

# CREATING A NEW LISTSERV MAILING LIST

New Listserv mailing lists are created for you by OTS. Before requesting the creation of a new list, you need to decide the following:

## WHAT WILL THE LIST BE CALLED?

The name should be short but descriptive.

## WHO WILL OWN THE LIST?

The owner is the person responsible for maintaining and controlling access to the list by adding and removing subscribers. There can be more than one owner if desired.

## WHAT TYPE OF COMMUNICATION WILL IT ALLOW?

There are three types of mailing list to choose from:

### 1. ANNOUNCEMENT

An announcement list is for one-way communication from the list owner to the list subscribers.

### 2. UNMODERATED DISCUSSION

An unmoderated discussion list is for two-way communication between all the list subscribers.

### 3. MODERATED DISCUSSION

A moderated discussion list is for two-way communication between all the list subscribers, but one or more editors must review and approve all messages before the subscribers receive them.

If you want a moderated discussion list, you will need to provide the usernames of the editors.

To request the creation of new mailing list, email [help@evansville.edu](mailto:help@evansville.edu) with the answers to the questions above. If you already have a list of the email addresses of the people who would like to subscribe to the list, send that too.

QUESTIONS? PROBLEMS? CALL THE OTS HELPDESK AT  
812-488-2077 OR EMAIL [HELP@EVANSVILLE.EDU](mailto:HELP@EVANSVILLE.EDU)