



Bethlehem Area School District
Office of Information Technologies

Bethlehem Area School District
District-wide E-Mail List and School E-Mail Lists

Bethlehem Area School District is implementing subscription e-mail lists so that principals and district administrators can send school-related news and information to parents and community members through e-mail. This document will assist you with the process of signing up for these e-mail lists. Please note that the district respects your privacy and will not share your e-mail information with any other entity. In addition, the District E-mail list and the School News mailing lists are read-only lists. Subscribers will not be able to send messages to the lists, and subscribers will not be able to view the list of other subscribers.

To subscribe to a school or district e-mail list, follow the directions below:

1. Open your web browser (Internet Explorer, Firefox, Safari) and navigate to <http://news.beth.k12.pa.us/mailman/listinfo/>. You may also access this link from the district's home page, located at <http://www.beth.k12.pa.us>.

news.beth.k12.pa.us Mailing Lists

Welcome!

Below is a listing of all the BASD public email news lists on news.beth.k12.pa.us. Click on a list name to get more information about the list, or to subscribe, and unsubscribe to a list. To visit the general information page click on a url below.

If you are having trouble using the lists, please contact mailman@news.beth.k12.pa.us.

List	Description
Ap-news	Asa Packer NEWS and Information
basd-news	BASD NEWS and Information
Br-news	Broughal NEWS and Information
Bu-news	Buchanan NEWS and Information
Ca-news	Calypso NEWS and Information
Cl-news	Clearview NEWS and Information
Do-news	Donegan NEWS and Information
Eh-news	East Hills NEWS and Information
Fa-news	Farmersville NEWS and Information
Fb-news	Freemansburg NEWS and Information
Fh-news	Fountain Hill NEWS and Information
Fhs-news	Freedom NEWS and Information
Gw-news	Governor Wolf NEWS and Information
Ha-news	Hanover NEWS and Information
Lhs-news	Liberty NEWS and Information
Ln-news	Lincoln NEWS and Information
Ma-news	Marvine NEWS and Information
Mh-news	Miller Heights NEWS and Information
Ne-news	Northeast NEWS and Information
Ni-news	Nitschman NEWS and Information
Noc	Network Operations Center
Sg-news	Spring Garden NEWS and Information
spark-news	Spark NEWS and Information
Tj-news	Thomas Jefferson NEWS and Information
Wp-news	William Penn NEWS and Information

2. To subscribe to the **District-wide** e-mail list, select the **basd-news** list above. If you wish to subscribe to a **School** e-mail list, click on the name of the school list to which you would like to subscribe. You may sign up for as many subscriptions as you wish.
3. On the next page, enter your e-mail address, name, and password as requested. **As indicated on the page, do not use a valuable password.**
4. For the question “Would you like to receive list mail batched in a daily digest?”:
 If you answer **Yes**, you will receive one e-mail each day with all of the day’s messages combined into one message. This is useful when mailing lists have a large volume of e-mail being sent each day.
 If you answer **No**, you will receive each individual message as it is sent. This will not be a large-volume mailing list; therefore, we recommend answering **No** to this question.
5. Click the **Subscribe** button. An example showing a subscription to James Buchanan Elementary School is pictured below.

Bu-news -- Buchanan NEWS and Information

About Bu-news View this page in
English (USA)

Provides news and information from the Bethlehem Area School District to the public
 To see the collection of prior postings to the list, visit the [Bu-news Archives](#).

Using Bu-news

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Bu-news

Subscribe to Bu-news by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

Your name (optional):

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.

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.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

6. Close your web browser and check your e-mail.
7. Look for an e-mail message from BASD requesting that you confirm your e-mail subscription.
8. Click **Reply** in your e-mail software and **Send** your message. Do not change the subject line and do not add any text to your reply.
9. You will receive another e-mail message welcoming you to the list. It is recommended that you save this e-mail in case you want to modify your subscription or unsubscribe from the list.

If you no longer wish to receive e-mails from the district or school e-mail lists and want to unsubscribe, follow the directions below:

1. Open your web browser and navigate to <http://news.beth.k12.pa.us/mailman/listinfo/> . You may also access this link from the district’s home page, located at <http://www.beth.k12.pa.us> .
2. Click on the name of the mailing list from which you want to unsubscribe.
3. Near the bottom of the page, locate the information about unsubscribing as pictured below. Enter your subscription e-mail address and click the “Unsubscribe or edit options” button.

To unsubscribe from Bu-news, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

4. On the next page, click on the “Unsubscribe” button. You will receive a confirmation e-mail.

Unsubscribe

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

5. Open your e-mail software and look for a confirmation message. Reply to the e-mail, keeping the subject line intact.
6. You will receive another message indicating that you have been unsubscribed from the list.

If you have any questions about the subscription process, please contact Betsy Sakasitz in the Information Technologies Office at 610-807-5571 Ext. 35971, or e-mail [bsakasitz @ beth.k12.pa.us](mailto:bsakasitz@beth.k12.pa.us)