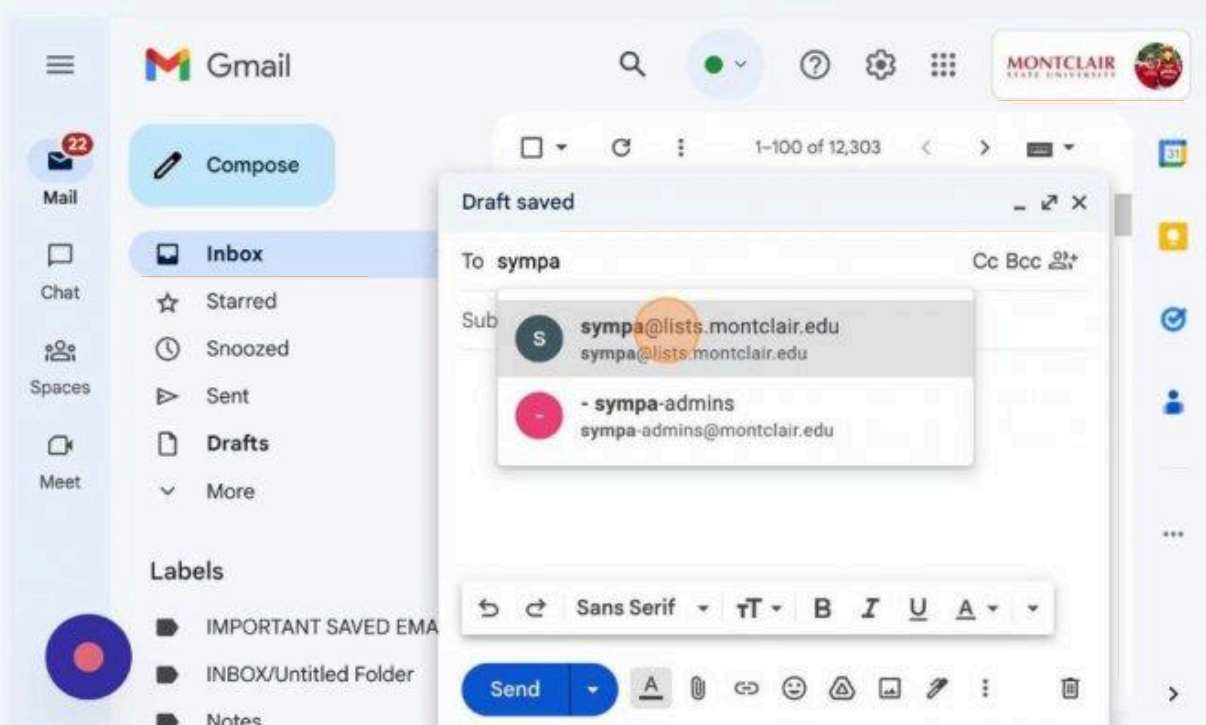
You will receive an email confirming your subscription

If you have any problems subscribing yourself to a list, you can contact the IT Service

