

Using the Listserv Tool in Sakai

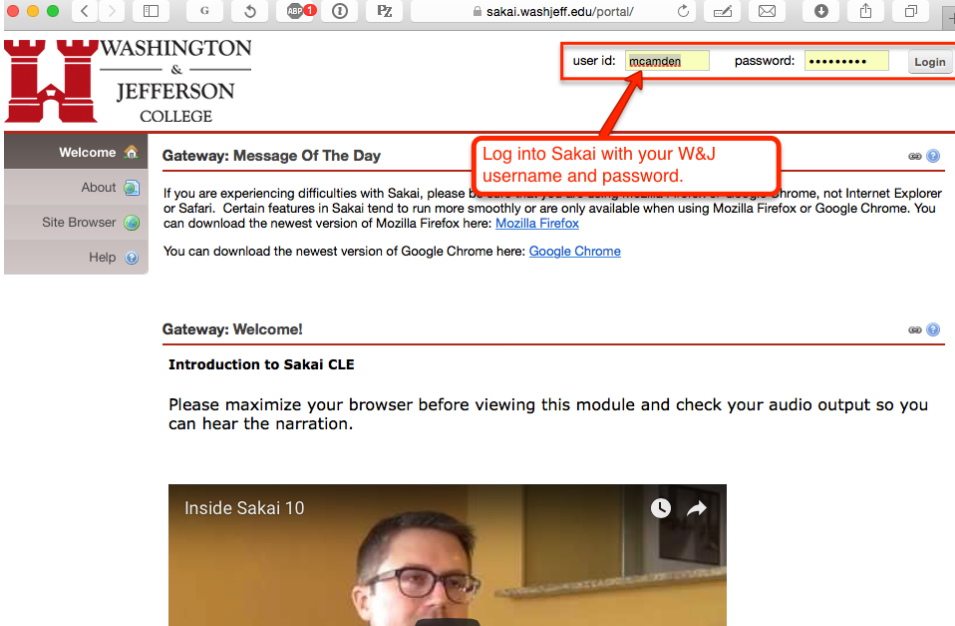
Sakai provides a listserv function that allows you to email all of the students in your Sakai course site or all of your participants in your Sakai project site. This tool is called the Email Archive Tool. This tool allows the instructors or administrators of the Sakai site to have full control over the use of the tool on a course by course basis (including determining whether students can send emails to the listserv address or just reply back to the sender).

To use the listserv tool in Sakai, you will need to go to your Sakai course site, select the Email Archive tool from the left hand navigation menu, copy the listserv address for your class, and paste that copied address into the To line of a new email message. You may also want to create a contact in the address book for this listserv of the application you use to access your W&J email. Please see below for a screenshot tutorial.

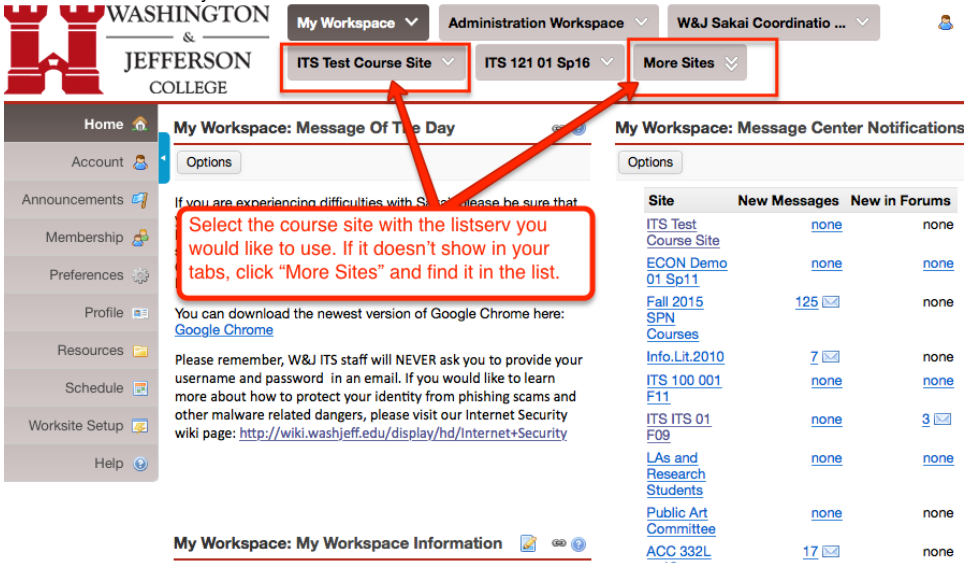
Please note: for this to work properly, you must be sending the emails to the listserv address directly from your W&J email account through Outlook or Outlook Web App (mail.washjeff.edu). Sending emails to a W&J listserv through a proxy such as gmail may result in delivery failures.

