

How to Subscribe and Unsubscribe from an Optional Employee Listserv

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:

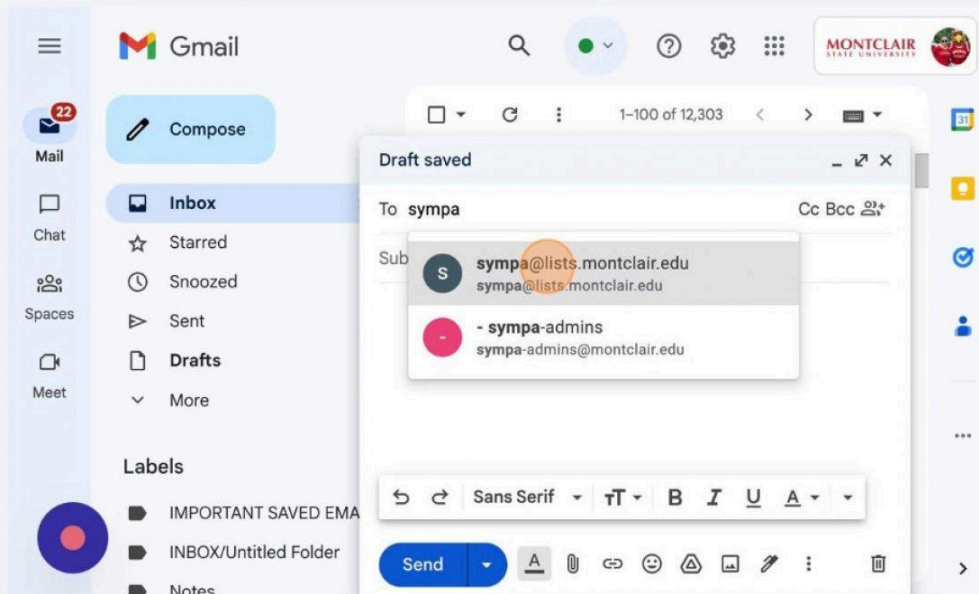
- discuss@lists.montclair.edu
- forsale@lists.montclair.edu
- campus@lists.montclair.edu

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.