Desk via email at **itservicedesk@montclair.edu**

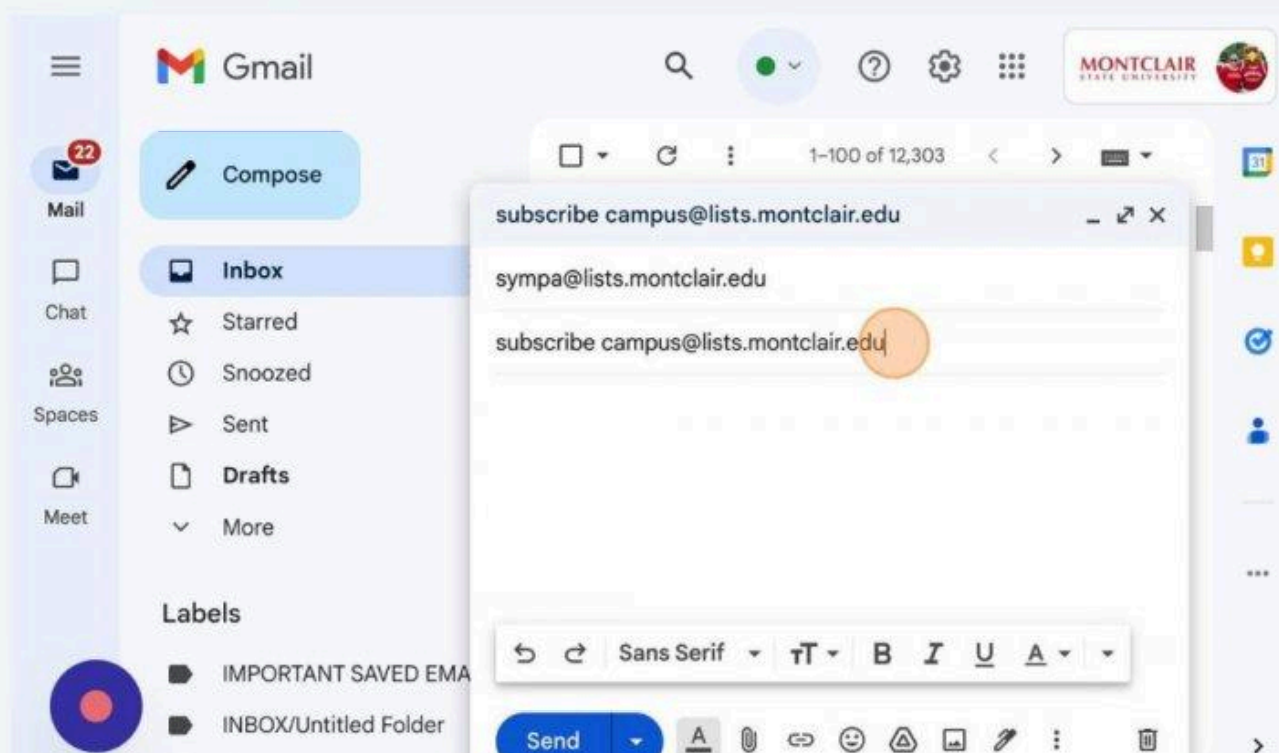
1

Compose a new email and in the "To" field,
sympa@lists.montclair.edu

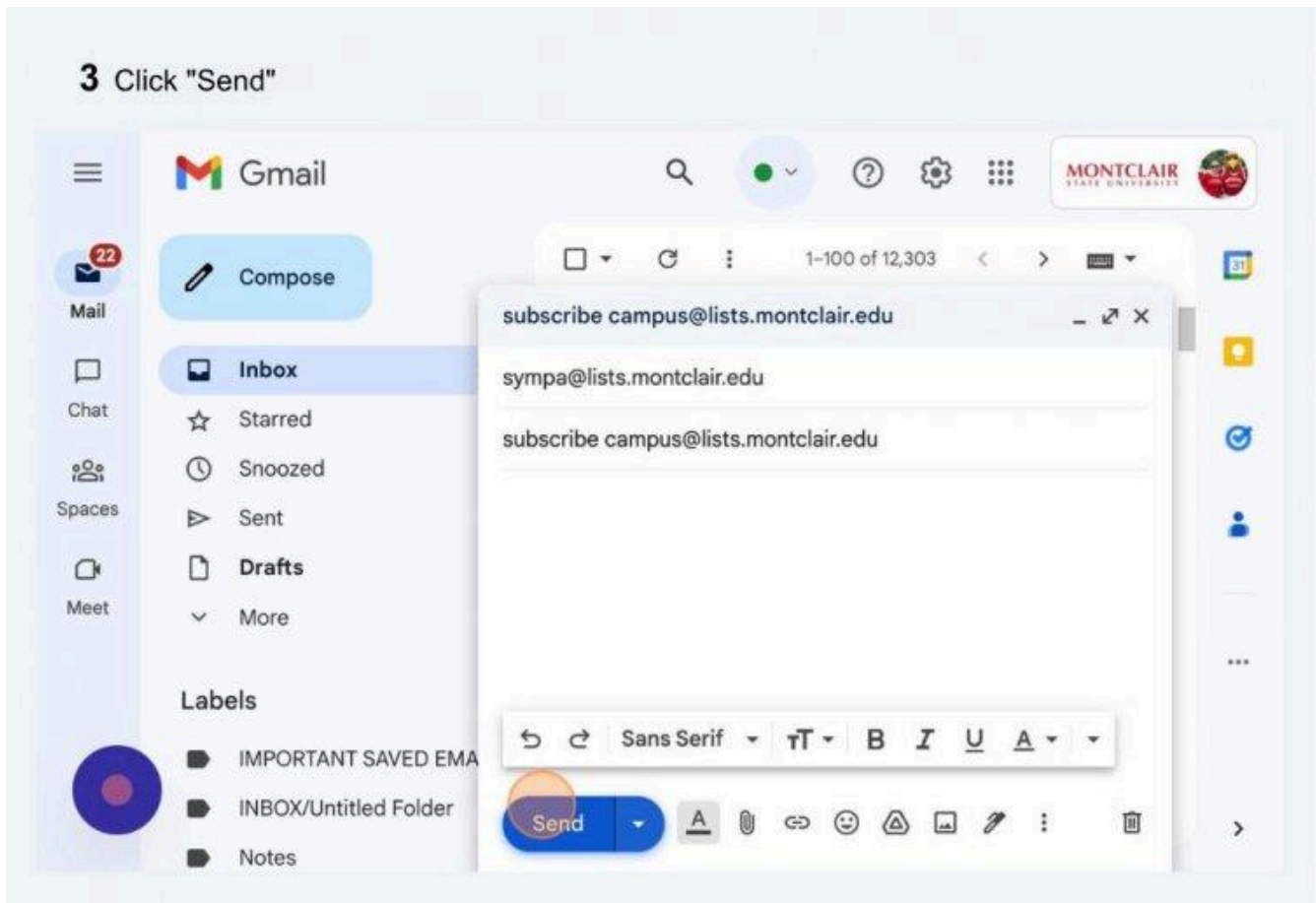


2

In the "Subject" field, type:
subscribe <listname>@lists.montclair.edu
Replace <listname> with the name of the list you want to subscribe to



3 Click "Send"



How to Unsubscribe via Email

Compose an email with the below information:

- To: **sympa@lists.montclair.edu**
- Subject: unsubscribe <listname>@lists.montclair.edu

Replace <listname> with the name of the list you want to unsubscribe from (e.g. "campus@lists.montclair.edu")

