

# INSTRUCTION SHEET

BE WHAT YOU WANT TO BE

cqu.edu.au

## Social Mailing Lists

CQUniversity understands that our students receive a large volume of emails each term. As email is our official method of communication, not all of this can be avoided but we want to enable you to manage your preferences when it comes to less important messages. To help you do this, we have created social mailing lists. From these lists, you will typically receive emails about campus life events and activities, study exchange opportunities, Library or Academic Learning Centre workshops, and other unofficial promotions and initiatives.

You may unsubscribe at any time from social mailing lists. On the other hand, you may choose to subscribe to one or more of the lists and opt to receive social messages in a daily digest. This Instruction Sheet will take you through the process of unsubscribing and subscribing.

### Official communications

Official communications will continue to be sent via our official mailing lists. Students must remain subscribed to official mailing lists for the purpose of emergency communications, changes to policy and procedures, student fees or systems and so on.

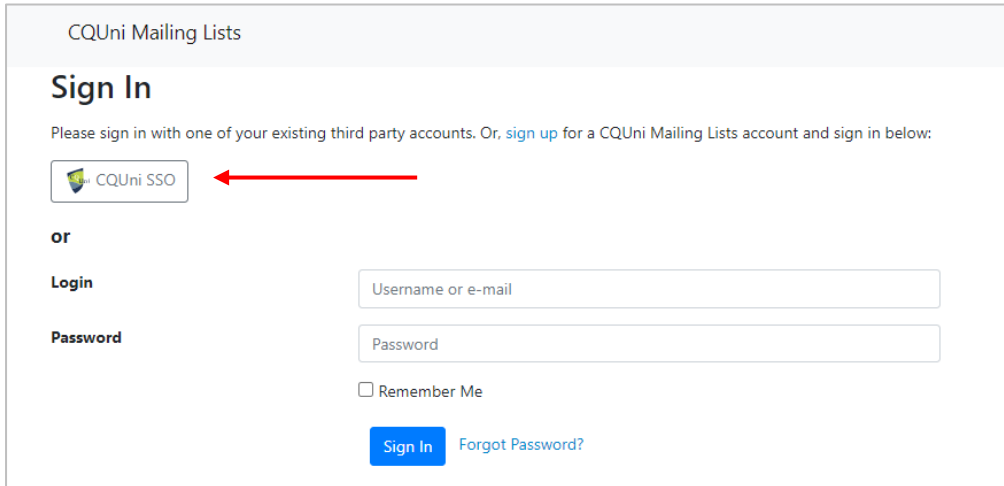
For any questions about student mailing lists, please contact Student Communications at [studentcomms@cqu.edu.au](mailto:studentcomms@cqu.edu.au).

### Managing Social Subscriptions

To manage your subscriptions, visit <https://lists.cqu.edu.au>, select one of the following links or select the link from the bottom of a social email.

- [Australian-Capital-Territory-Students-Social](#)
- [Central-Highlands-Region-Students-Social](#)
- [Far-North-Qld-Region-Students-Social](#)
- [Gladstone-Region-Students-Social](#)
- [Mackay-Region-Students-Social](#)
- [New-South-Wales-Students-Social](#)
- [Northern-Territory-Students-Social](#)
- [North-Qld-Region-Students-Social](#)
- [Queensland-Students-Social](#)
- [Rockhampton-Region-Students-Social](#)
- [South-Australia-Students-Social](#)
- [South-East-Qld-Region-Students-Social](#)
- [Tasmania-Students-Social](#)
- [Victoria-Students-Social](#)
- [Western-Australia-Students-Social](#)
- [Wide-Bay-Burnett-Region-Students-Social](#)


This will take you to the Mailing Lists page where you will need to login. Select *Login* from the top right-hand corner, and then select the *CQUni SSO* button to sign in.



