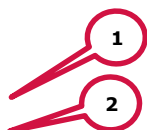




NetID@msudenver.edu



Type in the name of your message here.



"Your Name" NetID@msudenver.edu



Type in your message with additional features such as **colors**, *fonts*, **bold**, underline, bullets, etc., similar to word processing software.

You may also add images by clicking the **Image** icon on the text editor menu bar (circled above).



Type in your message using plain text here.





How to Add an Image to the Image Library

1. Click the **Content** menu item to expand it.
2. Click the **Image Library** link.
3. If you already have an existing folder for your images, click the folder name to open it. Otherwise, click the **Create New Folder** button to create an image folder.
4. Click the **Upload New Image** button.
5. Click the **Choose File** button.
6. Select your file and click the **Open** button.
7. Click the **Upload** button to upload the image to your folder in the Image Library.

How to Check the Status of a Mailing

1. Log into Lyris List Manager using the process described above.
2. Click the **Mailings** tab.
3. Select **Mailing Status**.
4. From the Mailing Status screen, you can check incoming and outgoing mail status as well as monitor mail delivery progress, failure reason and ratio.

How to Have a New List Created

1. Only a Lyris System Administrators at MSU Denver can create or delete a list. To request that a list be created or deleted, contact the Information Technology Services Helpdesk at 303-352-7548 or www.msudenver.edu/gethelp.
2. A Service Ticket will be opened for the request and assigned to the Lyris System Administrator.
3. You will be contacted by a Lyris System Administrator who will gather the requirements for the creation of the new list.
4. After the new list has been created, it will display in the upper-right corner of the List Manager window.

How to Send an Unformatted Message Using Microsoft Outlook

1. Open Microsoft Outlook.
2. Click the **New Email** button.
3. Select the **FORMAT TEXT** tab.
4. Select the **Plain Text** option.
5. In the **To...** field, type in the appropriate list name (e.g., listname@lists.msudenver.edu)
6. Fill in the **Subject** field and type your message.
7. If sending an attachment, it can be attached to the message the same way you would send any attachment in MS Outlook.
8. When ready, press **Send** to send out the email like any other message.

Note that much of the functionality of List Manager (e.g., tracking) is not available when sending the email using MS Outlook. If you want to use the advanced functions or send specially formatted emails through Lyris, you will need to use the List Manager web interface as described above.

