

# Creating an account

For Admins and Moderators:

Once an email list has been created for you, you need to create an account on the mailman system (with the same email address that the list was configured for). Once you create an account you will be able to log in and manage your list.

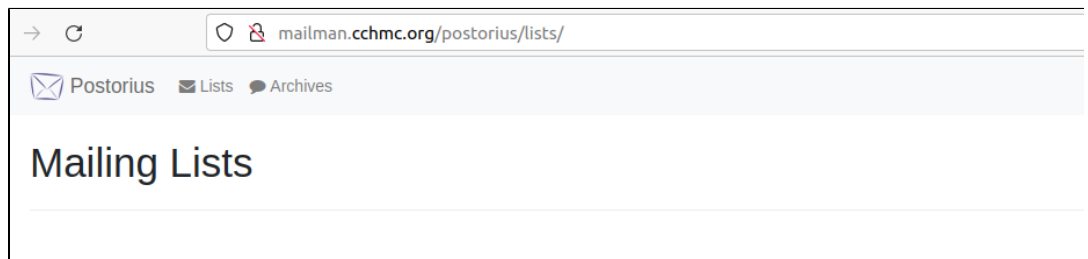
We strongly recommend that once you have a list, for you to put a couple of emails on it and test it to get familiar with list settings before putting it in production.

For Users:

**Users do not need to set up an account on the mailman system to receive emails from a list.** Users having an account on the mailman system is for accessing archives (which we do not allow) or changing their email settings, like digest mode etc... If you are not sure please reach out to

`mailman3@cchmc.org`

To create an account (sign up) go to <http://mailman.cchmc.org/> and click the sign up button.



Enter in your information:

**!!!!!!!!!!!!!! Do not use your CCHMC password for this system, a separate password should be used.**

mailman.cchmc.org

Search all lists

## Sign Up

Already have an account? Then please [sign in](#).

E-mail:  **Enter your CCHMC.or**

Username:  **Enter a username of your ch**

Password:  **Enter a password**

Password (again):  **Re-enter your p**

**Click the button after you ha**

Powered by [HyperKitty](#) v **above info**

You will see this screen about a confirmation email

mailman.cchmc.org

Search all lists

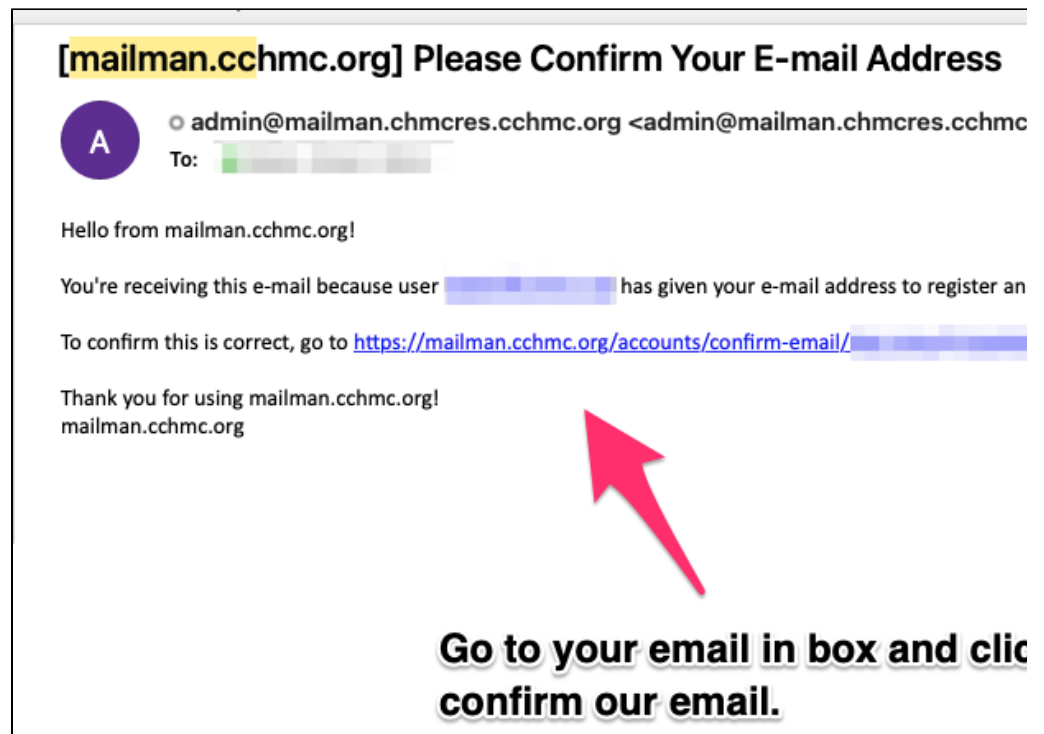
## Verify Your E-mail Address

Confirmation e-mail sent to [redacted] ×

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few r

**You will see this screen that will inform you that a verification email has been set to the address you entered.**

Go to your inbox and find the confirmation email.



After you click on the confirmation link, you will be taken back to mailman



Now you can sign in.

mailman.cchmc.org/accounts/login/

mailman.cchmc.org

Search all lists

Sign In

If you have not created an account yet, then please [sign up](#) first.

Login

Username or e-mail

Password

Password

☐ Remember Me

Sign In

[Forgot Password?](#)

Powered by [HyperKitty](#) version 1.3.4.

**After you have c  
be able to sign in**

