

# Mailing list on Published Calendar Distribution List Fails to Send

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## Symptom

Published Calendar is scheduled to send once a week to a mailing list, and it shows as having been sent, but no mailing list members receive the calendar by email.

## Resolution

This was caused by one or more members of the list unsubscribing to the list. The "unsubscribe" option shows at the bottom of the emailed calendar for each member, and indeed should show up. If one member unsubscribes, it will cause Publisher to unsubscribe the entire mailing list because it is a single address.

As a solution, do not use a single mailing list address in the Published calendar distribution list. Instead, please do one of the following:

1) Regularly send instructions to the mailing list on how to subscribe to the Calendar

### **Example Instructions**

To subscribe to "weekly events " go to this URL  
[http://www.school.edu/weekly\\_events/](http://www.school.edu/weekly_events/)  
Click "SUBSCRIBE"  
Enter your email address

2) Or, regularly copy the comma-delimited email list into the Published calendar distribution list. Any user who unsubscribes will then only unsubscribe themselves.