

## MSU Class Roll Email Lists

Class email lists are created on Sympa, MSU's list server. Beginning in the summer of 2017, lists for the future (upcoming) semester will be made available during the current semester. Due to this, the list name format has changed. Please see details below.

- A class email list is created for every section of every class that has a student enrolled in it.
- Lists are available for the current and the upcoming semester. (NEW)
- Lists are updated nightly to track enrollment changes.
- Instructors and TAs can send email to their lists automatically from their @montana.edu address.
- Lists may be used by classroom instructors to communicate with their students, or as a forum for classroom discussion.

### What is the new list name format?

List names (bioh112001-fa17) are the concatenation of the subject area, the course number, and the section number of a class, followed by a hyphen, and a 4-character term code.

#### New list name examples:

BIOH 112-001 offered in Fall 2017

[BIOH112001-FA17@sympa.montana.edu](mailto:BIOH112001-FA17@sympa.montana.edu)

ARTH 200IA-008 offered in Spring 2018

[arth200008-sp18@sympa.montana.edu](mailto:arth200008-sp18@sympa.montana.edu)

The 4-character term code consists of the 2-character semester abbreviation and 2-digit year abbreviation:

**fa** = fall - **sp** = spring - **su** = summer

**17** = 2017 - **18** = 2018 - **19** = 2019

NOTE on format:

- List names are NOT case sensitive.
- Any letters following the course number are NOT included in list name (see ARTH example above).
- The correct subject abbreviation, course number, and section can be found by referring to the [Schedule of Classes](#).

### When are class lists for an upcoming semester available for use?

Class lists are created for a course in the upcoming semester within 24 hours after the first student registers for it. Until a student has registered for a class, no list will exist for that class.

See the [Registrar's Registration page](#) to find exact date information for semester registration.

### How long are class lists available for use?

Class lists for the current semester are dropped from the list server 4 days after the last day of finals of that semester (same as official last day of semester).

For example, if summer semester classes end Friday, August 5, the summer class lists will no longer be available on Tuesday, August 9.

### How do I send email to a list?

Send email to your class by addressing mail to `listname@sympa.montana.edu`.

Examples:

TO: [BIOB318001-fa17@sympa.montana.edu](mailto:BIOB318001-fa17@sympa.montana.edu)

TO: [actg327001-fa17@sympa.montana.edu](mailto:actg327001-fa17@sympa.montana.edu)

### Who can send email to a list?

Anyone who is a list member can send email to the list using the exact same address that is listed for them on the list.

Additionally, email messages are accepted from any @montana.edu domain address. If you are the classroom instructor or TA and wish to use an address that is not your @montana.edu address (i.e. send to the list from a personal email address), simply add that address to the list as detailed in the question below.

### How can I add my address to a list?

#### To add yourself to a list:

1. Send a message to `sympa@sympa.montana.edu` from the address you want to subscribe.
2. Enter the following line in the subject field of the message:  
subscribe `listname first last` - (subscribe `BIOB318001-fa17 Jane Doe`)
3. Leave the message body blank.

#### To add your address to multiple lists at once:

Follow steps above but leave the subject line blank and enter the subscribe command lines in the message body as shown below:

subscribe ARTZ345001-fa17 Artemisia Gentileschi  
subscribe geol318001-fa17 Rock Hudson

A message will be sent to this address confirming your subscription to the list.

**Need help?** Contact the UIT Service Desk.