

# Wharton Mailing Lists

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This article describes Wharton's mailing list application that provides access to the creation, editing, and maintenance of mailing lists for activities, clubs, and organizations related to students' academic and extracurricular pursuits.

For information on the official mailing lists for Cohort and Student Class lists, see [Cohort and Class Lists](#).

For information on Penn Course lists, see Penn's [ISC Class Mailing Lists](#) article.

## Before you start:

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active PennKey account

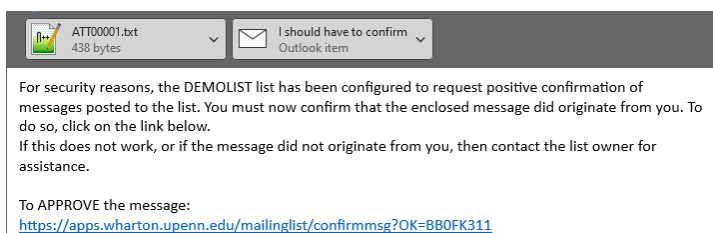
Mailing lists are lists of email addresses, usually created around a central theme or purpose. Wharton mailing lists can be open to anyone, or restricted to the members of the list. Lists can also be set up so that only certain people can send to that list.

## Using Mailing Lists

To send an email to a list, enter the list address in the address line of your email. The email will go to each person on the list.

At Wharton, for security reasons, you may need to verify yourself as an appropriate sender when sending to certain lists. To do this, you'll need to follow these steps:

1. **Send an email** to the list.
2. **Look for a confirmation email** from the list in your email account.



3. **Click the link within 24 hours** to verify that you are a legitimate sender and approve the message. If you do not click the link within 48 hours, the message will be discarded.

## Accessing and Updating Mailing Lists

Wharton mailing lists do not use the same list application used by the University of Pennsylvania. The two separate applications are:

- Wharton Mailing Lists: <https://apps.wharton.upenn.edu/maillinglist/>
- University of Penn listserv: <https://provider.www.upenn.edu/computing/lists/>

The Wharton mailing list app lets you:

- **create** lists.
- **view** lists where you are listed as the owner, editor, moderator, or to which you are subscribed.
- **search** for and subscribe/unsubscribe to lists.
- **manage** lists for which you are listed as the owner.

List owners can easily add administrators or moderators, change owners and manage the list's subscribers.

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## Individual Subscriptions

Individuals can subscribe themselves to most mailing lists unless:

- the list is private or,
  - it is an official list that syncs automatically based on enrollment (course lists) or student status (class lists).
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## Managing Mailing Lists

Students, staff, and faculty can request a Wharton mailing list for a group.

## Alumni and Lists

Cohort lists are no longer available for alumni. If you are a Wharton Magazine Class Notes correspondent who has used these lists for outreach to your class, please contact the Alumni magazine at [classnotes@wharton.upenn.edu](mailto:classnotes@wharton.upenn.edu) for updated outreach guidelines.

MyPenn, the online alumni directory, is a tool to connect with fellow alumni. Update your email and mailing address in your MyPenn profile to ensure you receive University communications and access to regional alumni opportunities. Learn more about MyPenn by visiting the [Alumni Relations FAQs](#) or contacting [alumni.relations@wharton.upenn.edu](mailto:alumni.relations@wharton.upenn.edu).

## Common Questions and Troubleshooting Tips

**Email Confirmation Never Arrives.** Check your email application's junk folder. If this is a continual problem, consider a custom Inbox rule that searches for the phrase " **Confirmation required** ( " in the subject header, and move that email to your inbox. If you're still having issues with mail delivery, please contact your [Wharton Computing representative](#).

## Additional Questions?

Contact: [Wharton Computing Support Team](#)

If you have more questions about how your Alumni Mailing Address works, please contact the [Alumni](#)

Relations office.

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