How do I make a mailing list?

You can make a request with your Department's Connect Department Admin (Often times, it will be the Business Officer or MSO) to create a Google Group Mailing List for you.

You can also make a request with us by contacting help@engineering.ucsb.edu for a Google Group Mailing List.

You may also want to look up some of the following resources in order to make best use of Google Groups here:

- Quick Start Guide for Managers for Connect Groups
- Getting started with Google Groups

Default Format

For group name, it should be in the following format to preserve campus namespace:

<Department>-<groupname>-list

Example:eci-test-list

Default Settings

- Visible in Global Address list - Default: Off
- Moderation - Default: Off
- Archives - Default: Off

![Note] moderation is highly recommended as unmoderated lists have a tendency to attract spam and spoofers

Related articles

- How do I make a mailing list?
- I get 'Critical Security Alert' email from Google
- Google Filestream - Old Page information
- Securing your Google Account
- What other addresses do I have on my UCSB Connect Account?