Harvard University Information Technology
Application for Faculty/Staff Mailing List

Return To: Harvard University Information Technology

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Section A: Applicant Information   To be completed by Applicant (required)

Name of Primary List Owner: _____   Date: _____

Harvard ID #: ☐☐☐ — ☐☐☐☐ — ☐   Email Address: _____

The primary list owner must be a current FAS faculty or staff member. Any additional list owners must be current Harvard affiliates; you will be able to add list owners once the list is created.

Department: _____

Project: _____

Desired Mailing List Name: _____ -list

Alternative List Names: _____ -list

(Please provide three department-specific possibilities for mailing list names)
_____ -list

_____ -list

Section B: General Mailing List Information

Mailman is a program that automates Internet mailing lists for HUIT. Lists provide a forum for the exchange of information on a particular subect. Users communicate with each other using a mailing list via email and can change their list subscriptions and individual subscription settings either via email or by using a web interface. List administrators control their list settings and take care of day-to-day list administrative tasks via a web interface.

The naming convention for mailing lists is [name]-list. If the department or project has a short, department-specific title, we will use that for the mailing list name. If the department does not, then we will generally use the acronym or abbreviation of the department or project. If this name is taken, we will make every effort to give your mailing list an appropriate name.

Once your mailing list is created, you will receive an email notification providing for you the list administrative password as well as initial directions on how to configure your list.

The website for **list owners** to administer their mailing list is:

http://lists.fas.harvard.edu/mailman/admin/<listname>

The website for **list users** to subscribe, unsubscribe, or change their subscription settings for a given mailing list is:

http://lists.fas.harvard.edu/mailman/listinfo/<listname>

where **<listname>** is replaced by the name of the mailing list in question.