

Add TAs to Course Email List

Stephanie Obodda - 2024-09-03 - Comments (0) - Course Email

All registered students and the instructor of record are automatically added to a course list. The instructor (the list administrator) can give a TA or co-instructor access to the list to allow non-Banner registered users to post messages. Also, the list administrator can add a non-Brown.edu email address to allow instructors to send emails from their primary email address (i.e. Gmail, Hotmail, Yahoo, etc.)

In Sympa (the course email list manager) there are two types of users that can post to a list: list owners and list moderators.

Add additional users to a course list

1. Navigate to Sympa (<http://lists.brown.edu/sympa/>) and log in by clicking on the “Brown Login” button on the top left.
2. Once logged in, click the “admin” button next to the course email list.



3. To add a TA or instructor, click the “Manage Owners” link.

Casual administration

- **Manage owners:** Allows you to add or delete list owners
- **Edit list config:** Use it with care : it allows you to modify list configuration
- **Customizing:** Editing of various files and messages attached to the list
- **Manage subscribers:** Allows you to add or delete list subscribers
- **Blacklist:** Handles the set of black-listed mail addresses
- **Manage archives:** Allows you to download and delete list archives
- **Bounces:** Manages non-delivery reports (also called bounces)
- **Logs:** A tool for exploring the list logs.

4. Add a new owner or moderator by typing their email and name in the fields provided.

Owner Help

email address :

name :

private informations :

profile : normal

reception mode :

visibility :

Moderators

Help

email address : TA_emailaddress@brown.edu

name : TAFirstName Lastname

private information :

reception mode : mail

visibility : noconceal

5. Click the "Update" button at the bottom of the page. A confirmation screen will appear to alert that changes have been added. The added users will also appear in the list displayed on the page.

Comments (0)
