Creating Lists in Alpha
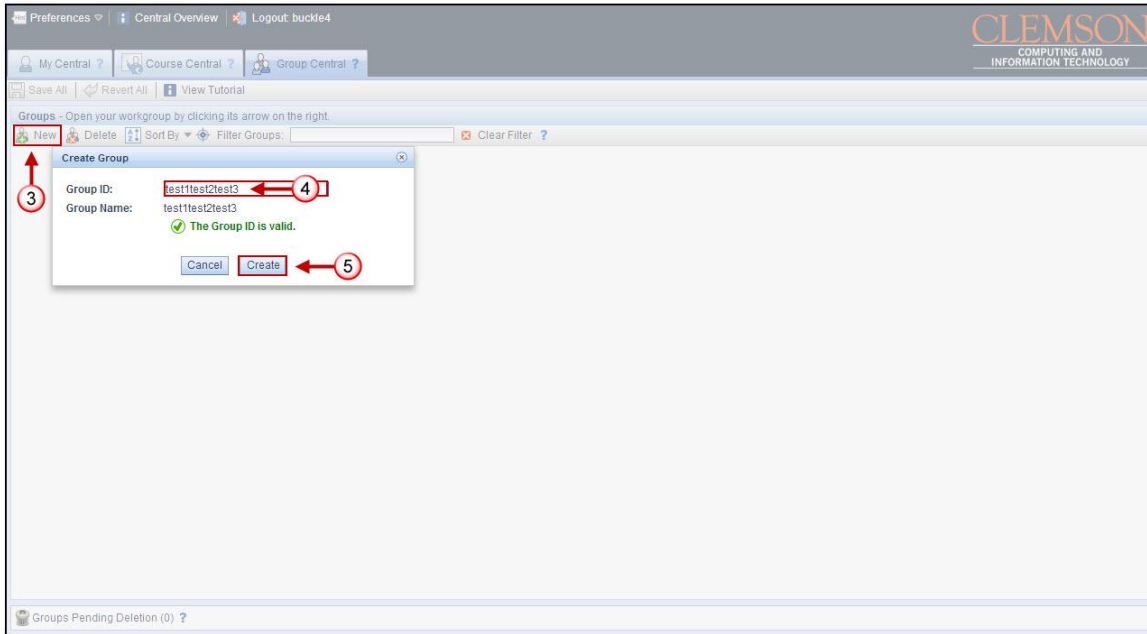
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Getting Started

1. Log into interface using this link: central.clemson.edu
2. Click on the third tab **Group Central**
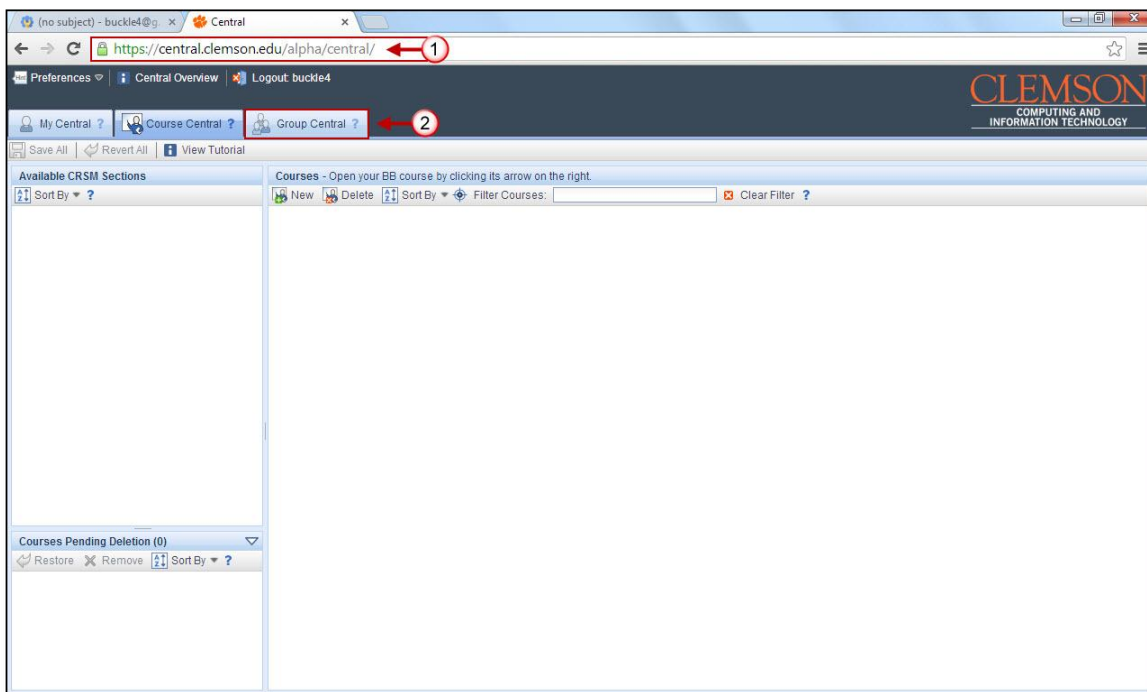
3. Click **New**
4. Enter in a **Group ID** for your group. This will appear as the group name and needs to be between 9-32 characters long.
5. Click **Create**

6. Select the **Owners** and **Members** tabs to add people to each category. Use to search bar to find people using their userID.
7. The system does not automatically save any changes you make. Hover your mouse over the red **(unsaved)** button in the upper right corner. This will change to **(save all now)** and turn green. Click to save.
