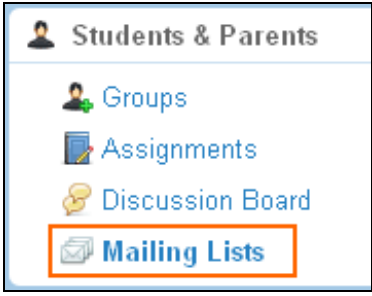


# SchoolRack Community Documentation: Mailing Lists



**Students & Parents**

- Groups
- Assignments
- Discussion Board
- Mailing Lists**

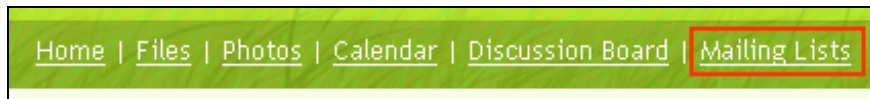
**Mailing Lists** makes sending emails to multiple people at once really easy. Simply create a mailing list in your Dashboard, have people sign up to it, and send the emails directly from your account at the click of a button.

- [How mailing lists work](#)
- [Creating a mailing list](#)
- [Editing and maintaining a mailing list](#)
- [Sending an email to members of a mailing list](#)

## 1. How mailing lists work

Mailing lists offer a simple alternative to using groups to send messages. Instead of having users sign up for your group and sending private messages to them, you can create a mailing list and have users sign up with their email address for you to send occasional updates. After you have created your mailing list, users can sign up on your website by:

1. Clicking the **Mailing Lists** link on your website



2. Filling out the form on the mailing list page and clicking **Subscribe**

**Period 1: English**  
English students sign up to our mailing list by typing your name and email address below!

**Subscribe to the above mailing list:**

Your Name (optional):

Your Email Address:

## 2. Creating a mailing list

1. Once you have logged in to your account, click **Mailing Lists** in the Tools menu (under Students & Parents)
2. Click the **New Mailing List** button to create a mailing list

**Your Mailing Lists**

NAME	SUBSCRIBERS	LAST UPDATE	EDIT	STATUS	DELETE
<a href="#">Period 1: English</a>	10 / 100	1 hour, 28 minutes ago.			

3. Give your mailing list a Title, Description, and input any email addresses you may already have (optional) and click **Create Mailing List**.

*NOTE: You can add email addresses to your list manually whenever you'd like, but once your mailing list is created, visitors to your website will also be able to subscribe to your mailing list on their own. This way you don't have to input all email*

addresses by yourself, you can have your visitors do it for you!

**Title**

This mailing list title will be public.

**Description**

This description will be public.

**Recipients**

**This is optional!** For those of you who have a list of emails to add manually, enter them here, separated by commas (e.g., amy@web.com, dan@web.com, ...). You can input their full names on the next page. Otherwise, users will be able to sign up for your mail list on your website.

4. Now that your mailing list is created, tell all your students/parents to subscribe to it via your website. As users sign up, the list will populate in your Dashboard for you to view.

---

### **3. Editing and maintaining a mailing list**

After you've created your mailing list, you can watch the list grow as new users sign up to the mailing list in your Dashboard. To maintain your mailing list:

1. Once you have logged in to your account, click **Mailing Lists** in the Tools menu (under Students & Parents)
  2. Click on the name of the mailing list you'd like to edit or maintain
- 

### **4. Sending an email to members of a mailing list**

1. Once you have logged in to your account, click **Mailing Lists** in the Tools menu (under Students & Parents)
2. Click the **Compose** button below the table of mailing lists
3. Choose the mailing list you'd like to email from the dropdown menu, type a Subject for your email message, and type the message body. Once finished, click the **Send** button to send the email to the mailing list. Subscribers to the mailing list should receive that email within 2 minutes of sending.