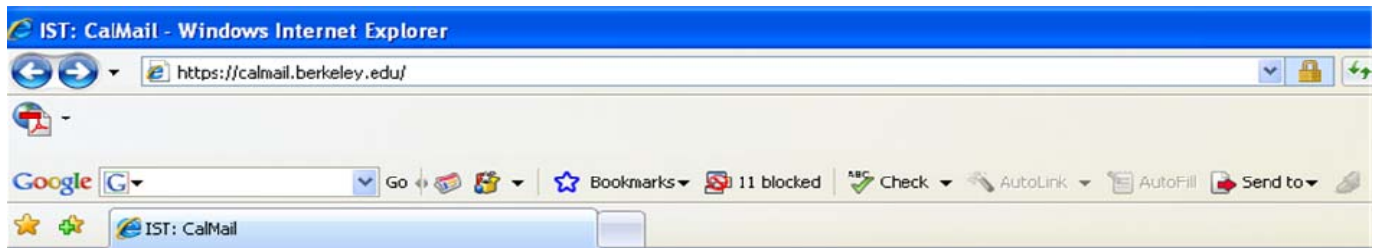


How do I Create Calmail Mailing List?

In order to create a Calmail mailing list, you must first have a Calmail account. If you do not yet have a Calmail account, please see the document [How do I Create a Calmail Account](#) on our How do I website.

Once you have created your mailing list, you will be automatically subscribed with your Calmail (e.g. **(username@berkeley.edu)** account. You can configure your Calmail account to forward your messages to your haas email account so that you do not have to check two accounts. In this document we will show you how to **create a Calmail mailing list** in the first part, and in the second part we will show you how to **set up forwarding from your Calmail account to your Haas email account**.

Step	Procedure
1	<p><i>Creating a Calmail Mailing List</i></p> <p>To create a new Calmail mailing list, go to the Calmail website at: http://calmail.berkeley.edu</p> <p>Click on the Manage Your Mailing Lists link on the upper left hand side.</p>



CalMail

- Quick Links**
- Create Account
 - Manage Your Account
 - **Manage Your Mailing Lists**
 - Change Password
 - Knowledge Base
 - Client Settings
 - Departmental Domain Email Service
 - IT Policy
 - IT Security
 - System Status
 - Non-IST Services

Log In

To check your CalMail account, please log in below:

Username:

Password:

([Forgot username and/or password?](#))

Note: If your account is in one of the Departmental Domains on the CalMail system, you must enter your full email address (e.g, username@domain.berkeley.edu).

Knowledge Base Search

Search Knowledge Base:

Step	Procedure
2	Enter your Calmail account name (username) and password.

Quick Links

- CalMail Home
- Manage Your Account
- Manage Your Mailing Lists
- Change Password
- Create Account
- Knowledge Base
- Departmental Domain Email Service
- IT Policy
- IT Security
- System Status
- Non-IST Services

Please log in to manage your CalMail mailing lists.

Username:

Password:

([Forgot username or password?](#))

Note: If your account is in one of the Departmental Domains on the CalMail system, you must enter your full email address (e.g, username@domain.berkeley.edu).

Step	Procedure
3	Once you log in, on the upper left hand side you will see the Calmail account that you are logged in with. To create a mailing list, click on the link Create a List under <i>Manage your Mailing Lists</i> .

Logged in as paz@berkeley.edu

[Logout](#)

Navigation

- [Manage Your Account](#)
- [Manage Your Mailing Lists](#)
- [Create a List](#)

You do not own any lists.

You are not subscribed to any lists.

[Subscribe/Learn about a list](#)

List address
Enter the full email address of the mailing list, i.e., list_name@lists.berkeley.edu

Step	Procedure
4	<p>Haas staff and faculty members will be offered a choice between haas.lists.berkeley.edu or lists.berkeley.edu. Students can only create lists under lists.berkeley.edu for personal and club usage.</p>

CalMail - Manage Your Mailing Lists - Windows Internet Explorer

https://calmail.berkeley.edu/manage/list/create_list

IST UC BERKELEY Skip to

IST Home > CalMail Home > Manage Your Mailing Lists > Create List

Create a Mailing List

You are eligible to create a mailing list in the domains listed below. Note that lists.berkeley.edu are for departmental use only. Please select a d

Logged in as xma@berkeley.edu

Logout

Navigation

Manage Your Account

Manage Your Mailing Lists

▶ **Create a List**

Create Mailing List

Domain

Choose one of the following domain(s).

lists.berkeley.edu ▼

lists.berkeley.edu

lists.haas.berkeley.edu

UC Berkeley UC Berkeley CIO Campuswide I
 Copyright 2006 The Regents of the University of California.
 Site Map Contact CalMail Consulting (510.6

Step	Procedure
5	<p>Provide the information requested for the mailing list to be created.</p> <p>To create list under lists.berkeley.edu, choose Personal for List Purpose.</p> <p>Enter a List Name, this will be the lists' email address—the part prior to the "@" sign.</p> <p>Select all the other initial settings. See the list on the next step.</p>

