Roosevelt University Mailing List Setup Request Form

To request a new mailing list, fill out and submit the following form. After the list has been created ITS staff will contact the list manger to arrange for the initial population of the subscription list.

1. **List name**. Maximum 32 characters, no spaces. This is the name that appears in email headers and should be descriptive but short.	List name:
2. **List title**. The full, descriptive title of the list. 60-80 characters, spaces okay.	List title:
3. **List manager(s)**. Name and email address of one or more RU staff who will be responsible for management tasks such as subscription list maintenance and handling special requests	Managers:
4. **Student groups.** For student groups, provide the name of the group and the group's principal advisor or sponsor.	Group name: Group advisor:
5. **List type**. An announcement list allows posting only by authorized users and prohibits replies. A discussion list permit posting by all subscribers, with or without moderation.	__ Newsletter/Announcement (one-way only) __ Moderated discussion (manager approves messages) __ Open discussion
6. **Subscription policy**. Who can subscribe and how are subscriptions approved?	__ Open - anyone can self-subscribe without approval __ Limited - self-subscription only with approval of manager __ Closed - manager controls subscription list
7. **Reply handling**. Can users reply to list messages, and if so where are those messages sent?	__ Replies are sent to the original sender (recommended) __ Replies are sent to the whole list __ Replies are sent to both the list and the sender __ Replies are not allowed
8. **Posting by non-subscribers**. How should the system handle messages sent to the list by nonsubscribers?	__ Nonsubscribers cannot post to the list (recommended) __ Nonsubscribers can freely post to the list __ Nonsubscribers can post with owner approval
9. **Attachment policy**. Should attachments be allowed?	__ Allow attachments (maximum file size: _____) __ Do not allow attachments

Request form submitted by (name) _____ on (date) _____
Department _____
Return this form to: Timothy Hopkins, ITS User Services, AUD 364.