

Mailinglists - Create List

After registering you can **Create List** ("**Liste anlegen**") in the main navigation on top. Proceed as follows:

1. Enter a **list name**, for example "einrichtung.listenname". Choose the name carefully since it's pretty much the only thing that can later be changed only via the Sympa administrator. It should for example consist of an abbreviation of the institution (2-4 letters) and the list name. The complete address would be **inst.listname@sympa.ethz.ch**, e.g. "math.research@sympa.ethz.ch" or "id.vpp@sympa.ethz.ch."

Your entry in the listname will later appear in the email subject line in square brackets and is part of the list address as listname@sympa.ethz.ch. If capitals are used for the listname they are automatically converted to lowercase.

2. "Listentyp" resp. "**list_type**" regulates basic settings with typical focal points; basically **Public discussion mailing list** (---> everyone writes to everyone) or **Mailing list configuration to be used for a news letter** (---> one writes to all) would be a good starting point.
3. The **list title** is a short description for the mailing list in the Sympa list overview sympa.ethz.ch.
4. A **subject area** MUST be selected.
5. The **description** will be displayed when you select **Info** on a list selected in Sympa. It is important to create an informative description.
6. "**Mailing-Liste erzeugen**" (Generate mailing list) sends your list request to the Sympa ETH administrator who will activate it. Your "Description" informs the latter and other Sympa users on the content and objective of your list.

If you are the owner of a mailinglist, then you can "Copy an existing list".

Update: Zurich, 01 December 2016