



# MISSISSIPPI STATE UNIVERSITY™

## INFORMATION TECHNOLOGY SERVICES

### Mailing List Request Form

Mailing list names must be one string consisting only of lowercase letters, number, and/or the hyphen character. As a practical matter, long names tend to be difficult to use, so the name should be 15 characters or less. Web access for Mailing Lists is located at [lists.msstate.edu](https://lists.msstate.edu). A student request requires a Faculty signature located below.

#### Requestor:

Full Name: \_\_\_\_\_ NetID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Classification: ☐ Faculty ☐ Staff ☐ Student

#### Mailing List Information:

Requested Mailing List Name: \_\_\_\_\_ @lists.msstate.edu

Department or Organization: \_\_\_\_\_

Estimated Number of Subscribers: \_\_\_\_\_

Classification: ☐ MSU Only ☐ MSU and Off Campus

#### Mailing List Configuration: (Please choose ONE.)

- ☐ Newsletter, restricted to moderators and owners
- ☐ Moderated, not restricted to subscribers
- ☐ Not moderated, restricted to local domain and subscribers
- ☐ Moderated, restricted to subscribers
- ☐ Public list, not moderated or restricted
- ☐ Private, restricted to subscribers, moderators, owners

#### Purpose of Mailing List:

\_\_\_\_\_  
\_\_\_\_\_

#### Signatures:

\_\_\_\_\_  
Requestor's Name (please print)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date:

*If Requestor is a Student, a Faculty signature is required below:*

\_\_\_\_\_  
Faculty Member's Name (please print)

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Email Address