

The screenshot shows the 'Ezmlm Mailing List Manager' interface for the 'wl-team' subscribers list. The page title is 'wl-team subscribers list manager.' Below the title, there is a notice: 'This list is currently configured to NOT send a notification message to new subscribers added via the web interface. This option can be altered via the **Configure** page. By default this option is not selected.' Below this, it says 'Instructions for managing long/short email addresses are available in the **Owners' Guide**.'

The interface is divided into two main sections: 'Remove members' and 'Add new members'. The 'Remove members' section includes instructions: 'To remove email addresses from this mailing list, tick the boxes to the right of the addresses you wish to remove. When you are done press the "Remove Selected" button.' It features a 'Select All' button and a table of members with checkboxes. The 'Add new members' section includes instructions: 'To add new members to this mailing list enter their email addresses into the box below, one per line, and then press the "Add" button.' It features a text input box and 'Add' and 'Clear' buttons.

An 'Important Note' section states: 'If you wish to make a large number of changes it is recommended that you download the list and save it to a plain text file. You can then edit the file, using something like notepad under Windows, and upload the new list using the buttons provided below.'

The left sidebar contains navigation links: My Subs, My Lists, bcm, pr w, Bulk Admin, wl-team, Configure, Subscribers, Moderators, Allow Posters, Deny Posters, Text Files, Logs, Managers, Web Archives, OUCS Ezmlm help, Ezmlm manual, and Ezmlm FAQ.

## Mailing Lists

### Purpose

Mailing lists provide a way of distributing email messages to members of a list or a WebLearn site.

### Description

Mailing list software provides an easy method for managing email communications with large numbers of people. When you use a mailing list you send messages to all its members or subscribers simultaneously. This makes it easy to pass on any information, attached documentation, or agendas to everyone in a specific mailing list. As you are also a member of the list you will automatically receive a copy of the email that you send out, which confirms what list members have received.

Mailing lists are more efficient than an individual keeping a list of contact addresses in an email programme, because all members of the list can easily pose any questions to everybody in the list. Lists are particularly useful for notices and group interaction. They also help to protect privacy and reduce spam email because the messages are delivered from the mailing list rather than the original sender, and thus recipients do not see the addresses of everyone on the list.

The mailing list tool in **WebLearn** is called the **Email Archive**. It specifies a unique email address for the site and automatically keeps a record in the site of all emails sent to the *site email address*. Messages can be sent by anyone using their regular email application and are received by all the WebLearn site participants.

A tool in WebLearn that can be used for one-way communication with all site participants is the **Announcements** tool (ideal for getting announcements to a cohort of students).

A general mailing list has an owner, who is responsible for setting it up correctly and sometimes for adding people to and removing them from the list. A list may also have a moderator, responsible for previewing messages sent to the list to ensure that they are suitable.

## Ways of using this tool

You can set up as many mailing lists as you wish for different purposes. These could be for short-term activities (such as for delegates attending a conference or a seminar) or for longer-term activities (tutorial groups or research project groups).

If you are working on any form of collaborative authoring or an international research project, you may want to use a list to send reminders of deadlines, or prod members to finalise their work. If you are an academic, you may want to send students reminders about tutorial times, reading lists etc, and to encourage them to contribute to the learning experience.

## Learn More

OUCS can provide mailing lists to staff and post-graduate students on request, via the EZMLM system. The OUCS Help Centre can give you help and advice about mailing lists, or you can request them to set up a list for you.

There are a number of help pages on the OUCS web site that cover mailing lists: <http://www.oucs.ox.ac.uk/email/maillists/>

There is a national academic mailing list service known as JISCmail which will attract subscribers from the wider educational community: <http://jiscmail.ac.uk/>

For non-academic mailing lists, you could try: <http://groups.yahoo.com/> and <http://groups.google.com/>

## Access

Full instructions for setting up mailing lists through OUCS are at: <http://www.oucs.ox.ac.uk/email/maillists/ezmlm/>

Manage your mailing lists via <https://maillist.ox.ac.uk/>

This document is part of a larger set aimed at introducing the reader to a wide range of technologies. Please visit this web page for more information:

<http://www.oucs.ox.ac.uk/ltg/resources/guides.xml>

*Your primary support for IT issues comes from your department or college. Your first port of call for questions and advice should always be your local IT support staff.*