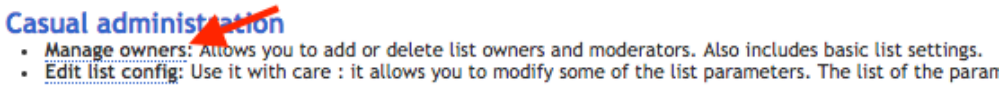
Send Course Emails from Alternative Address

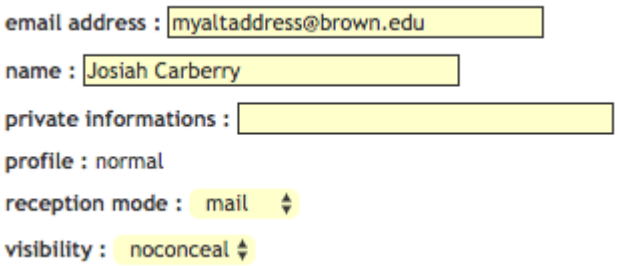
Stephanie Obodda - 2017-07-24 - Comments (0) - Email

Send email to course lists from non-Brown email addresses using these instructions:

1. In your web browser, navigate to http://lists.brown.edu/sympa/ and log in by clicking on the “Brown Login” button on the top left.
2. Once you log in, you will see the course email lists available to you. Click the “admin” button next to your course email list.
3. To add an alternative email, click the “Manage Owners” link.



4. Add the alternative email by typing the email and name in the "Owner" field.



5. Click the “Update” button at the bottom of the page. You will now see a confirmation screen showing that your changes have been added. The added users will also appear in the list displayed on the page.

Comments (0)