1. Subscribe to a Listserv through the web interface

**Step 1.** Login to Listserv at [https://lists.ucdenver.edu](https://lists.ucdenver.edu).

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: [http://4help.oit.ucdenver.edu](http://4help.oit.ucdenver.edu)
Step 2. Click on the link for Listserv Mailing List Archives

Step 3. This will take you to a page that displays all the lists served by the CU Denver Listserv. From this page you can select from the various lists available and subscribe or unsubscribe to them.

Step 4. From this page you can also create a login and password to the Listserv to manage your subscriptions. Click on the Log In link from the ‘Options’ window.

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Step 5. If this is your first time logging in you will need to select the option **get a new LISTSERV password** link.

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Step 6. This will open up a new window where you can register a LISTSERV password. Enter in your email address and insert a password. Once you’re ready click on the Register Password link.

Register LISTSERV Password

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Step 7. You will then receive a Confirmation Sent message like the screenshot below. Once you complete the activation you can now login at https://lists.ucdenver.edu from the Log In option under the Options window using your new login information. Having a login will allow you to manage your subscriptions to the various Listserv lists.

Confirmation Sent

Your password registration request has been accepted. For your protection, the password will not be activated just yet (anyone could have completed this form using your email address). To activate your password, simply follow the instructions which have been sent to you at [email protected]. Please wait until you receive a message from LISTSERV saying “Your new password was registered successfully” before trying to use it with the Web interface.

Step 8. Once you are ready to subscribe or unsubscribe to a list find it alphabetically and select it from the list.

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Step 9. Choose the **Subscribe or Unsubscribe** from the Options menu

Step 10. Insert your email address and choose from one of the subscription options, you can alternatively do this interactively if you choose to create a login to Listserv.

Subscribe or Unsubscribe to the OIT-ANNOUNCEMENTS List

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Note: This is what the subscribe window looks like when you are logged in with your account.

**Step 11.** In some instances a list might be marked as private, in these cases a subscription request will be sent to the list owner so that they can approve or deny the subscription request.

**Step 12.** Anyone subscribed to a list can post a message to the list and it will be distributed to all of the subscribers. However if the list is moderated then the posting will have to be approved by one of the list editors.
Step 13. To post a message to a list you can send an e-mail as follows.

- To: ListName@lists.ucdenver.edu

Related Documents or URL’s

http://www.ucdenver.edu/Email/Cloud/Pages/Lists.aspx

Access the LISTSERV help by clicking the question mark icon in the top right of the page or go directly to.

https://lists.ucdenver.edu/cgi-bin/wa?SHOWTPL=HELP-A0