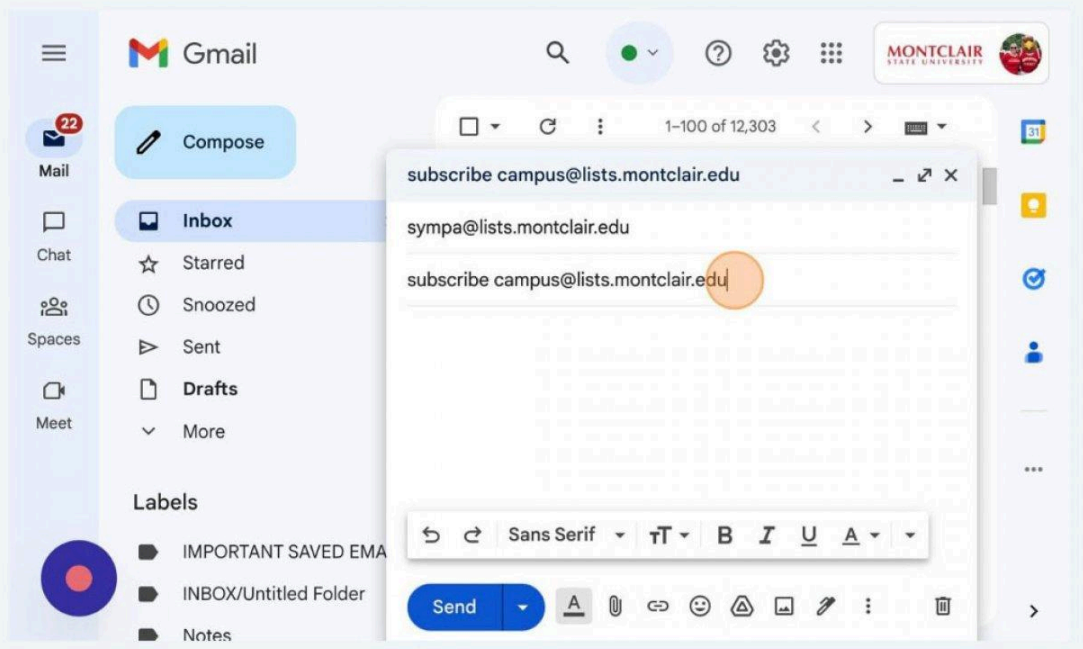
How to Subscribe via Email

- 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

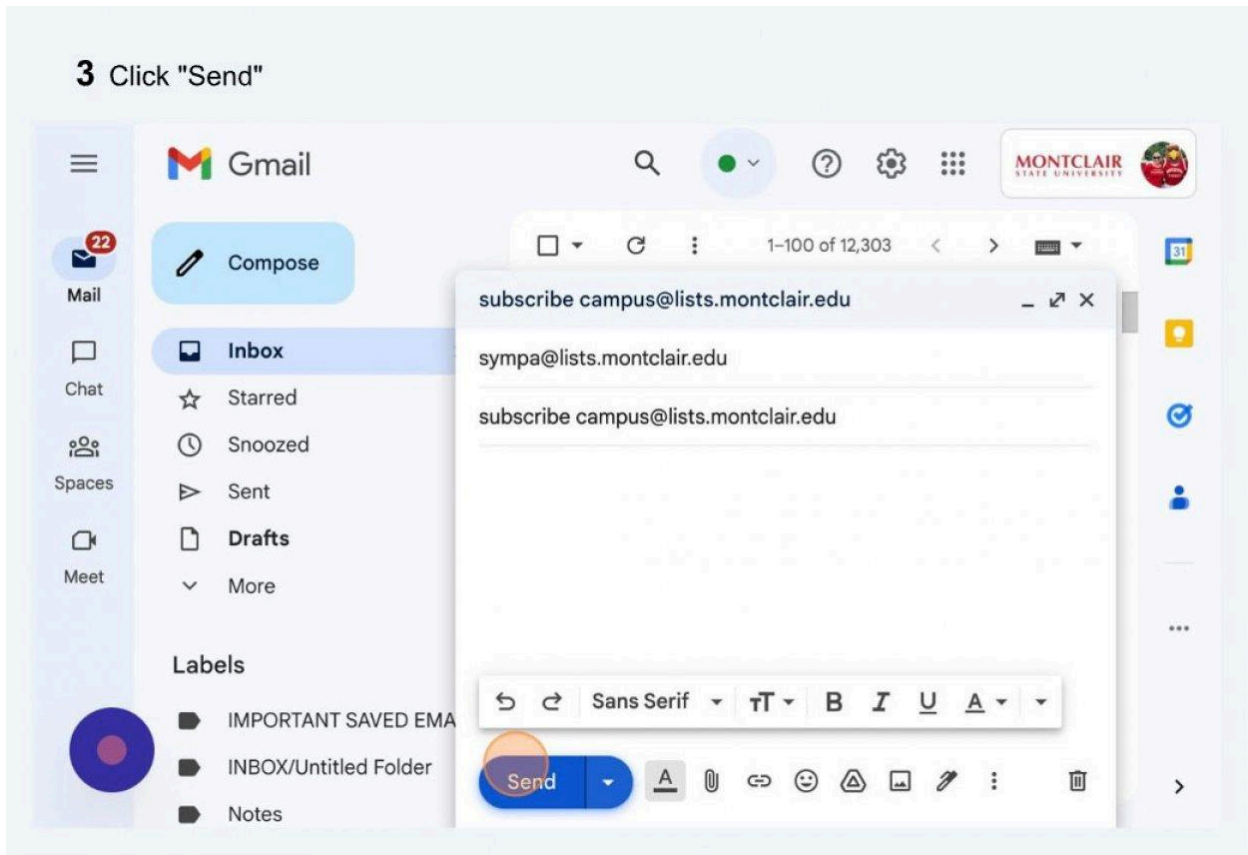
- 1 Compose a new email and in the "To" field, `sympa@lists.montclair.edu`



