

Moderating a Centre Mailing List

As a moderator of a Centre mailing list, you can add and remove members as well as designate other moderators.

To moderate any mailing list you have access to:

1. Login to [Centrenet](#)
2. Navigate to **Campus Resources < Information Technology Services < Mailing List** or use this link:
https://centrenet.centre.edu/ICS/Campus_Resources/Information_Technology_Services/Mailing_List.jnz

If you do not need the mailing list, you are not a moderator and do not have access

3. Click the **Moderate Lists** button
4. Scroll down the page until you see the **List Members** section and select the list you need to moderate.

To remove a person from the list:

1. Check the box to the right of their email address.
2. Scroll down and click the **Remove Selected** button and they will be removed from the list.

To add a person to the list:

1. Scroll up to the top of the page and search for the person you wish to add (last name, first name)
2. If they will be a moderator, check the **Add as moderator** checkbox.
3. Click the **Add to list** button and they will be added to the list.