The screenshot shows the 'Create a Mailing List' page on the IST website. On the left, a sidebar indicates the user is logged in as 'paz@berkeley.edu' and provides navigation links for account management and creating a list. The main content area contains the following sections:

- Create List**: A heading for the form.
- List purpose**: A dropdown menu set to 'Personal use', circled in red. The instruction reads: 'Select whether this list is for personal use, or should be associated with a department.'
- List name**: A text input field with a yellow background. The instruction reads: 'Enter the name of the list. This is the portion of the email address of the list before the "@" symbol.'
- Advertised**: A radio button selection for 'No' (selected) and 'Yes'.
- Subscribe policy**: Radio button selection for 'Confirm' and 'Confirm and approve' (selected).
- Should new members be moderated**: Radio button selection for 'No' (selected) and 'Yes'.
- Postings from non-members**: Radio button selection for 'Accept' and 'Hold' (selected).

Step	Procedure
6	<p>Advertised: Choose Yes if you want other UCB users to be able to see that this list exists. If you choose No, only the people that are members will know about it.</p> <p>Subscribe Policy: The choices are Confirm and Confirm and Approve. If you choose Confirm—a user will be subscribed to the list when he/she requests it after their email address has been confirmed. If you choose Confirm and Approve, when the subscription request is submitted, their address will be confirmed, then you (or the owner) will have to approve the requestors subscription.</p> <p>Should New Members be Moderated: Here you can choose whether you want to check and approve the messages new members send to the list (before the message is sent) by choosing Yes, or not by choosing No.</p> <p>Posting From Non Members: Choose whether you want messages sent from Non-Members to be Accepted and sent, Held for moderation so you can check it first, Rejected, or silently Discarded. Both Reject and Discard will automatically get rid of the message, but the Reject option will send a message to the sender that their message was rejected. The Discard option will automatically discard the message and no notice will be sent to the sender.</p> <p>When you are done entering the above information, click the “Create List” button at the bottom of the form.</p>

Subscribe policy
 What steps are required for subscription? Choose "Confirm" to allow anyone to subscribe after email address confirmation. Choose "Confirm and approve" to require administrator approval of subscriptions.

Confirm
 Confirm and approve

Should new members be moderated
 You can preview and approve their messages before they are posted to the list.

No
 Yes

Postings from non-members
 Select what action to take when a non-member posts to the list. "Accept" the message, "Hold" the message for moderation, "Reject" the message, or silently "Discard" the message.

Accept
 Hold
 Reject
 Discard

Step	Procedure
7	Once the list is created you will get a message like the one below with the address for your mailing list , and a link to start subscribing members to your list. Just click on the subscribe link to add members to your new list.

IST Home > CalMail Home > Manage Your Mailing Lists

IST Home Getting Started

Create a Mailing List

You have successfully created the haas_student_test@lists.berkeley.edu mailing list.

The next step is to invite people to **subscribe** to your list.

You can post messages to the mailing list by addressing email to:

haas_student_test@lists.berkeley.edu

Logged in as paz@berkeley.edu

Logout

Navigation

Manage Your Account

Manage Your Mailing Lists

▶ Create a List

Step	Procedure
8	<p>Setting up Forwarding from your Calmail Account</p> <p>Once you have created your mailing list, if you have a Haas email account, you can setup forwarding on your Calmail account so that you do not have to check two account for your mail. To configure forwarding, follow the steps below.</p> <p>Go to http://calmail.berkeley.edu and click on the link Manage Your Account</p>

IST Home > CalMail Home > Manage Your Account

IST Home Getting Started

CalMail - Manage Your Account

Please log in to manage your CalMail account.

Quick Links

- CalMail Home
- **Manage Your Account**
- Manage Your Mailing Lists
- Change Password
- Create Account
- Knowledge Base
- Departmental Domain Email Service

Username: oski_bear@berkeley.edu

Password:

Log In

(Forgot username or password?)

Step	Procedure
9	At the next window, click the Forwarding link on the left hand side.

Account Information for oski_bear@berkeley.edu

Your account has the following disk usage and quota:

Used	31 MiB
Quota	250 MiB
Percent Used	12.40%

Your account has the following spam settings:

- You have chosen medium spam protection
- Your spam is deleted after 30 day(s)
- You are using the DNS blocking service

Step	Procedure
10	At the forwarding page, enter the email address where you would like to forward your Calmail messages (such as your Haas email address), then choose the Delivery Mode from the two available radio buttons. You can choose to either save a copy of the forwarded messages on your Calmail account, or to not keep a copy. If you decide to keep a copy, please keep in mind that there is a quota limit for Calmail accounts of 10GB.

Forwarding for oski_bear@berkeley.edu

You can forward your mail to another email address and you can also choose whether to keep a copy of incoming mail in your CalMail Inbox. Please refer to [How do I forward my mail?](#) for more details.

Please note that spam addressed to your account will not be forwarded.

Mail is not being forwarded.

Forwarding

Add Forwarding Address
oski_bear@haas.berkeley

Delivery Mode

Save a copy of incoming mail in my Inbox

Forward my mail without saving a copy