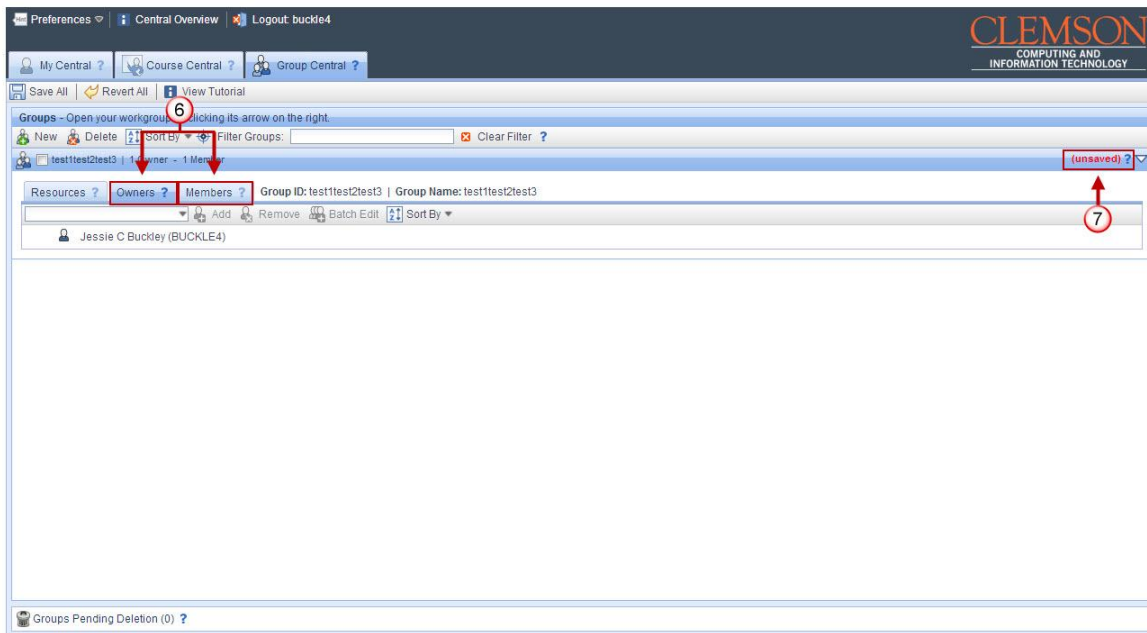
8. Click the **Resources** tab and check the box next to **Mailing List**.
9. Click the arrow on the right to expand the options.
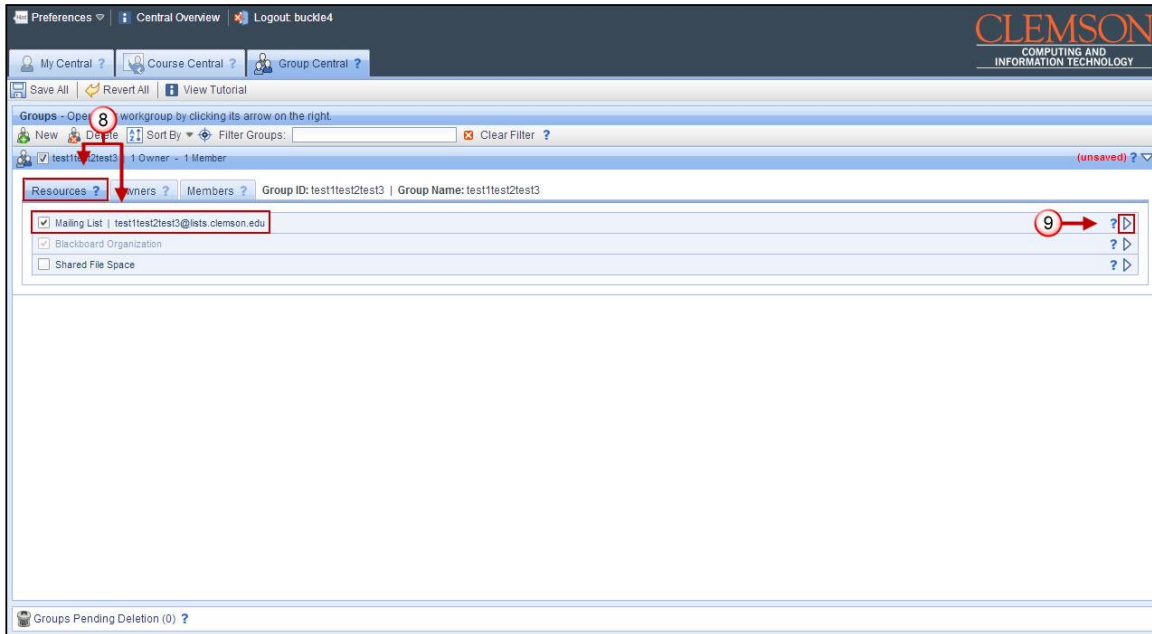
10. Enter a name in the **Description** field. This will appear as the name of the group.
11. Under the **General Options** field you check the box and enable **All Moderators Get Messages**, **Owners Get Errors**, and **Allow Attachments**. You can also set a limit to the **Maximum Emails per Day**.
12. In the **Custom Listserv Users** field click the **Add Contact** button. A field will appear where you can enter the Email Address, Name, and Role of the new contact. Be sure to click the floppy disk icon to save the contact. You can delete the contact information by clicking on the first icon of a person with a red x. The second icon can be used to edit the information of the contact.