

Directions to send GC Community Notices

Note: The complete [Listserv List Owner's Manual is available online](#). These directions are a shortened guide for GC senders who will be sending Community Notices.

The List

The GC Community Notice list is composed of 1 master list – GCCommunityNotice@gc.listserv.cuny.edu, which includes 3 sublists: GCCommunityStudents@gc.listserv.cuny.edu
GCCommunityFaculty@gc.listserv.cuny.edu
GCCommunityStaff@gc.listserv.cuny.edu

You can use the master list to send to all three sublists at once or send to one of the individual sublists.

Sending Options

You can either send your message via **email** or the **web interface** (<https://gc.listserv.cuny.edu>).

Via email you can send a **plain text email message**.

Via the web interface you can send either a **plain text email message** or a **HTML (formatted) email message**.

Directions

Via Email: Plain Text Email Message

1. To send a message to the list using email, log in to Outlook with the email account that has been identified as a sender of the list.
2. Compose your email message and subject line. Send it to the appropriate list address (either the master list or one of the sublists).
3. Once you send the message to the list address, you must confirm that it should be sent. You will get an email with a subject resembling: "GCCOMMUNITYNOTICE: confirmation required (2F59777A)." Follow the directions in the email to send the email.

Note that Listserv will automatically add the Unsubscribe option at the bottom of all emails.

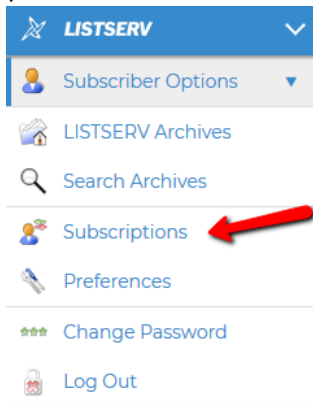
4. After sending, if you sent to the master Community Notice list, the confirmation email will be sent to the list owner (kmiu@gc.cuny.edu).


If you sent to a sublist, you will get a confirmation email, resembling: "Your message dated Tue, 22 May 2018 11:59:11 -0400 with subject "Message from the President" has been successfully distributed to the STAFF list (200 recipients)."

Note that depending on the email queue, the message may take up to 15-20 minutes to reach email boxes.

Via Web Interface: Plain Text or HTML (Formatted) Message

1. Log into Listserv at <https://gc.listserv.cuny.edu> with the list sender's account.
2. Click If you are a list manager of a list here, click to access list management functions.
3. On the top left, Subscriber's Options should be expanded, click on Subscriptions below it. This will bring you to a list of all the lists you are subscribed to.



4. Click on the List Name of the list you would like to send your email message to (either the master list or one of the sublists).
5. The list page will open, click on the Menu icon to the right , then select Post Message.
6. You can either send (a) **Plain Text Message**, (b) **HTML Message using your own HTML Email file**, or (c) **HTML Message using the Community Notice Template**:

a. **Plain Text Email Message:**

- i. Complete the fields: Name, Subject, Message (ensure you include the full URL of any links).
- ii. Leave the Content-Type as Plain Text.

Content-Type:

- iii. Click Send Message.

(Proceed to Step #7 below)

b. HTML Message using your own HTML Email file:

- i. Complete the fields: Name, Subject.
- ii. Create the HTML version of the email:
 1. Change the Content-Type to HTML.

Content-Type:

2. In the Message field, paste the source code of your HTML Email file.
(To get the source code of your HTML Email file, you can open the file in Firefox, right click on the page and select View Page Source – your page source will open in a new tab, copy all of the code.)
3. After pasting in the source code, select HTML Editor Mode (next to Content-Type) to view how your email will look.

HTML Editor Mode

- iii. Create a Text-version of your email by clicking Add Part (next to Content-Type).

Add Part

1. A new “part” with the Content-Type: Plain Text will appear above the HTML version.


Content-Type:


2. Copy and paste the text of your email into the message, add link URLs in parenthesis next to text that would normally be linked.

- iv. Click Save Draft at the bottom left of the screen.
- v. Send yourself a test message:
 1. Click Show Tests at the top.
 2. Click Send Test to Self.
 3. Check test message to confirm email is as expected.
- vi. Click Send Message at bottom of screen.

(Proceed to Step #7 below)

c. HTML Message using the Community Notice Template:

- i. Click the menu icon on the right  , then select Send Newsletter.
- ii. In the Template Gallery, use the Select Template dropdown to select the GCCOMMUNITYNOTICE template. Once selected, click Next.

 Select Template:

- iii. Click Show Placeholders, this will highlight the Content placeholder. Click on the highlighted Content (either on the left or center).
- iv. A box will appear to paste in the content of your email. Paste in your content and click Save.
- v. Click Next.
- vi. You will now see the Plain Text Content-type and HTML Content-type.
 1. Complete the fields: Name, Subject.
 2. Links and formatting (bold, etc.) should now be added:
 - a. For the Plain Text Content-type, add link URLs in parenthesis next to text that would normally be linked.

- b. For the HTML Content-type, click HTML Editor Mode

Content-Type: HTML

Using the editing bars, you can now add bold, links, etc. Please do not change the font – it has already been styled in the template.



3. Click Save Draft.
 4. Click Next.
 - vii. On the Test and Send screen, select Deliver Immediately or Deliver at Following Time, and type in Test Addresses (separated with semicolon) to receive the test email. Click Send Tests.
 - viii. Check test message to confirm email is as expected (note the web version link will not work in the test email, but becomes active once final email is sent out).
 - ix. Click Send.
- (Proceed to Step #7 below)

7. Once you click “Send Message,” you must confirm that it should be sent. You will get an email with a subject resembling: “GCCOMMUNITYNOTICE: confirmation required (2F59777A).” View the attachment which is a copy of the message and then follow the directions in the email to send the email.

Note that Listserv will automatically add the Unsubscribe option at the bottom of all emails.

8. After sending, if you sent to the master Community Notice list, the confirmation email will be sent to the list owner (kmiu@gc.cuny.edu).

If you sent to a sublist, you will get a confirmation email, resembling: “Your message dated Tue, 22 May 2018 11:59:11 -0400 with subject "Message from the President" has been successfully distributed to the STAFF list (200 recipients).”

Note that depending on the email queue, the message may take up to 15-20 minutes to reach email boxes.