



## Listserv Requirements

There are 4 things we need from you to set up a list. Just send your response to the Helpdesk with your answers and it will be set up in a couple of days:

1. A list ID:

This is the address list members will use when they are sending mail to the list. It needs to be 8 letters or less. Many lists start with "SNY", indicating that they are SUNY lists. Many lists also end with "-L", indicating that they are discussion lists. However, neither of these is required. It's a good idea to use at least one of these two conventions because this list name will be visible to the public and we want to indicate that this is a SUNY list not open to the general public. Of course, nobody can sign on without the list owner's permission, but you might get a lot of unwanted requests.

For example: **SUNY-L**

2. A brief name for the list:

Just a short name describing the main purpose of the list

For example: **SUNY Academic Programs Officers Discussion List**

3. A list description:

A couple of sentences describing what the list is for.

4. List owner:

The name and e-mail address of the person who will be responsible for maintaining the list. There can be more than one list owner.