ITS Resource Center Home

How to Temporarily Turn Mass Mail Off and On

Contact Information
Help Desk & Training Services
315-859-4181
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Hours:
M-F 8:30 a.m. - 4:30 p.m.
Sa-Su 10 a.m. - 10 p.m.

As a student or employee, you are automatically subscribed to 6 mass mail lists. For example, if you are a student in the class of 2016 you are subscribed to: events-all, events-students, events-2016, notices-all, notices-students and notices-2016. Please review the grid below to determine the lists to which you are subscribed.

<table>
<thead>
<tr>
<th></th>
<th>Events</th>
<th>Notices</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>All</td>
<td>All</td>
<td>events-all</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notices-all</td>
</tr>
<tr>
<td>Students</td>
<td>Students</td>
<td>Students</td>
<td>events-students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notices-students</td>
</tr>
<tr>
<td>xxxx (class year)</td>
<td>xxxx (class year)</td>
<td></td>
<td>events-2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notices-2016</td>
</tr>
<tr>
<td>Employees</td>
<td>All</td>
<td>All</td>
<td>events-all</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notices-all</td>
</tr>
<tr>
<td>Employees</td>
<td>Employees</td>
<td>Employees</td>
<td>events-employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notices-employees</td>
</tr>
<tr>
<td>admin, faculty,</td>
<td>admin, faculty,</td>
<td></td>
<td>events-admin</td>
</tr>
<tr>
<td>staff or maintop</td>
<td>staff or maintop</td>
<td></td>
<td>notices-faculty</td>
</tr>
</tbody>
</table>

How to temporarily turn OFF mass mail

If you are going away, for example, and you do not want to receive mass mail during your absence, here is how you can turn off all or some your mass mail. **NOTE:** Unsubscribing from these lists will accomplish the same goal but *only* if you unsubscribe from all 6 lists. If your goal is to unsubscribe from only a few of the lists (e.g. only the -all lists) you must use the method described below.

1. Determine the lists you want to temporarily turn off.
2. Address an e-mail message to listserv@listserv.hamilton.edu
3. In the body of the message type something similar to the following (the content will depend on which lists you want to turn off). **NOTE:** each entry should be on a separate line and there should not be a space between "no" and "mail".

    set events-all nomail
set notices-all nomail
set events-students nomail
set notices-students nomail

4. If you use an automatic signature in your e-mail, you need to turn it off (or delete it) for this message. Otherwise, your signature will generate an error message and your change will not be accepted by Listserv. If you do not know if you use an automatic signature, you are likely not using one.
5. Send your message

**How to turn mass mail back ON**

**NOTE:** If you unsubscribed from the mass mail lists, you must resubscribe to them. The method described below will not work if you are not subscribed to the list. Click [here](#) for instructions. Otherwise, proceed with the instructions that follow.

1. Determine the lists you want to turn back on.
2. Address an e-mail message to listserv@listserv.hamilton.edu
3. In the body of the message type something similar to the following (the content will depend on which lists you want to turn on). **NOTE:** Each entry should be on a separate line.

   set events-all nomail
   set notices-all nomail
   set events-students nomail
   set notices-students nomail

4. If you use an automatic signature in your e-mail, you need to turn it off (or delete it) for this message. Otherwise, your signature will generate an error message and your change will not be accepted by Listserv. If you do not know if you use an automatic signature, you are likely not using one.
5. Send your message

*Last Updated: November 15, 2011*