Steps for Switching to Digest Version of Daily Campus-wide Emails

The “digest” version compiles all individual campus-wide emails sent through the Computing Center during a 24 hour period into a single, daily email. This allows the recipient to scroll through a multitude of items within a single email and will reduce the quantity of emails the recipient would receive throughout the day.

For all faculty and staff emails (facstaff-l@latech.edu), go to https://lists.latech.edu/mailman/listinfo/facstaff-l

1) Scroll down to “Facstaff-l Subscribers” and enter your email under the section titled, “To unsubscribe from Facstaff-l, get a password reminder, or change your subscription options enter your subscription email address:”

2) Click the “Unsubscribe or edit options” button.

3) Click the “Remind” button under Password reminder. NOTE: Leave the window open as you will need to return to it to enter in your password.

4) Once you receive the reminder email, locate the “Your Facstaff-l password is:” line. Copy the password and return to the “Facstaff-l list: member options for user …”

5) Paste/enter the password and click the “Log in” button.

6) You should now be on a page with the header, “Facstaff-l mailing list membership configuration for (your email prefix) at latech.edu. Scroll down to the section titled, “Your Facstaff-l Subscription Options”

7) Under “Set Digest Mode,” switch to “On.”

8) Click the “Submit My Changes” button

You’re done! You should now being receiving a single email that includes a compilation of all emails sent during the previous 24 hour period.

To switch to the digest version for all campus-wide emails sent to students, faculty and staff (everyone-l@latech.edu), go to https://lists.latech.edu/mailman/listinfo/everyone-l and repeat all of the steps above.