Step-by-step guide

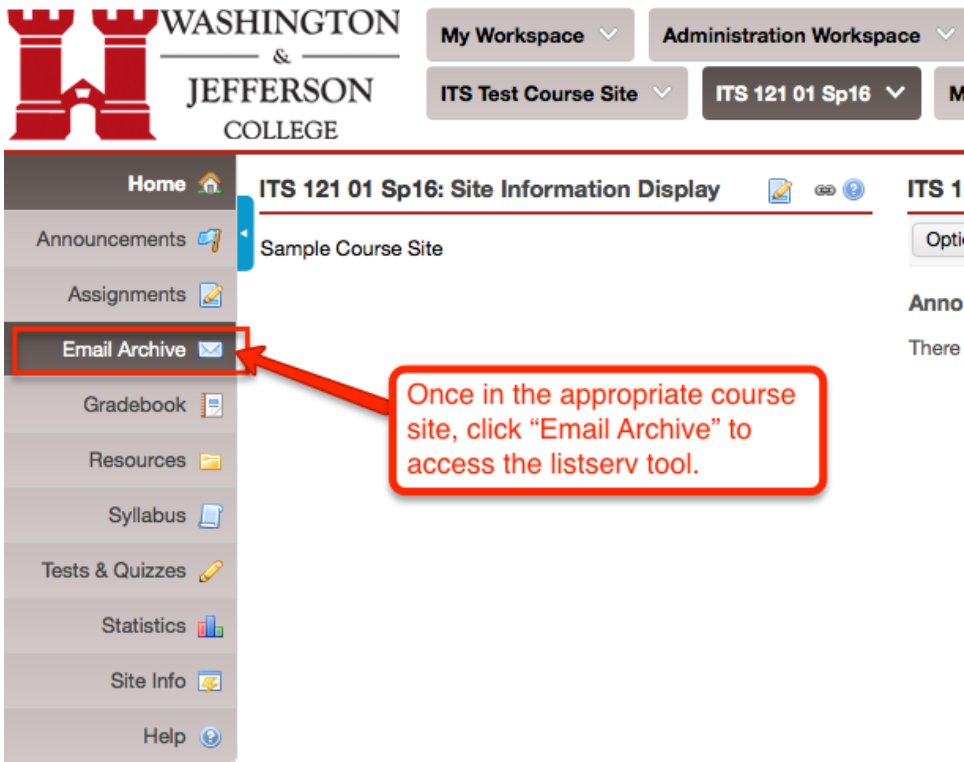
1. Go to sakai.washjeff.edu and login with your W&J credentials.



