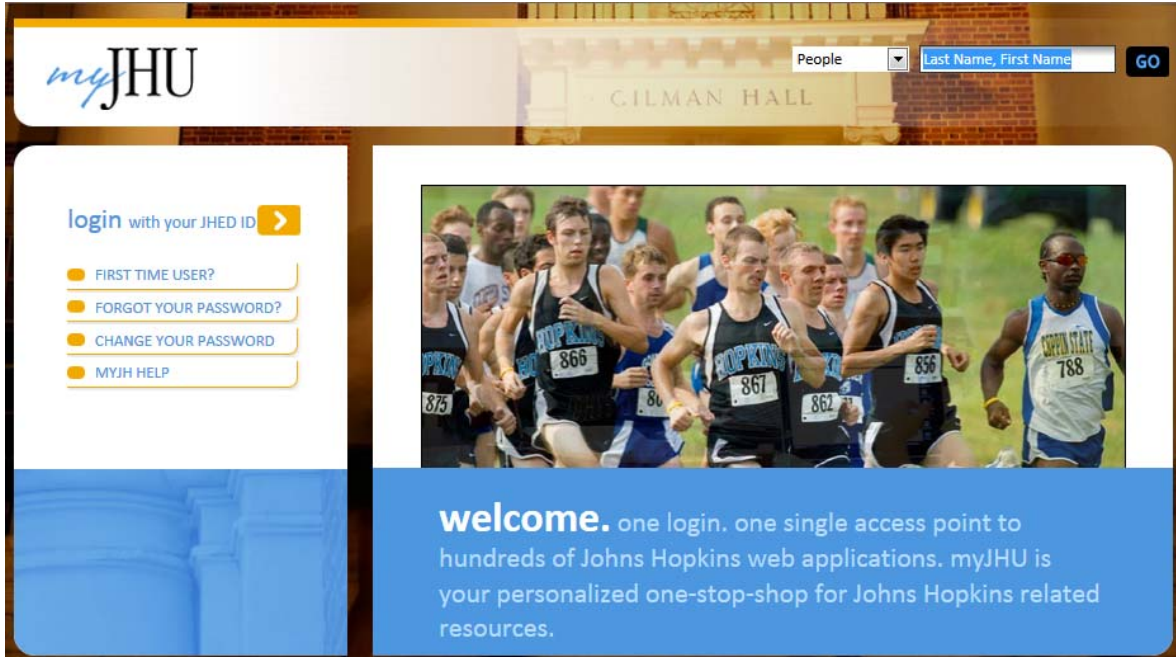
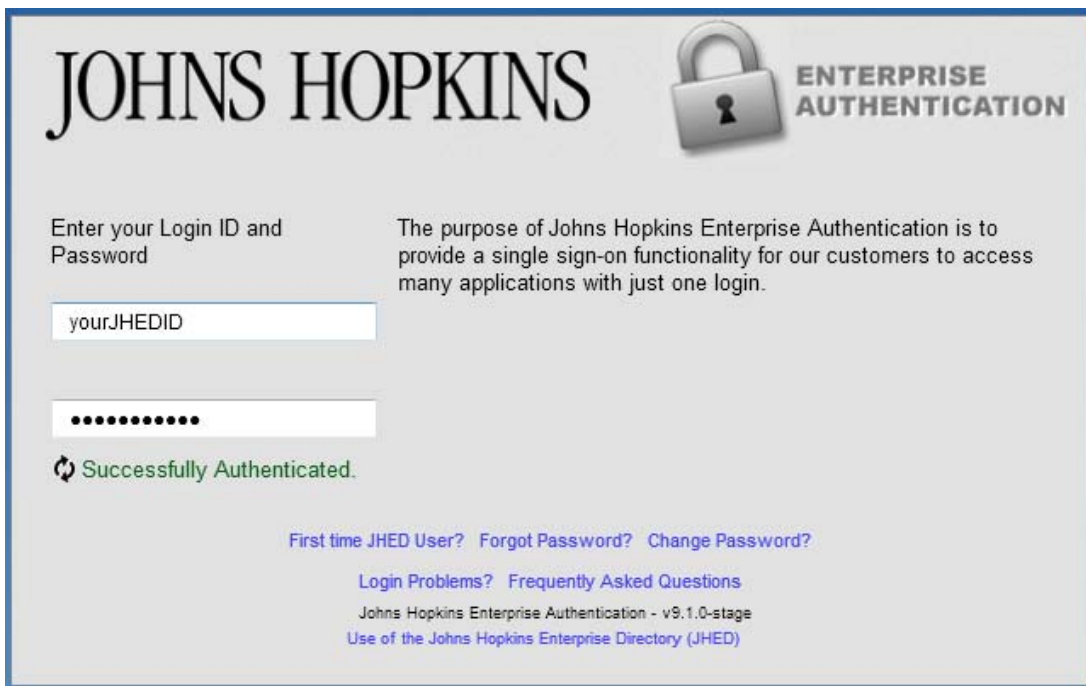