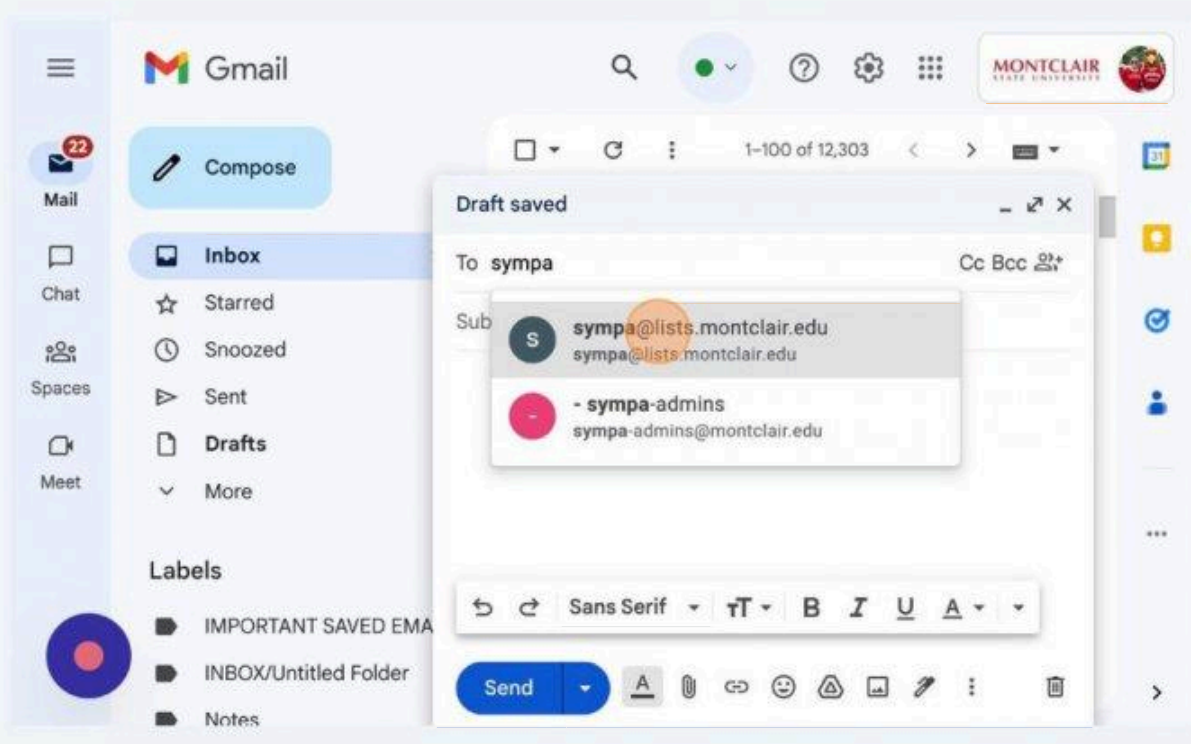
Hit "Send"

You will receive an email confirming your removal from the list

If you have any problems unsubscribing yourself from a list, you can contact the IT Service Desk via email at **itservicedesk@montclair.edu**

1

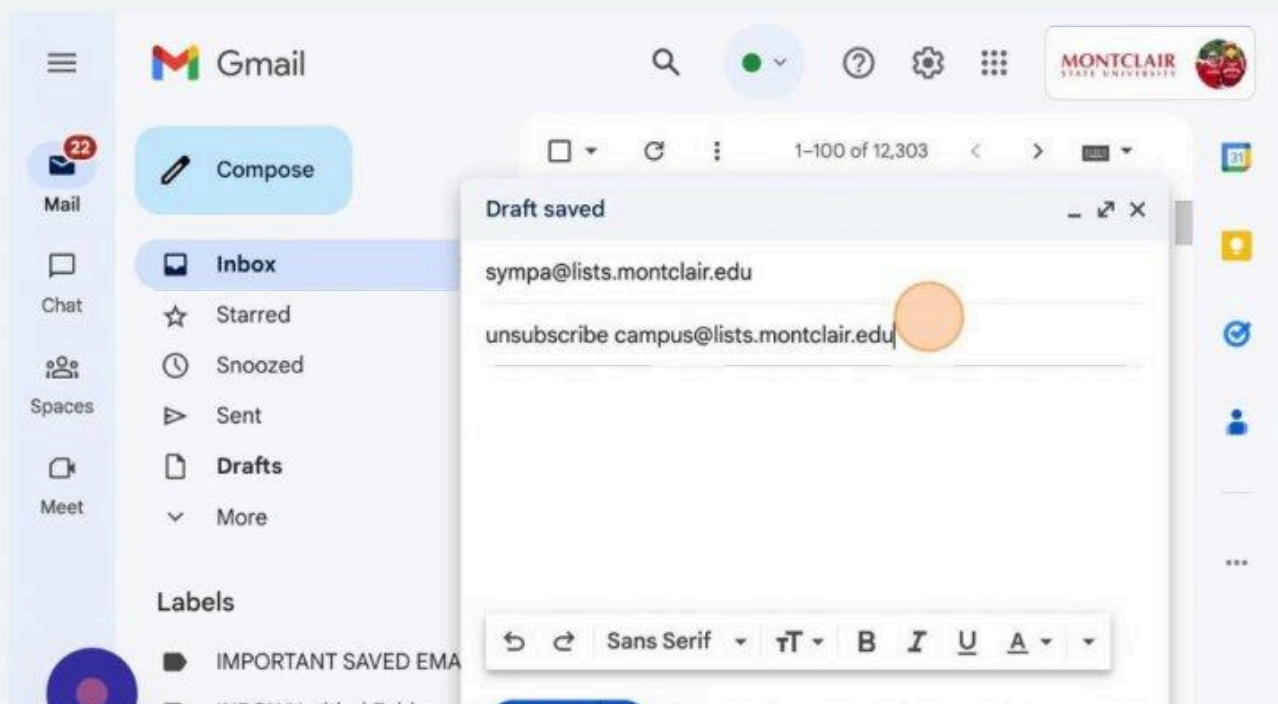
Compose a new email and in the "To" field,
sympa@lists.montclair.edu



