

INSTRUCTION SHEET

BE WHAT YOU WANT TO BE

cqu.edu.au

Social Mailing Lists

CQUniversity understands that our students receive a large volume of emails each term. As email is our official method of communication, not all of this can be avoided but we want to enable you to manage your preferences when it comes to less important messages. To help you do this, we have created social mailing lists. From these lists you will typically receive emails about campus life events and activities, study exchange opportunities, Library or Academic Learning Centre workshops, and other unofficial promotions and initiatives.

You may unsubscribe at any time from social mailing lists. On the other hand, you may choose to subscribe to one or more of the lists and opt to receive social messages in a daily digest.

We hope you agree that the social mailing lists are a positive outcome. This Instruction Sheet will take you through the process of unsubscribing and subscribing.

Official communications

Official communications will continue to be sent via our official mailing lists. Students must remain subscribed to official mailing lists for the purpose of emergency communications, changes to policy and procedures, student fees or systems and so on.

For any questions about student mailing lists, please contact Student Communications at sco@cqu.edu.au.

Managing Social Subscriptions

To manage your subscriptions, select the following from the bottom of a social email -

rockhampton-students-social mailing list
rockhampton-students-social@lists.cqu.edu.au
<http://lists.cqu.edu.au/mailman/listinfo/rockhampton-students-social>



This will take you to the following page outlining options to 'Post', 'Subscribe', 'View subscriptions list' and 'Unsubscribe'. The two options available to you as a student are 'Subscribe' or 'Unsubscribe'.

Unsubscribe

To unsubscribe, please select the Unsubscribe link at the bottom of an email from the mailing list you wish to unsubscribe from:

Terms and conditions apply. Please visit www.cqu.edu.au/whyCQ for more information.

Kind regards,

Student Communications
CQUniversity Australia



rockhampton-students-social mailing list
rockhampton-students-social@lists.cqu.edu.au
<http://lists.cqu.edu.au/mailman/listinfo/rockhampton-students-social>



Unsubscribe: <http://lists.cqu.edu.au/mailman/options/rockhampton-students-social/maegan.dunn%40cquemail.com?password=ucukirvo&unsub=1&unsubconfirm=1>

You will receive the following message, confirming your request - *You have been successfully unsubscribed from the mailing list _____. If you were receiving digest deliveries you may get one more digest. If you have any questions about your unsubscription, please contact the list owners at _____.*

Unsubscription results

You have been successfully unsubscribed from the mailing list rockhampton-students-social@lists.cqu.edu.au. If you were receiving digest deliveries you may get one more digest. If you have any questions about your unsubscription, please contact the list owners at rockhampton-students-social-owner@lists.cqu.edu.au.

[rockhampton-students-social](#) list run by c.davis@lists.cqu.edu.au, m.l.woods@lists.cqu.edu.au, m.swarbrick@lists.cqu.edu.au, a.truscott@lists.cqu.edu.au
[rockhampton-students-social administrative interface](#) (requires authorization)
[Overview of all lists.cqu.edu.au mailing lists](#)



version 2.1.9



An email will also be sent to your student

You have now unsubscribed from this social mailing list and will receive no further emails from this list. To ensure you don't miss out on opportunities and promotions, please consider following our [CQUniStudents Facebook](#) page.

Please remember to always keep your personal contact details up to date in MyCentre. For instructions on how to do this, please download the instruction sheet [here](#).

Subscribe

To subscribe to another social mailing list, or re-subscribe to a list you have unsubscribed from, please visit the [Student Portal](#) and select the appropriate list/s.

You will arrive at the 'List info' page. From here, enter your details into the following section –

Your email address:	<input type="text" value="maegan.dunn@cqumail.com"/>
Your name (optional):	<input type="text" value="Mae"/>
<small>You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext.</small>	
<small>If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options. Once a month, your password will be emailed to you as a reminder.</small>	
Pick a password:	<input type="password" value="....."/>
Reenter password to confirm:	<input type="password" value="....."/>
Which language do you prefer to display your messages?	<input type="text" value="English (USA)"/>
Would you like to receive list mail batched in a daily digest?	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="button" value="Subscribe"/>	

Check that your details are correct and confirm if you would like to receive a daily digest. Then select 'Subscribe'. You will receive a prompt to confirm the request. An email will also be sent to your student email account to finalise the confirmation.

Your email address: **maegan.dunn@cqumail.com**

Your real name:

Receive digests? No Yes

Preferred language:

You have now subscribed to a social mailing list. To subscribe to multiple lists, please return to the [Student Portal](#) and select the appropriate list/s.

Please remember to always keep your personal contact details up to date in MyCentre. For instructions on how to do this, please download the instruction sheet [here](#).