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



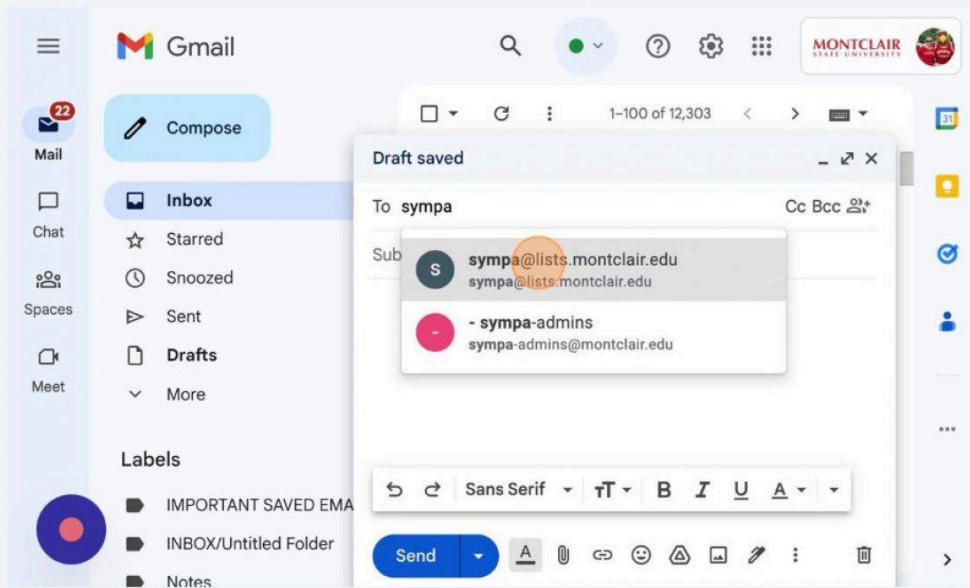
3 Click "Send"



