NEW LIST REQUEST FORM

To request the creation of a new list on the MSU list server please send an email to
listhelp@montana.edu with the answers to these questions:

1. **Name of the list:** *No spaces are allowed in the list name*

2. **Short description of the list:**

3. **Names & addresses of list owner(s):**
The person(s) who will be responsible for the administration and maintenance the list. One owner must have an @montana.edu domain address.

4. **Who can subscribe (add) members to the list?**
   a) Owners (owner-controlled)
   b) Anyone (self-subscription)

5. **Who is allowed to post (send mail) to the list?**
   a) Owners only
   b) Owners and members
   c) Anyone in the world

6. **To whom should replies to the list be sent?**
   a) Sender (just to the person who sent the message)
   b) List (all members)
   c) Specified address

7. **Would you like to have a web archive created for your list?**
   a) Yes
   b) No

   **If Yes:**

   **Who will have permission to access the archive?**
   1. List owners
   2. Owners & subscribers
   3. Anyone (public)
To request the creation of an auto-generated list
Send an email to listhelp@montana.edu and include the following information:

1. Name and address of list owner(s)

2. A description of the group you are trying to target and any associated Banner codes needed to identify the group.

For more information about the MSU Mailing List Service go to http://www.montana.edu/itcenter/lists/faq.php