

## **NOCPH MPH Mailman E-Group Instructions**

(Revised 08/19/2008)

Welcome to the Northwest Ohio Consortium for Public Health (NOCPH) Master of Public Health (MPH) Mailman E-Group. This email service is hosted by the University of Toledo Health Science Campus for use by NOCPH MPH Students, Directors and Staff to communicate about issues concerning the consortium and its three majors. The List Administrator is Mary Alderman, and you can contact her at [mary.alderman@utoledo.edu](mailto:mary.alderman@utoledo.edu) or 419-383-5356 if you have questions that are not covered in the questions and answers below. Please read the following before attempting to use the List:

### **What is "Mailman"?**

Mailman is a program used to manage email distribution lists on the Health Science Campus. Through Mailman technology, one can communicate with multiple users by sending an email message to the list address (MPH@MAILMAN.UTOLEDO.EDU). The message is then distributed to all subscribers of the list MPH. Only subscribers of the MPH list can post or view these messages. As a student or director of the NOCPH MPH, you have been automatically subscribed to the list.

### **How do I post an email to the List?**

You will address an email message to MPH@MAILMAN.UTOLEDO.EDU, type the subject line and body of the message as normal and hit send. Be careful not to send personal emails to the list, because once you send a message, it can not be retracted and all subscribers to the list will receive it.

### **How do I reply to a message on the List?**

You will simply reply as you would to any other email you receive. The Mailman E-Group is set up so that all replies go to only the author of the email to which you are responding, so if your reply is of interest to all subscribers, it is recommended you also type in the list address (MPH@MAILMAN.UTOLEDO.EDU) as a CC of your response.

### **What type of things are appropriate for posting to the List?**

This list was created to discuss anything and everything related to the NOCPH MPH. Recommended uses include (but are not limited to): study group organization, books for sale, class meeting times, transportation help needed, etc. Just keep in mind that messages posted to the list should be professional and appropriate for viewing by all Students and Directors of the NOCPH.

### **How do I change my email address or subscription options for the List?**

To make changes to your subscription settings, contact the List Administrator Mary Alderman at [mary.alderman@utoledo.edu](mailto:mary.alderman@utoledo.edu) or 419-383-5356 for assistance.

### **What if I am having problems receiving Mailman list mail?**

If you are experiencing problems with your list mail, contact the List Administrator Mary Alderman at [mary.alderman@utoledo.edu](mailto:mary.alderman@utoledo.edu) or 419-383-5356 for assistance.

### **How do I suspend receipt of List mail when I'm going on vacation?**

If you would like to temporarily suspend receipt of list mail, contact the List Administrator Mary Alderman at [mary.alderman@utoledo.edu](mailto:mary.alderman@utoledo.edu) or 419-383-5356 for assistance.