Step-by-Step Instructions for Requesting a Sympa Mailing List

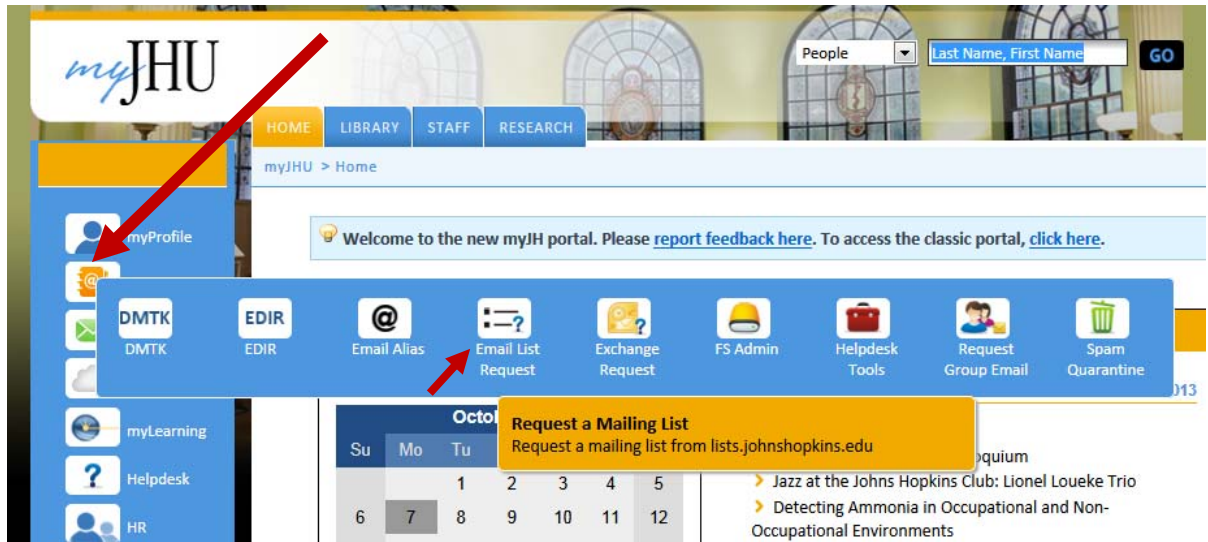
1. Go to the JH Enterprise Portal (<http://my.jh.edu>) and click on the **Login** button.



2. Sign in using your JHED ID and password.



3. Hover over the **JHED** grouplink to the left, then select “Email List Request”.



4. Read the **Mailing List Owner’s Agreement & Guidelines** in full, then click “I agree”.

THE MAILING LIST

6. Owners should be aware of possible complications with sending HTML formatted messages to a list since some email clients will not or cannot display such messages correctly. Since the Enterprise Messaging team cannot support nor guarantee that all email clients can read HTML formatted messages, we suggest all correspondences within a list should be plain text to minimize display issues.
7. If customer inquiries arise due to the use of HTML formatted messages, those inquires will be referred back to the owner of the list for clarification. This may prompt subsequent emails to be sent in plain text.

[I agree.](#)

5. Complete the List Configuration form and click **Send Form** at the bottom of the page. Note that some fields will be filled in automatically.

Moderator Email

Moderator is the person who reviews messages sent to the list.
If you require more than one moderator,
enter all email addresses separated by commas.

List Replies «

How replies are handled - when someone hits "Reply" in their
email client

Archives «

List archives recorded

Fields marked with "«" are required.

Reply-to-sender
 Reply-to-list
 Reply-to-all


Yes
 No

You will be taken to a confirmation page after submitting. If you are not, please email listmaster@lists.johnshopkins.edu.

6. Once the form has been successfully submitted, the following screen will display.

HOME LIBRARY STAFF RESEARCH

myJHU > Request Mailing List

 Welcome to the new myJH portal. Please [report feedback here](#). To access the classic portal, [click here](#).

Request Mailing List

Your list request has been sent.
[Create another mailing list.](#)

7. The following email will appear in your mailbox. If you do not receive an email telling you that your list request has been received, please repeat the process.

