

LISTSERV LIST MANAGEMENT

Managing List You Own

Logging into the Listserv

In order to administer the list, you will need to log into the Listserv.

To log in to the Listserv, click [here](#).

Click "Log In" in the upper right corner.



LISTSERV Archives

This LISTSERV server is located at [redacted] Below you will find all lists that have been configured for p
HTML description, you can get more information about the list by hovering the mouse over the list name.

List Name	List Title
 HIEP-TEST-NEW	testing for Hiep (0 Subscribers)
 LDAP-TEST	LDAP Test List (2 Subscribers)
 SAMSON-TEST	Samson is the best (0 Subscribers)
 TEST1	created by HN (2 Subscribers)

Lists per Page:

Use your University email address and password.



Login Required

Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

Email Address:

Password:

You will have a button / drop down menu at the top for "List Management."

LISTSERV 16.0

Server Administration ▾ List Management ▾ List Moderation Subscriber's Corner Email Lists

LISTSERV

- List Dashboard
- List Configuration ▶
- List Reports ▶
- Customization ▶
- Subscriber Management
- LISTSERV Command

This LISTSERV server is located at . Below you will find all lists that have been configured for p table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with mouse over the list name.

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Lists per Page:

What being a list owner means.

As an **owner**, you are the person who will manage the list. The most frequent task you will do as a list owner is **add** and remove subscribers.

Your e-mail address has been specified as the "owner" of the list. This means that you will receive e-mails for the following:

1. You will receive a copy of any "subscribe" and "unsubscribe" confirmation messages that your subscribers receive.

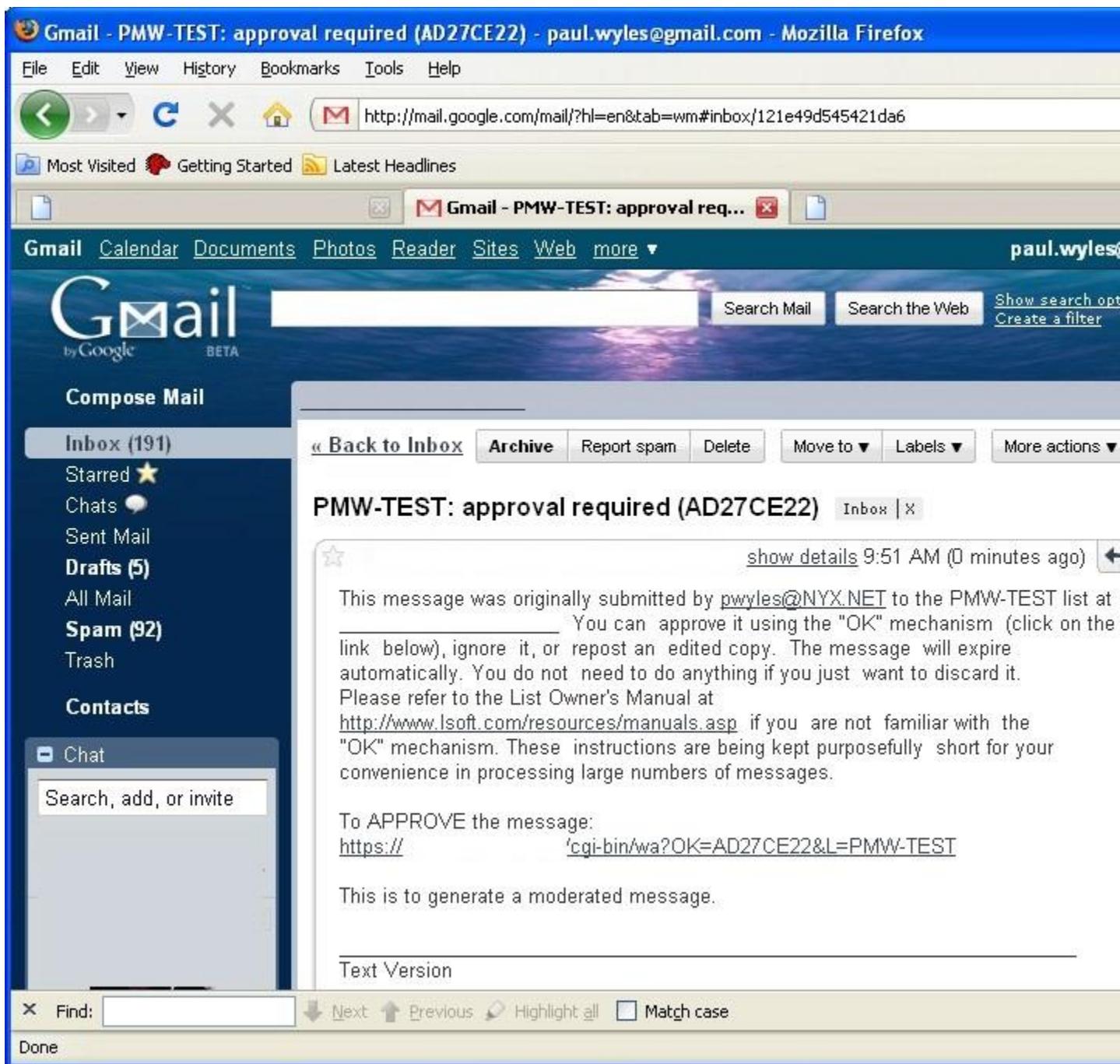
2. You will receive a copy of any message sent to the list from a person who is NOT subscribed. That person will also receive this reply, so no action is needed by you (unless these messages become excessive, in which case you should e-mail the sender).
3. You will receive summary reports when the list encounters problems sending to particular subscribers. **The messages are telling you that the list received an “undeliverable” when it tried** to send to these subscribers. In general, these are only for your information. The list will automatically try to unsubscribe any e-mail address for which messages are undeliverable, after a set number of bounces. However, if the list is unable to unsubscribe an address, you may need to manually assist.

