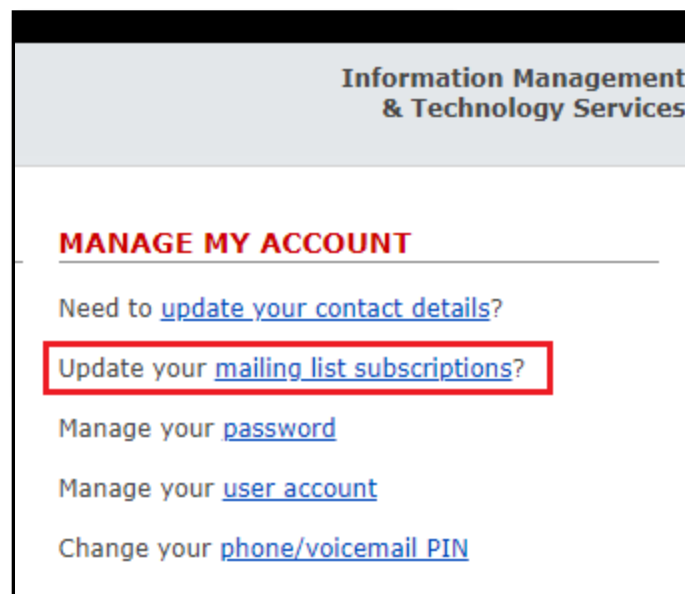


How To: Request for UOW Mailing List Subscription

1. Login to UOW Intranet (<https://intranet.uow.edu.au>) using your UOW credentials.
2. From the top menu, click on **MY IT** tab.




3. Click on Update your **mailing list subscriptions**.



4. Choose the mailing list from the drop down and click on **Submit**.

IT Support Wizard

GET IT HELP



Manage my Mailing List Subscriptions

This form allows you to manage your own subscriptions.

Which mailing list?


What do you want to do?

- Subscribe (Join the mailing list)
- Unsubscribe (Leave the mailing list)
- Send me my Subscription Password
- Change my Subscription Settings

5. To request subscription for All General Staff mailing list, choose **Other..**, type in the mailing list (all_general_staff@uow.edu.au) manually and click on **Submit**.

IT Support Wizard

GET IT HELP



Manage my Mailing List Subscriptions

This form allows you to manage your own subscriptions.

Which mailing list?

Please enter the email address of the list:

Example: all_general_staff@uow.edu.au

What do you want to do?

- Subscribe (Join the mailing list)
- Unsubscribe (Leave the mailing list)
- Send me my Subscription Password
- Change my Subscription Settings