





List Serve Instructions


Follow these directions to join the
Art Education undergraduate or graduate and the Arts
Administration list serves.

- In a browser, navigate to 'outlook.com/live.kutztown.edu'.
- Log in using your Kutztown University provided username and password.
- Once you have logged into your mailbox use the instructions below to join the distribution group. The group names are listed at the bottom of the page.
- Use **Join or Leave a distribution group** to see and manage the distribution groups of which you are a member.

To join a distribution group:

1. Select **Settings**  > **mail** > **general** > **distribution groups** > click on  >
2. In the dialog box, you can search for a group by typing all or part of its name in the search window, and then selecting the search icon . To clear the search results, select **Clear** .
3. Double Click on the group you want to join.
4. Select **Join**.

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To leave the distribution group:

1. Select **Settings**  > **mail** > **general** > **distribution groups**
2. Double click on the distribution group you want to *leave*.
3. Select **Leave**.

Art Education, Certification & Alternative Settings – [art-ed@live.kutztown.edu](mailto:art-ed@live.kutztown.edu)  
M.Ed. Art Education – [art-ed-grad@live.kutztown.edu](mailto:art-ed-grad@live.kutztown.edu)  
M.A. Arts Administration – [art-admin@live.kutztown.edu](mailto:art-admin@live.kutztown.edu)