



## Sympa Mailing List Quick Start Guide

### Logging In

You must log into FAU's Sympa website in order to use it to create lists, subscribe to lists and manage your preferences. To log in:

1. Go to <https://lists.fau.edu>
2. Click on the "Login" button in the upper right side of the page.
3. Your username is your FAUNet ID and password (the same one that you use to log into the network and access email).
4. Your email address will display in the upper left corner of the page.

### Subscribing to a List

1. Log into FAU's Sympa website at <https://lists.fau.edu>.
2. Click on a list category that matches the list you wish to join. A list of available mailing lists will be displayed.

NOTE: If you do not know which category best suits your needs, click the **List of lists** tab to view a full list. This list can be narrowed down alphabetically by selecting a letter tab at the top of the frame.

3. Click the link for the list you wish to subscribe to.
4. On the left side of the page, click **Subscribe**.
5. You are subscribed to the list and you will receive a confirmation email message.

### Unsubscribing from a List

1. Log into FAU's Sympa website at <https://lists.fau.edu>.
2. Click the link for the list you wish to be removed from.
3. On the left side of the page, click **Unsubscribe**.
4. You are unsubscribed from the list and you will receive a confirmation email message.

### Sending a Message to a List

To participate in a list you send an email message to the mailing list's address. You may compose from your own email client, such as Outlook, or from within FAU's Sympa website.

To compose from your email client:

1. In your email client click on **New Email** (or whatever you normally click on to start composing a new message).
2. In the To field, type the list email address (e.g. LISTNAME@lists.fau.edu).
3. Fill in the subject line.
4. Write in the message body.
5. Click **Send**. Your message will be sent to the list.

To post to a list from within FAU's Sympa website:

1. Log into FAU's Sympa website.
2. Click the link for the list you wish to post to.
3. Click **Post**.
4. In the mail form, fill in the subject line.
5. Write in the message body.
6. Click **Send to selected recipient**.

### Creating a New List

1. Log into FAU's Sympa website.
2. At the top of the page, click the Create list tab.
3. In the List name field, type the list name using lowercase letters.

NOTE: The name you choose for your list will be typed every time a message is posted. It is recommended that you choose a relatively short name, using common abbreviations if necessary. Do not include any characters in your list name other than A-Z, 0-9 (underscores and dashes are also acceptable). Special characters such as & (ampersand) will not be accepted. Do not use periods or spaces in the list name.

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## Creating a New List (cont'd)

4. In the **List type** field, select a list type.
5. In the **Subject** field, type the subject of your mailing list. The subject appears under the list name in the List of lists as a reference.
6. In the **Topics** field, click on the down-arrow and select a topic that best describes your list.
7. In the **Description** field, type a description of your mailing list.
8. Click the Submit your creation request button.
9. Your mailing list will not appear until it has been approved by the listmaster. You will be sent an email notification when the list is activated.

## Viewing List Members

On some lists, list members are visible to subscribers. If you wish to see who else is a list member, or you want to find another member's email address (if allowed):

1. Log into FAU's Sympa website and click on the list you wish to view.
2. In the List info menu on the left, click **Review members**.
3. The members are displayed alphabetically by address.

## List Archives

All messages sent to members of a mailing list are also saved to a list archive. The archive allows members of a list to revisit postings and discussions. All list messages are saved to the archive as soon as they are posted. To review the archive:

1. Log into FAU's Sympa website and click on the list you wish to view.
2. In the List info menu on the left, click Archive. The posted messages are listed.
3. Click the message you wish to view.

You can also search for specific messages in the archive by date (month/year) or by typing in a word or phrase. Click on **Advanced search** for additional search options.

## Getting Help

If you need help, please submit a ticket online at <http://www.fau.edu/helpdesk>.

### Frequently Asked Questions:

*How can I find out what email commands are available on Sympa?*

Send email to [sympa@lists.fau.edu](mailto:sympa@lists.fau.edu) with "HELP" in either the subject or the body of the message. The server will mail you a message describing the commands available. These same functions are also available via the more user-friendly FAU Sympa website at <https://lists.fau.edu>.

*What if my FAU username and password don't allow me to log into the Sympa web interface?*

If you are sure that username and password are correct (i.e., you can use them successfully to log into other services), please submit a helpdesk ticket online at <http://www.fau.edu/helpdesk>.

*Do you have to have an FAU email address in order to subscribe to a list?*

No. You can subscribe with another email address if you wish. It is not necessary to use an @fau.edu address; any valid email address will work. You will not be able to log into the web interface to manage your account; however, you can subscribe via email.

To do so, send a message to [sympa@lists.fau.edu](mailto:sympa@lists.fau.edu) from the email address you want to subscribe to the list. The subject line should be "subscribe LISTNAME YOURNAME" where YOURNAME is your first and last name. For example, if John Doe wanted to subscribe to the fau-l list he would send an email message to [sympa@lists.fau.edu](mailto:sympa@lists.fau.edu) with the subject line "subscribe fau-l John Doe" (be sure to leave the body of the message blank). The email address from which the message was sent will then be subscribed, and the user will receive a confirmation email. In the future, if you wish to unsubscribe, simply send a message to the same address with "unsubscribe LISTNAME YOURNAME" as the subject line.