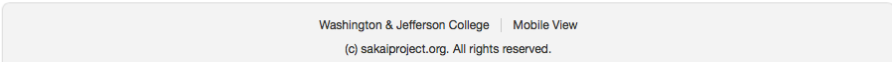
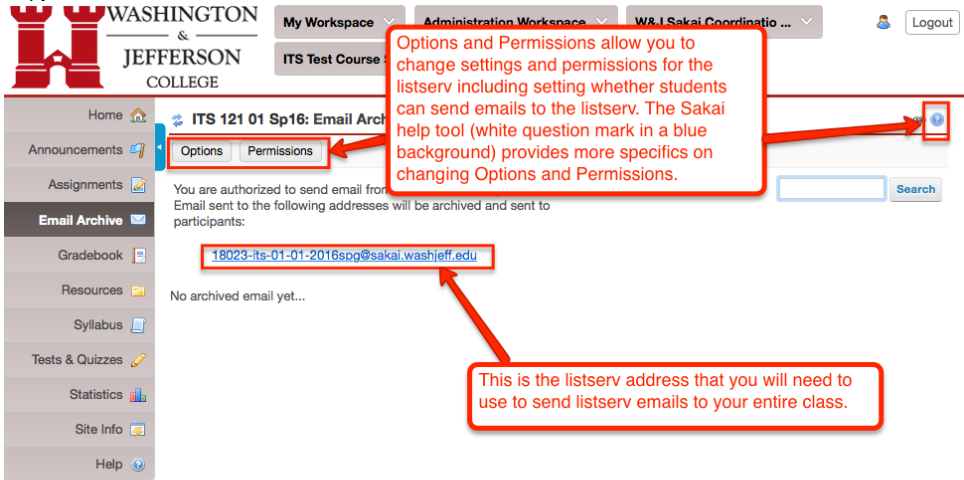
2. Select the course site you would like to use.



3. Access the listerv function by clicking the Email Archive tool from the left-hand navigation menu.



4. Copy the listserv address from the Email Archive tool.



5. You must first publish your course before sending an email to your course site listserv address. Otherwise, your students will not receive the listserv email.

Unpublished Site
(Publish Now)

ITS 121 01 Sp16: Site Information Display

ITS 121 01 Sp16: Recent Announcements

Options

Announcements (viewing announcements from
There are currently no announcements at this k

Home

Announcements

Assignments

Email Archive

Gradebook

Resources

Syllabus

Tests & Quizzes

Statistics

Site Info

Help

Your Sakai course site must be published, or emails will not be delivered to students when you use the listerv tool in Sakai. If you see this (unpublished site) in the upper left hand corner of your course site, it's not been published yet.

To publish, click the "Publish Now" button. Once published, emails sent to the Email Archive listerv address will now be delivered.

Please note, once you publish the course site, students are able to access the course site.

- Paste the listerv address into the To: line in a new email. Please note: for this to work properly, you must be sending the emails to the listerv address directly from your W&J email account through Outlook or Outlook Web App (mail.washjeff.edu). Sending emails to a W&J listerv through a proxy such as gmail may result in delivery failures.

Outlook

Send Attach Add-ins Discard

Inbox

Today

592 1 sakai-support@long... Site Request from Michael Cam 12:41 PM Your request is being processed. You will rec...

549 sakai-support@long... Site Request from Michael Cam 12:41 PM Hello, You are receiving this message at the...

592 sakai-support@long... Site Request from Michael Cam 12:36 PM Hello, You are receiving this message at the...

sakai-support@long... Site Request from Michael Cam 12:36 PM Your request is being processed. You will rec...

Michael Leonard

From mcamden@washjeff.edu

To IT 18023-its-01-01-2016spg@sakai.washjeff.edu

Cc

Test email to my class....

Mike Camden
Associate Director, Academic Technology, ITS
Washington & Jefferson College
www.washjeff.edu
mcamden@washjeff.edu

Paste the Listerv address you copied from the Email Archive in your Sakai course site in the to line of the application you use for W&J email.

i For more information on how to manage permissions and options for your course listerv, please click the Help button (**?**) in the Email Archive tool within Sakai.

If you would like to add additional people to your Sakai site so they can be part of the listerv, please see these instructions for [adding official participants to your Sakai site](#) and [adding non-official participants to your Sakai site](#).

Related articles

- [Copying Materials Between Sakai Sites](#)
- [Importing Material from Previous Courses into a Sakai Course Site](#)
- [Sakai Message Tool](#)
- [Grouping Students in Sections in a Sakai Course Site](#)

- [Adding New Members to Your Sakai Site](#)