Moderated vs. Unmoderated

An **UNMODERATED** list is one in which any subscriber can post messages to the list, and the list will automatically distribute the messages to the subscribers. No intervention is required by you, the owner, for the posting of messages.

A MODERATED list is one which the subscribers can not directly post messages. Instead, the list editors must assist with each posting. When a subscriber sends a message to the list the message is sent to the editor to approve the posting of the message to the list. The approval request will look something like this. All that is required is to click the link to approve the message for posting. If you don't approve the posting ignore the approval request message, and the listserv will automatically delete the posting request.

SPECIFIC SENDERS allows only specific email address to send to the list.



Open Subscription vs. Private List

An OPEN SUBSCRIPTION list is one which will allow anyone to subscribe, without any intervention by the list owner.

A PRIVATE list is one which requires owner approval before any person can subscribe to the list. For a PRIVATE list, the subscription process is as follows:

1. The subscriber uses the web interface to subscribe to the list, and then confirms that they want to subscribe.
2. The mailing list program forwards the subscribe request to the list's owner(s). That message looks like this:

PMW-LIST: info@PAUL-WYLES.COM requested to join - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Delete Undo Redo A+ A-

Extra line breaks in this message were removed.

From:
To: Wyles, Paul
Cc:
Subject: PMW-LIST: info@PAUL-WYLES.COM requested to join

Mon, 15 Jun 2009 11:12:59

A request for subscription to the PMW-LIST list (Paul Wyles Test List) has been received from <info@PAUL-WYLES.COM>.

You can, at your discretion, send the following command to the list to add this person to the list:

ADD PMW-LIST info@PAUL-WYLES.COM Paul Wyles

The simplest way to do this is to click on the following link:

<https://www.paul-wyles.com/cgi-bin/wa?LCMD=ADD+PMW-LIST+info%40PAUL-WYLES.COM+Paul+Wyles>

----- Original mail header -----
Received: from [140.226.189.62] ([140.226.189.62])
by [8.13.8/8.13.8] (8.13.8/8.13.8) with ESMTTP id n5FHCxYPO23179
for <info@paul-wyles.com>; Mon, 15 Jun 2009 11:12:59 -0600
X-IronPort-Anti-Spam-Filtered: true
X-IronPort-Anti-Spam-Result: AqMCAMkdNkrY74AakWdsb2JhbACXMYEWAQEBAQkLCgcTA71ehAOFiFs
X-IronPort-AV: E=Sophos;i="4.42,223,1243836000";
d="scan'208";a="48538384"
Received: from smtp.omnis.com ([216.239.128.26])
by fe-26-dept-in.uchsc.edu with ESMTTP; 15 Jun 2009 11:12:58 -0600
Received: from smtp-a.omnis.com (smtp-b.omnis.com [216.239.128.238])
by smtp.omnis.com (Postfix) with ESMTTP id 93B4345724A
for <info@paul-wyles.com>; Mon, 15 Jun 2009 10:12:58 -0700 (PDT)
Received: from localhost (balder.omnis.com [216.239.128.60])
by smtp-a.omnis.com (Postfix) with ESMTTP id 234E9125C98
for <info@paul-wyles.com>; Mon, 15 Jun 2009 10:12:56 -0700 (PDT)
Received: from 140.226.28.148 ([140.226.28.148])
by webmail.paul-wyles.com (IMP) with HTTP
for <info@paul-wyles.com@mail.omnis.com>; Mon, 15 Jun 2009 11:12:56 -0600
Message-ID: <1245085976.4a3681186aee7@webmail.paul-wyles.com>
Date: Mon, 15 Jun 2009 11:12:56 -0600
From: Paul Wyles <info@paul-wyles.com>
To:

Approving a subscriber on a private list

If you approve of this subscription, then you, the list owner, must click the link in the approval email, or **alternatively** send a message as directed by the above. Although it is possible to approve the subscription by email, clicking the link which uses the web interface is far simpler. The only reason this documentation mentions the email version is because the email version is mentioned in the approval email.

Note the following:

- a) Your message must be sent to: `listserv@lists.ucdenver.edu`
- b) The body of the message must contain only the command that begins with the word "add", as shown above. You can use your mailer's "reply" function to avoid having to do unnecessary typing, but remember to remove any ">" characters from the beginning of the "add" command. Also, be careful that your e-mail program does not word-wrap the "add" command line -- the command must be complete on one line.

