Email List Management
Adding & Removing Recipients

1) First, go to http://www.law.berkeley.edu/webmail and click on “Go to the Webmail client for high-speed connections” and login to webmail.

2) Click on the rolodex icon…

3) Click on “Owned Lists” and pick the list to be modified
4) Click “Edit Members”, and a new window will open…
click “Add”… which will open a search window…

5a) Enter the name you’re searching for and click “Search”…

5b) Select the right person from the list and click the right-arrow to add them to the “New Member” list.
5c) To add non-Boalt email addresses, simply type the address into the “Add External Members” field and click the right-arrow to add the address to the “New Members” list.

6) When you’ve added all of the email addresses, click the “OK” button.
NOTE: You may want to check the “Invite” box next to some, or all of the email addresses in the “New Members” list. “Invite” will send those people an email asking if they want to subscribe to your list. Otherwise, addresses are immediately added to the list once you click “OK”.

7) To remove existing mailing list members, select the email address, click “Unsubscribe”, and then click “OK”.