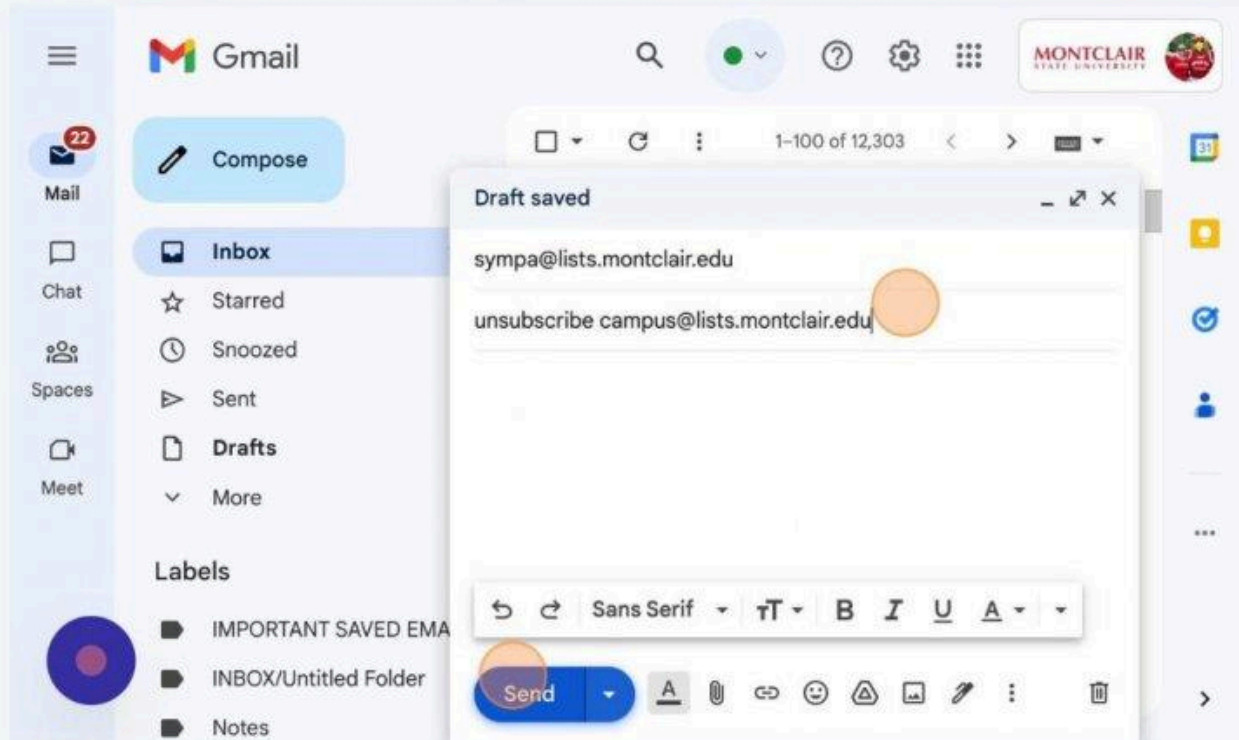
2

In the "Subject" field, type:
unsubscribe <listname>@lists.montclair.edu

Replace <listname> with the name of the list you want to unsubscribe from



3 Click "Send"



How to Unsubscribe via Sympa List Page

- Go to <https://lists.montclair.edu>
- Login with NetID and password
- Click Home
- Click My Lists. This will display a list of all lists that you own or you are subscribed to. Find the list you want to unsubscribe from and click on the list link.
- On the LEFT side of the screen click "unsubscribe" link
- Click Confirm

You will receive an email confirming your removal from the list.

See visual aids below:

1 Navigate to <https://lists.montclair.edu/sympa>

2 Click "Login"

Home Search for List(s) Support Login

MSU Mailing Lists Service

F G H I J K L M N O P Q R S T U V W X Y Z Others All

@lists.montclair.edu
)
ntclair.edu
MSU
clair.edu
edu
cements
ontclair.edu

3 Enter your NetID and Password

MONTCLAIR STATE UNIVERSITY Home Search for List(s)

MSU Mailing Lists Service

Login

In order to perform a privileged operation, login with NetID.

NetID:

password:

Go

4 Click "Go"

MSU Mailing Lists Service

Login

In order to perform a privileged operation, login with NetID.

NetID:

deanes

password:

.....



5 Click "Home"

MONTCLAIR
STATE UNIVERSITY

Home

+ Request a List

Search for List(s) ▾

Support ▾

MSU Mailing Lists Service

Index of lists

A B C D E F G H I J K L M N O P Q R S T U V W

A

academic-affairs-aft-staff@lists.montclair.edu

Academic Affairs Staff (AFT)

acewomenmsu@lists.montclair.edu

ACE Women's Network @MSU

adultlearning@lists.montclair.edu

