

How to create email list via Interchange

Note: you are allowed a max of 8

<http://www.it.ubc.ca/accounts/interchange.html>

Manage your account.

<https://web.interchange.ubc.ca/account/login/login.cfm?redirectUrl=/account/index.cfm?>

Manage Your Account - Sign In

Use your CWL username and password *

Click: create or manage your mailing lists

Click: Create

Enter new mailing list name (Valid mailing list names consist of a word or a name followed by a hyphen, followed by another word or a name. eg. knitwits-ubc

Edit your list by adding description & intro message (if you wish).

Click Users to add email addresses.

Click Options to create limits (eg. the Who feature)