Add TAs to Course Email List

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