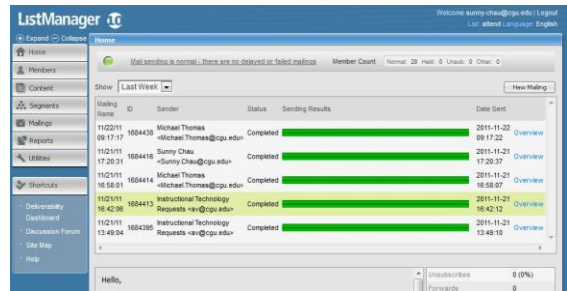


Lyris List Management

Adding a Member

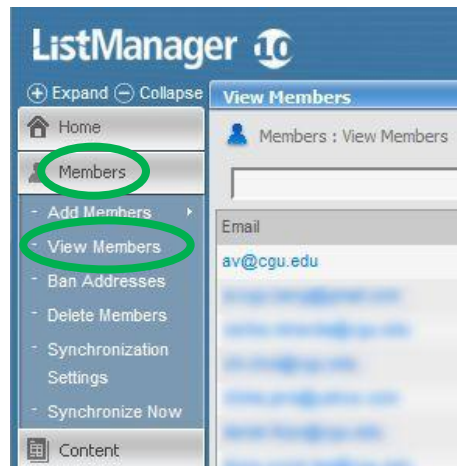
1. Log into the Lyris List Manager by hopping on the Internet and going to lyris.cgu.edu.
2. To log in, type in your CGU email address and the password that was used to create your Lyris list.



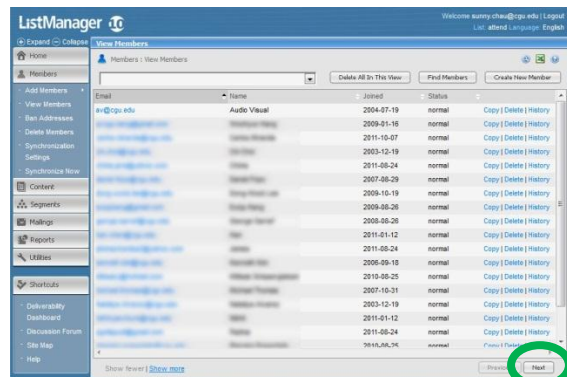
3. If you manage more than one Lyris list, then please check the upper right corner of the web page to make sure you are managing the correct list. If not, click on the name of the Lyris list and choose the appropriate Lyris list.



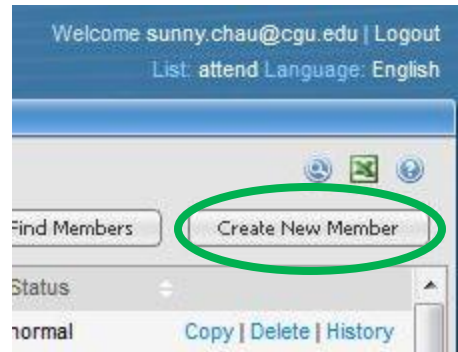
4. Along the left side of the web page, click on the grey button labeled “Members”. Then click on “View Members”.



5. You should now see all the existing members in your list. This will allow you to check that the new member is not already a member of your Lyris list. You may have to click on the “Next” button, located near the bottom right corner of the list, to see more members of your Lyris list.



6. To add a new member to your Lyris list, click on the “Create New Member” button, located near the top right corner of the list.



7. Type in the email address and the name of the new member.
8. Click on the “Save” button, located near the lower right corner of the “Add Member” window.
9. The new member should now start to receive email from this Lyris list.