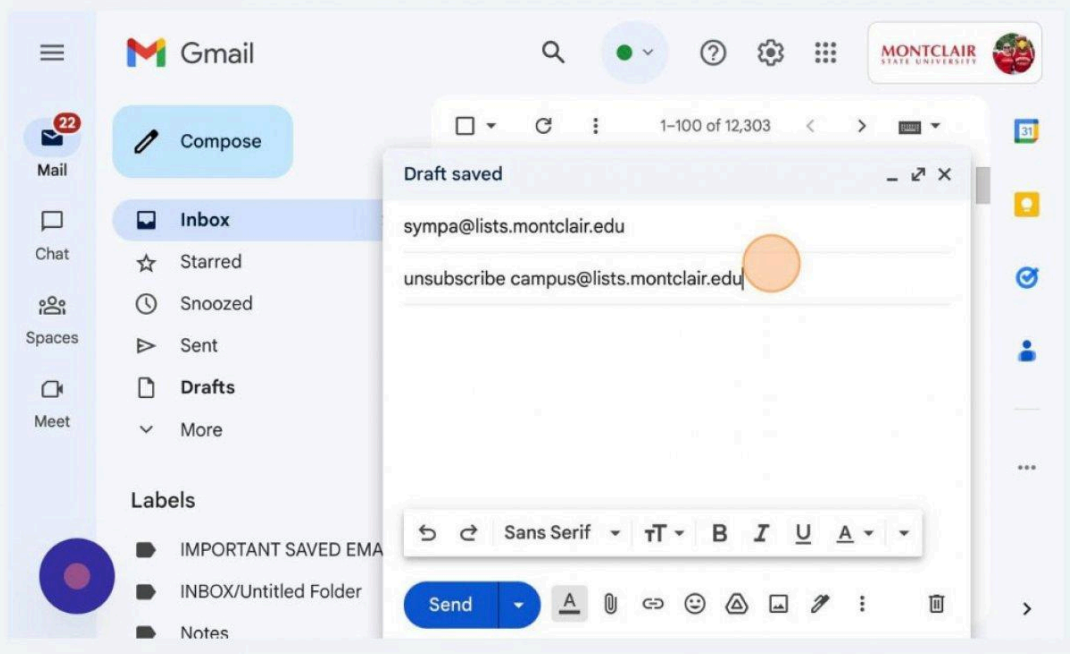
How to Unsubscribe via Email

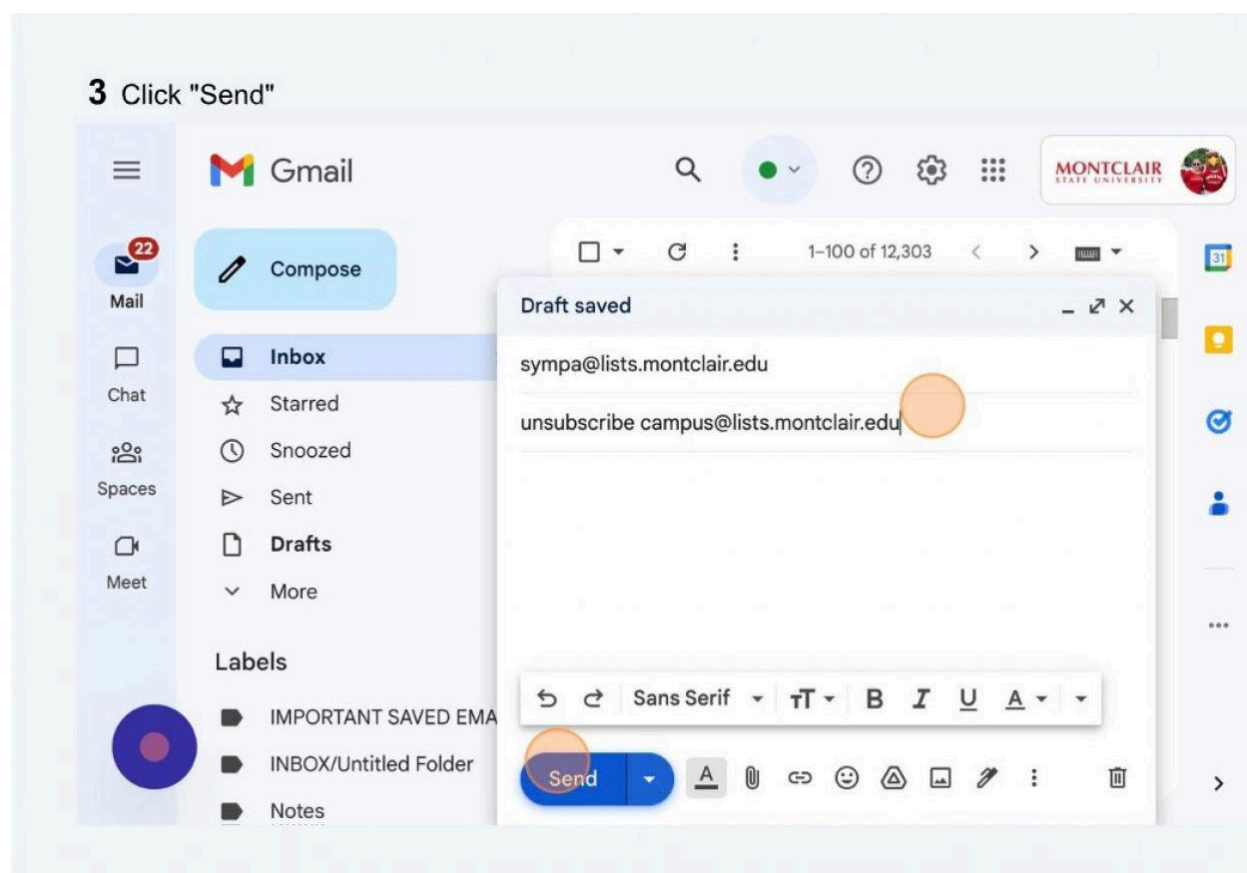
- Compose an email with the below information:
 - To: sympa@lists.montclair.edu
 - Subject: unsubscribe <listname>@lists.montclair.edu
- Replace <listname> with the name of the list you want to unsubscribe from (e.g. "campus@lists.montclair.edu")
- Hit "Send"
- You will receive an email confirming your 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





Another way to unsubscribe from a list is to login to the [list management page](#) with your NetID and password.

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.

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"



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

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"

deanes@mail.montclair.edu
Subscriber

List Options

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

List Home
Subscriber Options
Unsubscribe

Archive
Post documents

campus - MSU Campus list

campus@lists.montclair.edu

Subject: MSU Campus list

Description:

9 Click "Confirm"

deanes@mail.montclair.edu
Subscriber

List Options

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

List Home
Subscriber Options
Unsubscribe

Archive
Post documents

campus - MSU Campus list

campus@lists.montclair.edu

Subject: MSU Campus list

☒ Unsubscribe

Do you really want to unsubscribe from list campus?

Confirm Back