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, Chrome, Safari) and navigate to https://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.

Note: If you receive a message in your browser about the web site certificate not being trusted, you may still continue to the site.
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](image)

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 https://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.

![Unsubscribe form]

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

![Unsubscribe confirmation]

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