

LISTSERV & MAILING LISTS

Majordomo Mailing Lists (List Servs)

A Majordomo mailing list may be more appropriate than a distribution list for a long list of recipients. These lists are suggested for groups mailing to twenty or more. One benefit of a mailing list over a distribution list is the header is brief; the names of all individuals receiving the mailing do not appear. List administrators can manage many editable features for their mailing lists. The administrator of the list is responsible for subscribing and unsubscribing recipients. Majordomo mailing lists can be requested by contacting the IT Help Desk.

All classes have a Class Mailing List set up and already populated. - [Manage Many Editable Features](#)

Class Mailing Lists

Majordomo mailing lists are generated for all class sections for which an instructor's name has been reported to the Registrar. However, class mailing lists have different levels of control than regular Majordomo lists. Instructors may find the name of their class by consulting the upper left corner of their class roster for the course ID or check DataVU. For example, English 300 section a is ENGL-300-A. Students may look in the Schedule of Classes booklet on DataVU for the course abbreviation and section; the hyphens must be added, however.

The address for the class list is the course ID combined with -L@valpo.edu. For example, the address English 300 section A is ENGL-300-A-L@valpo.edu.

Class lists for the previous semester may be reached by adding a prefix that designates the semester date. For example, the mailing list address for English 300 section A from Spring 2004 is 2004SP-ENGL-300-A@valpo.edu. Lists for the forthcoming semester are also available within a reasonable amount time before the semester begins. Use the prefix until the starting date of the course. For example, the mailing list address for English 300 section A for the upcoming Fall 2005 would be 2005FA-ENGL-300-A@valpo.edu.

To send mail to the whole class, simply type the list address on the To: line of an message. The OnLine Service Center contains a list of all of the class mailing lists that you are currently a member on. Faculty and Staff may manage a number of features of the class lists. Some of these features include these: change the reply-to defaults, posting restrictions, and add additional members or posters to the list.

Lists for classes whose replacement faculty name has not been reported to the Registrar are inoperable until the Registrar receives the name and generates the new list. After the final day of exams the lists are changed to include the prefix to allow for creation of lists for the upcoming semester. - [Online Service Center](#) - [Manage a Number of Features](#)

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