How can I create an email list?

Overview

Before creating a list, it is important to know what type of list you need. There are two different kinds of email lists that you can use at MIT: Moira lists and Mailman lists. Each has its pros and cons, and some services require a specific type.

For more information on selecting a list, please see What is the difference between Moira lists and Mailman lists?

Moira Lists

Users with valid MIT Certificates can create the list themselves using the list creation service at https://listmaker.mit.edu. Lists are created instantly, but will be not active until an incremental update has taken place. This is usually quick but can take longer if there are a number of lists being created or removed at the same time.

Moira lists for courses

It is possible to populate Moira lists automatically based on data provided by the Registrar. This is an easy way to ensure that your class membership is up to date. For more information on these lists, and to request one, please visit http://ist.mit.edu/accounts/clist.

Mailman lists

Users who want mailman lists must use the certificate-based list creation service at https://listmaker.mit.edu. Mailman lists may take up to 4 hours from creation until they are active.

If you encounter problems or cannot use this service, please contact the IS&T Service Desk (servicedesk@mit.edu or 617-253-1101).

Mailman lists CANNOT be used as groups, and thus cannot be used to control access to AFS lockers, discuss archives, wikis.mit.edu, or other services that make use of MIT groups. If you have questions about whether a Mailman list is right for you, please contact the IS&T Service Desk (servicedesk@mit.edu or 617-253-1101).