

Tufts Elist Tip Sheet

Logging In

You must be logged into the Elist system to use it. Two things are required: your Tufts UTLN and your Trumpeter (your email) password.

To log in:

1. **Navigate to the Tufts Elist homepage:**
<http://elist.tufts.edu/>
2. In the upper left-hand corner of the page, in the UTLN or email address field, **enter your UTLN** (Universal Tufts Logon Name). You may also enter your Tufts email, first.last@tufts.edu.

UTLN or email address :

3. In the password field, **enter your Trumpeter** (your email) **password**.

password :

4. **Click Login.** Your address will display in the upper left-hand corner of the Elist homepage.

Subscribing to a List

1. Check to make sure that you are **logged in**.
2. **Click the list category** that you wish to join. A list of available mailing lists is displayed.

Note: If you do not know which category best suites your needs, click the **list of lists** tab to view the full range of available lists.



3. **Click the link for the list** you wish to subscribe to.
4. On the left side of the page, **click Subscribe** **Subscribe**. The "Do you really want to subscribe..." dialog box appears.
5. **Click OK.** You are subscribed to the list and a welcome message will arrive in your inbox.

Unsubscribing from a List

1. Check to make sure that you are **logged in**.
2. **Click the link for the list** you wish to be removed/unsubscribed from.
3. On the left side of the page, **click Unsubscribe** **Unsubscribe**. The "Do you really want to unsubscribe..." dialog box appears.
4. **Click OK.** You are unsubscribed from the list and a removal message is sent to your inbox.

Posting - Participating in 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 Thunderbird or Outlook, or from within the Elist site.

To compose from your email client:

1. On your email client **click Compose.** The compose window opens.
2. In the To field, **type in the Tufts Elist address.** (ex: list-name@elist.tufts.edu)
3. **Fill in the subject line.**
4. **Write in the message body.**
5. **Click Send.** Your message is sent to the list.

To post to an Elist from within the Elist site.

1. **Navigate to:** <http://elist.tufts.edu/>
2. **Log in.** You must be logged in to post.
3. **Click the link for the list** you wish to post to.
4. **Click Post** **Post**. The mail form opens.
5. **Fill in the subject line.**
6. **Write in the message body.**
7. **Click Send this mail** **Send this mail**. The message is sent to all subscribers.

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The Archive

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

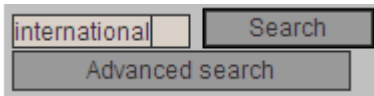
To view the archive:

1. On the Elist site, after you have logged in, **click the list** you wish to view. *The List info page appears.*
2. In the List info area, **click Archive** [Archive](#). *The posted messages are listed.*
3. **Click the message** you wish to view.

Searching the archive

To search for a word or phrase in a message:

1. In the search field at the top of the page, **type the word or phrase.**



2. **Click Search.** *Search results display.*

Note: To search for a word or phrase in other than the message subject or body or with other criteria, click the Advanced search button.

Review – 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. On the Elist site, after logging in, **click the list** you wish to view. *The List info page appears.*
2. In the List info area on the left, **click Review members** [Review members](#). *The members are listed alphabetically by address.*

Creating a Mailing List

To create a list:

1. Check to make sure that you are **logged in.**
2. At the top of the page, **click the Create list** [Create list](#) [list c](#) [list d](#) *tab.* *Three list types are displayed.*
3. In the List name field, **type the list name** using lowercase letters.

@elist.tufts.edu

Note: The name you choose for your list will be typed every time a message is posted. Often, people choose to use common abbreviations in their name in order to keep it relatively short. If you include an illegal character in a list name, such as the ampersand (&), you will have to retype it. Do not use periods or spaces in the list name.

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 the down-arrow and select a topic** that best describes your list.

Topics:

7. In the Description field, **type a description** of your mailing list. *The description appears under the list name when it has been selected (clicked).*
8. **Click the Submit your creation request** button. *The message "Your list creation request is registered. You can now modify its configuration using the admin button but the list will be unusable until the listmaster validates it." appears.*

Your newly submitted mailing list will not appear on the Tufts Elist homepage until it has been validated by the Listmaster (the Tufts administrator). You will be sent an email notification when the list is activated.