

Subscribe to a List

Using the web interface:

1. Go to <http://www.psych.mcgill.ca/mailman/listinfo/LISTNAME> to find the list you want to join. Substitute LISTNAME with the name of the list that you want to join (e.g., rave, coggroup).
2. Look for the section marked "Subscribing to LISTNAME" and fill in the boxes:
 - Enter your email address.
 - You may choose to supply your real name.
 - You may choose a password. If you do not choose one, Mailman will generate one for you.
Warning: Do NOT use a valuable password, since this password may be mailed to you in plain text.
 - If the list supports more than one language, you may be able to choose your preferred language.
Note: This setting does not affect posts to the list, only pre-prepared Mailman texts such as your member options page.
3. Press the subscribe button. A new page should appear telling you that your request has been sent.

Using the email interface:

1. Open an 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@psych.mcgill.ca (example: to join the rave list, type rave-join@psych.mcgill.ca).

You may receive an email message asking for confirmation that you really want to be subscribed to the list. 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 limited list. You may have to wait for a moderator *and* follow the instructions in the confirmation mail. Once this is done, you will likely 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.

Unsubscribe From a List

Using the web interface:

1. Go to the list information page for the list you want to leave. Substitute LISTNAME with the name of the list that you want to unsubscribe from.
2. Look for the section marked "LISTNAME subscribers" (usually found near the bottom of the page).
3. There should be a button marked "Unsubscribe or Edit Options." Enter your email address in the box beside this button and press the button.
4. You should be brought to a new page which has an "Unsubscribe" button. Press it to unsubscribe and follow the instructions given.

Using the email interface:

1. Open a mail program which sends mail from the address you want to unsubscribe.
2. Send a mail to the list unsubscribe address, which will be of the form LISTNAME-leave@psych.mcgill.ca. (example: to unsubscribe from the rave list, type rave-leave@psych.mcgill.ca).

After following one of these sets of instructions you will be sent a confirmation mail and must follow the instructions given in that mail to complete the unsubscribe process. In addition, a moderator may need to approve your unsubscription. If you do not receive this confirmation mail with instructions, make sure that you typed your email address correctly and that the address you tried to unsubscribe is, indeed, actually subscribed to that list. Once your unsubscription has been processed, you will receive another message confirming your unsubscription from the list, and at that point you should stop receiving messages.