CQUni Mailing Lists

## Sign In

Please sign in with one of your existing third party accounts. Or, [sign up](#) for a CQUni Mailing Lists account and sign in below:

 ←

or

**Login**

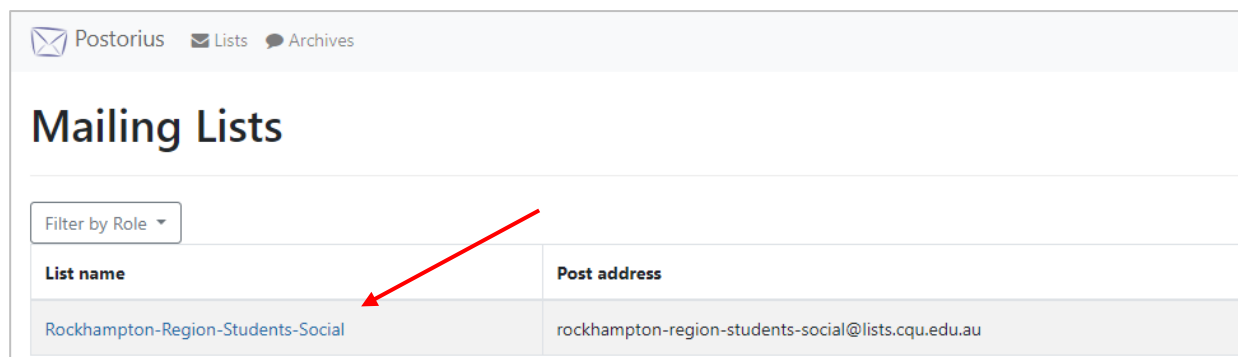
**Password**

Remember Me

[Sign In](#) [Forgot Password?](#)

## Unsubscribe

To unsubscribe, click on the list you want to unsubscribe from.



