

Mailman List Users FAQ

How do I unsubscribe from a list?

How do I subscribe to a list?

I need to talk to a human!

How do I unsubscribe from a list?

If you no longer want to be on a list that you are allowed to unsubscribe from:

1. Open a mail program which sends mail from the address you want to unsubscribe.
2. Send a mail to the lists' unsubscribe address, which will be of the form [LISTNAME-leave@mailman.ils.edu](#), e.g. [events-leave@mailman.ils.edu](#). The subject and body of this message will be ignored, so it doesn't matter what you put there. After following the above instructions, you will be sent a confirmation email and must follow any instructions given in that mail to complete the unsubscribe process. This is to stop people from unsubscribing you without your permission. In addition, a moderator may need to approve your unsubscribe request.

If you do not receive this confirmation mail with instructions, make sure that you typed your email address correctly. Once your unsubscribe request has been processed, you will probably receive another message confirming that you have unsubscribed from the list, and at that point you should stop receiving messages.

How do I subscribe to a list?

1. Open a mail program which sends mail from the address you want to subscribe.
2. Send a mail to the list subscription address, which will be in the form [LISTNAME-join@mailman.ils.edu](#), e.g. [events-join@mailman.ils.edu](#). The subject and body of the message will be ignored, so it doesn't matter what you put there.

After following these instructions, there are a few possible outcomes depending upon the settings for that list:

- You may receive an email message asking for confirmation that you really want to be subscribed to the list. This is to prevent anyone from subscribing you to lists without your permission. Follow the instructions given in the message to confirm your wish to be subscribed.
- A moderator may also need to confirm your subscription if you are subscribing to a closed list.
- Or you may have to wait for a moderator *and* follow the instructions in the confirmation mail.

Once this is done, you may receive another message welcoming you to the list. This message contains some useful information including your list password and some quick links for changing your options, so you may want to save it for later reference.

I need to talk to a human!

If you have any trouble with any of these commands, you can always reach the person or people in charge of a list by using the list administrator email address. The list administrators can help you figure out how to do something, subscribe/unsubscribe you, or change your settings if you are unable to change them yourself for some reason. This list administrator email address is in the form LISTNAME-owner@mailman.lls.edu, where LISTNAME is the name of the list (e.g. events).