



**BCPost:** <http://listserv.bc.edu>

**BCPost Documentation:** <http://www.bc.edu/bcpost>

### Login BC Email Address

- Enter your BC email address and your BC password.

### Login Non-BC Email Address

- Enter your email address and your BCPost password. The first time you access BCPost, you will need to request an account/password. Click the **New Non-BC User** link in the Login box.

### Navigation

- The banner menu across top of each page has links to **Request a New List, Index of Lists, BCPost Help, and Home**. The Home link will return you to the BCPost home screen, not the home page for a particular list.
- Menu boxes display down the right side of the screen. Sub-menus are grouped in menu boxes under the headings: **User Information, Your Lists, List Overview** and **List Operations**.

### Send a Message (Post)

Messages can include attachments, but the message size (with or without an attachment) is restricted to 1 MB.

- Type: [lastname@listserv.bc.edu](mailto:lastname@listserv.bc.edu) in the **To:** field of your email client.
- Login. Select a list from the **Your Lists** menu box. Select **Post to List** from the **List Operations** menu box.

### Add a Friendly Name

- Login. Select: **Preferences** from the **User Information** menu box. Enter a name (as you would like to be known in the system) in the **Name** box. This name will be applied to all of your lists.

### Change a BCPost Password (*tied to a non-BC email address*)

- Login. Select: **Preferences** from the **User Information** menu box. Enter a new password in the **New Password** field and again in the **Verify New Password** field. Click the **Submit** button.

### Select How You Would Like to Receive Messages

Login. Select a list from the **Your Lists** menu box. Select: **Subscriber Options** from the **List Operations** menu box. Make a selection from the pull down menu.

Choices are:

- Standard
- Standard - plain text format
- Digest
- Digest - plain text format
- Digest - message subject line only
- No email - read on Web (useful for vacation)

#### **Standard**

All messages are distributed as they are posted or after they are approved, *if the list is moderated.*

#### **Digest**

Messages are gathered and bundled before being distributed. List owners select days and time for distribution.

### Access List Archives

- Login. Select a list from the **Your Lists** menu box. Select: **List Archives** from the **List Operations** menu box.

### Unsubscribe

- Login. Select a list from the **Your Lists** menu box. Select: **Unsubscribe** from the **List Operations** menu box.