Adult Learning Mailing List

advising@lists.montclair.edu

Academic Advising Announcements

all_uc_uge_staff@lists.montclair.edu



last login from 10.0.200.90 (14 Dec 2023 at 14:02:33)

6 Click "My Lists"

MSU Mailing Lists Service

Welcome

This server provides you access to your environment on mailing list server. Starting from this web page, you can perform subscription options, list management and so on.

What would you like to do ?



My lists



Create list



Search

Powered by Sympa 6.2.70

7 Click the name of the list you'd like to unsubscribe from.

MSU Mailing Lists Service

My lists

You are subscribed to or managing the following lists:

allusers (Moderator , Subscriber)

allusers

campus (Subscriber)

MSU Campus list

discuss (Subscriber)

MSU Discussion List

excellence (Subscriber)

8 Click "Unsubscribe"

campus - MSU Campus list

deanes@mail.montclair.edu
Subscriber

List Options

Owners: (1 owners)
Moderators: chss, disabilitycaucus, faculty, hr, llds, msuadmin, msuadmin, provostatmsu, provostatmsu, redhawknews, (3 moderators)
Contact owners

List Home
Subscriber Options
Unsubscribe

Archive
Post documents

campus@lists.montclair.edu

Subject: MSU Campus list

Description:

9 Click "Confirm"

campus - MSU Campus list

deanes@mail.montclair.edu
Subscriber

List Options

Owners: (1 owners)
Moderators: chss, disabilitycaucus, faculty, hr, llds, msuadmin, msuadmin, provostatmsu, provostatmsu, redhawknews, (3 moderators)
Contact owners

List Home
Subscriber Options
Unsubscribe

Archive
Post documents

campus@lists.montclair.edu

Subject: MSU Campus list

☒ Unsubscribe

Do you really want to unsubscribe from list campus?

Confirm

Back