**Description:** Each course or project site has an automatically generated site email address and all email sent to that address is archived (saved) in the Mailing List Archive. Email cannot be sent to individual participants through the site. Messages sent to the site’s email address will go to all participants.

The Mailing List Archive uses links to handle attachments. Instead of receiving an attachment directly in the body of an email message, site participants click a link to view the attachment.

Site participants can choose how often they want to receive email sent to the site’s email address in the “Preferences” feature in My Workspace.

**About Mailing List Archive:**

- The Mailing List Archive automatically updates email groups for course sites. As students add or drop the course, they will be added or dropped from the email group appropriately.

- Messages can be sent from any email program to the site email address.

- Clicking a column header (From, Subject or Sent) will sort the messages by that header. In the subject column, clicking the up arrow arranges messages alphabetically. When sorting by date received, clicking the up arrow will order the messages from most recent to oldest. In both cases, clicking the down arrow reverses the order.

- The Mailing List Archive uses plain text to format messages, even if their original format was HTML or rich text. Site participants can view a message in its original format by clicking the link provided in the Mailing List Archive.

**Key Concepts:**

- Create a Mailing List Archive
- Send Mail to Site Participants
- Read Messages in the Mailing List Archive
- Search a Mailing List Archive
- Delete a Message in the Mailing List Archive
- Customize Your View of the Mailing List Archive
- Set Access Options
- Set Permissions

**Create a Mailing List Archive:**

**Step 1:** In the site menu bar, click [Site Info].

**Step 2:** Click [Edit Tools].

**Step 3:** Check the box next to [Mailing List Archive], and then click [Continue].
Step 4: In the field next to Site email address enter an alias email address for the site. The alias is a name that is easy to remember and understand, and will appear in the email address immediately before the “@” symbol.

For example for your course Span 1310.251, enter spanish1. The email address for your course will then be spanish1@tracs.txstate.edu/

Step 5: Click [Continue].

Step 6: A confirmation message will appear. Click [Finish].

Send Mail to Site Participants:
Step 1: Open your email application associated with your Texas State email account, and address the message to your site address.

Step 2: Compose your message and send.

Read Messages in the Mailing List Archive:
Step 1: From the site menu bar, click [Mailing List Archive].

Step 2: To navigate through pages of messages, use the arrows above the “Date Received” column header.

Click [>] to go to the next page, and [<] to go to the previous page.

Click [<] to go to the first page of messages, and [>] to go to the last page of messages.

Step 3: When you locate the message you want to read, click the subject line to read it. The [Next Email] and [Previous Email] buttons allow you to move from message to message.

Search a Mailing List Archive:
To search for a word in the email messages within an archive:

Step 1: In the site menu bar, click [Mailing List Archive].

Step 2: In the text box near the top of the screen, type the word to search for, and then click [Search].

NOTE: The Mailing List Archive search is not case sensitive. Also, you can search only for a single word. Do not use quotation marks around your search term unless you are searching for a term in quotation marks.

Step 3: A list of search results will appear. You may click the linked subject line to view a message. Click [Return to List] to return to your search results.

Step 4: On the search results screen, click [Clear Search] or the reset button to return to the default Mailing List Archive
display (the list of all email messages in the archive). Or you may search the archive again.

**Delete a Message in the Mailing List Archive:**
To delete a message, you must have an instructor or maintain role in the site.

**Step 1:** In the site menu bar, click [Mailing List Archive].

**Step 2:** Click the email message subject, to open it, and then click [Delete].

**Step 3:** Click [Remove] to confirm the deletion.

**Customize Your View of the Mailing List Archive:**

**Step 1:** In the site menu bar, click [Mailing List Archive].

**Step 2:** Use the drop-down menu above the list of messages to change the number of messages displayed on each page.

**Step 3:** Click the heading of any column of the message list to sort by that column. Click the heading again to change the display order from ascending to descending, or from descending to ascending.

**Set Access Options:**
You must have an instructor or maintain role in the site to access the following Mailing List Archive options.

**Step 1:** In the site menu bar, click [Mailing List Archive].

**Step 2:** Click [Options].

**Step 3:** On the next screen, click the appropriate radio button to have messages accepted from anyone, or only from site participants.

**Step 4:** Click [Update Options].

**Set permissions:**
You must have an instructor or maintain role to set permissions.

**Step 1:** In the site menu bar, click [Mailing List Archive].

**Step 2:** Click [Permissions].

**Step 3:** Checkmark the appropriate boxes to determine which roles will be able to create, read, and delete messages in the Mailing List Archive.

**Step 4:** Click [Save].
For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: http://tracs.txstate.edu/portal/login

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822