

# Mailing List information for CQUniversity Students

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## Automated mailing list subscription

CQUniversity hosts a range of student mailing lists.

A mailing list looks similar to a regular email address, but it is actually made up of a group of subscribed email addresses. Whenever a person sends an email to a mailing list, it will be received by all of the email addresses subscribed to that list.

*For example:* Each term a student's email address will automatically be subscribed to their course mailing lists. When a student sends an email to a course mailing list, it will be received by the course lecturer and other students who are also enrolled in the course (hence subscribed to the mailing list).

Student email addresses are also **automatically** subscribed to the different student mailing lists. This is based on a student's enrolment details in CQUcentral <http://cqucentral.cqu.edu.au>.

All Students Mailing List	Purpose	Subscription
<a href="mailto:all-students@lists.cqu.edu.au">all-students@lists.cqu.edu.au</a>	To enable the distribution of important content and information relevant to <b>all CQUniversity students</b> .	All CQUniversity students are automatically subscribed to this student mailing list.
Campus Mailing Lists	Purpose	Subscription
<a href="mailto:rockhampton-students@lists.cqu.edu.au">rockhampton-students@lists.cqu.edu.au</a> <a href="mailto:gladstone-students@lists.cqu.edu.au">gladstone-students@lists.cqu.edu.au</a> <a href="mailto:mackay-students@lists.cqu.edu.au">mackay-students@lists.cqu.edu.au</a> <a href="mailto:emerald-students@lists.cqu.edu.au">emerald-students@lists.cqu.edu.au</a> <a href="mailto:bundaberg-students@cqu.edu.au">bundaberg-students@cqu.edu.au</a> <a href="mailto:noosa-students@lists.cqu.edu.au">noosa-students@lists.cqu.edu.au</a>	To communicate information that is relevant or of interest to <b>students enrolled at a specific campus</b> .	Internal students are automatically subscribed to their campus student mailing list.
<a href="mailto:flex-students@cqu.edu.au">flex-students@cqu.edu.au</a>	To communicate information that is relevant or of interest to <b>students enrolled in flexible learning mode</b> .	Flex students are automatically subscribed to the flexible learning mailing list.

## Mailing List information for CQUniversity Students (continued)

### Course mailing lists

Course mailing lists enable students and staff to communicate via email with all of the students enrolled in a specific course.

Each term, all student email addresses are **automatically** subscribed to the course mailing lists. This is based on a student's enrolment details in CQUcentral <http://cqucentral.cqu.edu.au>.

Students should not use an alternative email address to subscribe to a course mailing list using. As the system updates every night, it will automatically exclude any non-CQUniversity email addresses subscribed to the list.

Course Mailing Lists	Purpose	Subscription
<p>A course mailing list looks similar to the example below. The address includes the course code, term and year.</p> <p><i>Example course mailing list:</i>  <a href="mailto:class-eded12345-t2-2009@lists.cqu.edu.au">class-eded12345-t2-2009@lists.cqu.edu.au</a></p>	<p>To enables communications and course discussion amongst students and staff of a specific course.</p> <p>Course coordinators can choose from a number of settings on a course mailing list.</p>	<p>Students will be automatically subscribed to course mailing lists.</p>

### Mailman Subscription Options

CQUniversity uses a system called Mailman to maintain all of the University's staff and student mailing lists.

Mailman (online mailing list service): <http://mailman.cqu.edu.au>

Students have the option of subscribing to additional CQUniversity mailing lists.

**Subscribing:** To subscribe to a mailing list go to the online Mailman system: <http://mailman.cqu.edu.au> —> select the name of the mailing list —> fill out the subscription form —> click "**Submit**". Please follow any additional instructions. *Note:* depending on the list configuration, students may need to reply to an email, or visit a specific web page.

**Unsubscribing:** To unsubscribe from a mailing list go to the Mailman system: <http://mailman.cqu.edu.au> —> select the mailing list —> scroll to the bottom of the page —> enter the email address that is subscribed to this mailing list —> click "**Unsubscribe**" or "**Edit Options**". Scroll to the unsubscribe section —> fill in the appropriate information —> click "**Unsubscribe**".

### Need assistance using a Mailing List?

Please contact the ITD Service Centre if you are experiencing any technical issues when using the Mailman system or the University's student mailing lists.

Phone: 07 4930 9233

Email: [servicedesk@cqu.edu.au](mailto:servicedesk@cqu.edu.au)