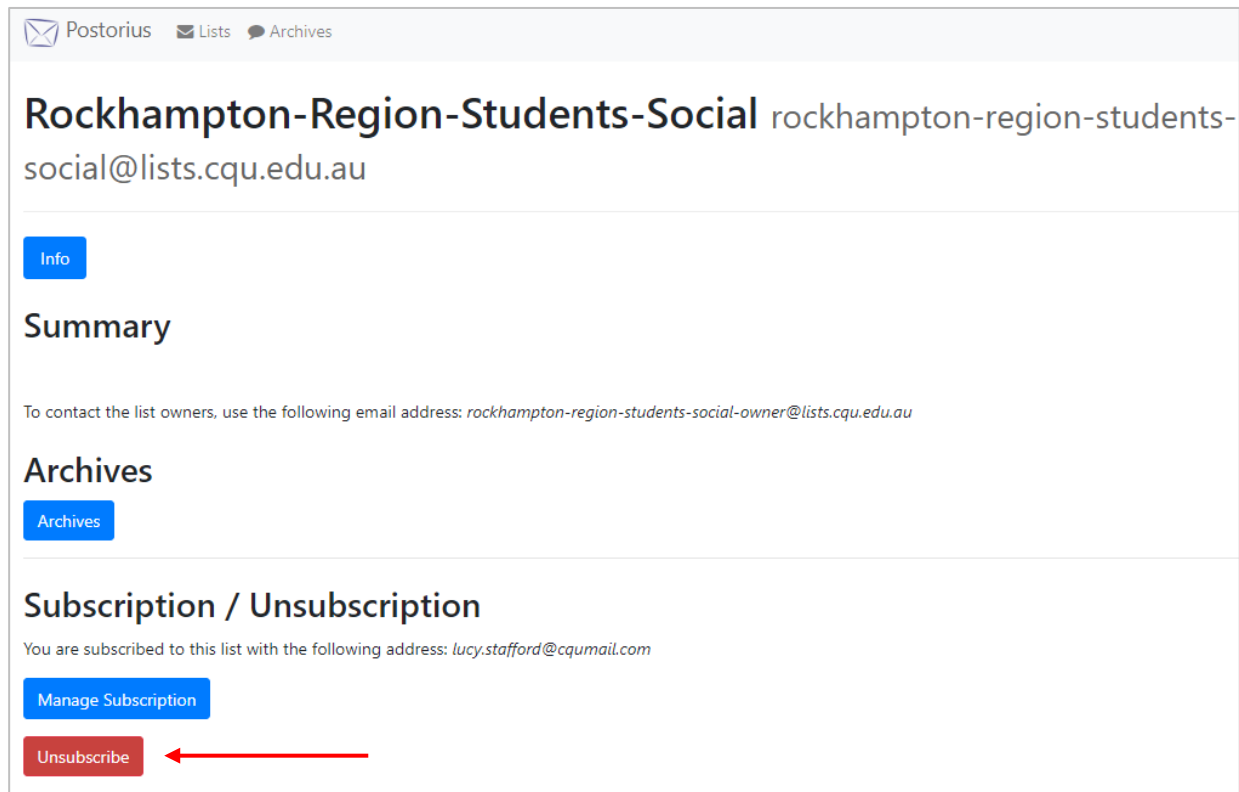
Postorius Lists Archives

## Mailing Lists

Filter by Role ▾

| List name                          | Post address  |
|------------------------------------|---|
| Rockhampton-Region-Students-Social | rockhampton-region-students-social@lists.cqu.edu.au |

From here, select the *Unsubscribe* button.



The screenshot shows a web interface for a mailing list. At the top, there is a navigation bar with 'Postorius', 'Lists', and 'Archives'. The main heading is 'Rockhampton-Region-Students-Social' with the email address 'rockhampton-region-students-social@lists.cqu.edu.au'. Below this is an 'Info' button. The 'Summary' section contains the text: 'To contact the list owners, use the following email address: rockhampton-region-students-social-owner@lists.cqu.edu.au'. The 'Archives' section has an 'Archives' button. The 'Subscription / Unsubscription' section states: 'You are subscribed to this list with the following address: lucy.stafford@cqumail.com'. It features a blue 'Manage Subscription' button and a red 'Unsubscribe' button. A red arrow points to the 'Unsubscribe' button.

You have now unsubscribed from this social mailing list and will receive no further emails from this list. To ensure you don't miss out on opportunities and promotions, please consider following our [CQUniStudents Facebook](#) page.

**Please remember to always keep your personal contact details up to date in MyCQU.** For instructions on how to do this, please download the [instruction sheet](#).

## Subscribe

To subscribe to another social mailing list, or re-subscribe to a list you have unsubscribed from, select one of the following lists and follow the link:

- [Australian-Capital-Territory-Students-Social](#)
- [Central-Highlands-Region-Students-Social](#)
- [Far-North-Qld-Region-Students-Social](#)
- [Gladstone-Region-Students-Social](#)
- [Mackay-Region-Students-Social](#)
- [New-South-Wales-Students-Social](#)
- [Northern-Territory-Students-Social](#)
- [North-Qld-Region-Students-Social](#)
- [Queensland-Students-Social](#)
- [Rockhampton-Region-Students-Social](#)
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- [South-East-Qld-Region-Students-Social](#)
- [Tasmania-Students-Social](#)
- [Victoria-Students-Social](#)
- [Western-Australia-Students-Social](#)
- [Wide-Bay-Burnett-Region-Students-Social](#)

You can also visit the [Email Preferences](#) article from the *IT at CQU* collection on the *Discover* view of [MyCQU](#). From here, select the list you wish to subscribe to and follow the link.

Once logged in, you will arrive at the list *Info* page. From here, enter your email address (this may autofill) and select *Subscribe*.

✉ Postorius   Lists   Archives

## Rockhampton-Region-Students-Social

rockhampton-region-students-social@lists.cqu.edu.au

Info

### Summary


To contact the list owners, use the following email address: [rockhampton-region-students-social-owner@lists.cqu.edu.au](mailto:rockhampton-region-students-social-owner@lists.cqu.edu.au)

### Archives

Archives

### Subscribe to this list

To subscribe you can send an email with 'subscribe' in the subject to [rockhampton-region-students-social-join@lists.cqu.edu.au](mailto:rockhampton-region-students-social-join@lists.cqu.edu.au) or use the form below:

Your email address  

Subscribing via "Primary Address" will change subscription address when you change your primary address.

Your name (optional)

Subscribe

A pop-up box will appear at the top of the screen confirming your subscription.

You are subscribed to rockhampton-region-students-social@lists.cqu.edu.au.



You have now subscribed to a social mailing list. To subscribe to multiple lists, please return to [MyCQU](#) and select the appropriate list/s.

**Please remember to always keep your personal contact details up to date in MyCQU.** For instructions on how to do this, please download the [instruction sheet](#).

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