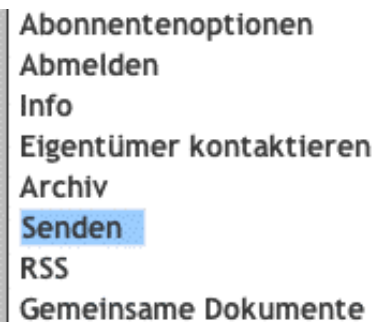


Mailinglists - Write Post

Once you have subscribed to a mailing list and the list owner has granted writing permission, you can write posts from **your mail program** to the list address. However, your mail sender has to match with the email address in your Sympa account.

An alternative possibility would be to call up the Sympa mailing list and using the link **Senden** in the Sympa subnavigation (see picture on the right), write a post directly in the browser form. **Don't ever send attachments** with your mailings, but put links to your documents stored on e.g. your website.



Attachments are a problem for all parts involved:

Sympa server, Mail server, networks, recipients' hard disks.

Lists from which attachments are being sent, can be deleted by the IT.

Attention: If your post is NOT distributed within 2 minutes, look for an error message from Sympa in your mailbox. Possibly your post needs to be released by a moderator. If this is not the case and your post was still not sent write a test email to test@sympa.ethz.ch (prior registration to sympa.ethz.ch required).

Do not keep on sending your post, since multiple identical posts will all be delivered. If the test did not go through either, please send an email to listmaster@id.ethz.ch.

Update: Zurich, 01 December 2016