Adding a subscriber to the list as the list owner

Although the process described above shows how to complete a subscription process that another person has initiated, you, as list owner, can subscribe any address to your list.

Go to the web interface for the list management at <http://lists.ucdenver.edu/archives> and log in. After logging in you will have a button / drop down menu at the top for List Management.

Logged in as: jason.klingensmith@ucdenver.edu (Administrator)



LISTSERV

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- LISTSERV Command

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? Lists per Page:

On the list management drop down menu is a link for subscriber management.

The subscriber management screen has two file tabs. One tab is for Single Subscriber and one tab is for bulk operations.



Subscriber Management (SAMSON-TEST)

Select List:

SAMSON-TEST Samson is the best ▾

Single Subscriber

Bulk Operations

SAMSON-TEST

Examine or Delete Subscription

Name or Address:

henry@somewhere.com

Henry Brown

s*lvia

Search in SAMSON-TEST

Clear

Add New Subscriber

Email Address and Name:

henry@somewhere.com Henry Brown

Henry Brown <henry@somewhere.com>

Send Email Notification

Do Not Notify the User

Add to SAMSON-TEST

Clear

Review List Members: [In Browser](#) | [By Email](#)

With the single subscriber **tab** you can add an email address to your **subscribers** list, you can also use that tab to unsubscribe / delete addresses from your list. When using the single subscriber screen whether a confirmation message is sent to both you and the person subscribed is an option that can be selected with a radio button.

Adding or removing a lots of subscribers at once

The bulk operations tab allows you add or delete a bunch of addresses at once. With **bulk operations** there is a radio button that specifies how the operation will work. The choices **are add** a list of subscribers, remove all subscribers from the list and then add a list of subscribers, or remove a list of subscribers. One common bulk operation is to add a bunch of subscribers all at once.

Logged in as: jason.klingensmith@ucdenver.edu (Administrator)



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Subscriber Management (SAMSON-TEST)

Select List:

SAMSON-TEST Samson is the best ▾

Single Subscriber

Bulk Operations

SAMSON-TEST

Caution: Some of the functions offered through this page will **remove all subscribers** from SAMSON-TEST. Double-check your selection.

Function:

- Add** the imported addresses to SAMSON-TEST; do not remove any subscribers.
- Remove all subscribers** from SAMSON-TEST, and **add** the imported addresses (to remove all subscribers, select this option).
- Remove** the imported addresses from SAMSON-TEST; do not add any subscribers.
- Remove** the imported addresses from **all lists**.

Input File:

Format of the bulk operations import file

The format of the input file for bulk operations is a text file with one address per line. The full name is optional. If you are using **word** to edit the input file be sure to save the file as text and not as a word document. If the input file looks right when opened with notepad it can be used as an input file for bulk operations. Here is a sample input file with a couple of examples.

```
-----  
user@example.com  
JOHN.DOE@WHATEVER.ORG John Doe  
-----
```

You can also turn a column of an Excel spreadsheet into a properly formatted text file.

Highlight the top email address in the column

Scroll to the bottom of the column

Hold the shift key down and click the bottom address

Right click the highlighted area and select copy

Open up notepad

Paste the list of copied email addresses

Save the notepad file



Subscriber Management (SAMSON-TEST)

Select List:

SAMSON-TEST Samson is the best ▾

Single Subscriber

Bulk Operations

SAMSON-TEST

Examine or Delete Subscription

Name or Address:

henry@somewhere.com

Henry Brown

s*lvia

Search in SAMSON-TEST

Clear

Add New Subscriber

Email Address and Name:

henry@somewhere.com Henry Brown

Henry Brown <henry@somewhere.com>

Send Email Notification

Do Not Notify the User

Add to SAMSON-TEST

Clear

Review List Members: [In Browser](#) | [By Email](#)

Be careful when using bulk operations, because it is possible to delete all the subscribers.

For most lists, the subscribers cannot see the other people that are subscribed to the list for security reasons, however you as the list owner can use the subscriber management screen to get a list of subscribers, and then use that listing to make any adjustments necessary.

Sending Messages to a Listserv

To send an email to your ListServ list:

As long as you are an authorized sender or owner, you can send emails to the list you have these rights to.

Create a new message and type the listname@lists.ucdenver.edu in the To: field. (Here, "listname" is the name of your list)

Type the subject of the message

Type the text of the message

Click Send.

Most lists are configured to confirm you are the sender and that you want to send that mailing out. If this is the case, you'll get an email similar to the screen-shot shown below shortly after you sent the first email out.

To approve the message, you can simply click on the email link you get (below in blue) and that will confirm your wish to send this email. It will then be sent out to the intended recipients.

For security reasons, the [REDACTED] list has been configured to request positive confirmation of messages posted to the list. You must now confirm that the enclosed message did originate from you. To do so, simply reply to the present message and type "OK" (without the quotes) in the text of your message, or click on the link below. If this does not work, or if the message did not originate from you, then contact the list owner for assistance.

To APPROVE the message:

[http://lists.ucdenver.edu/scripts/wa.exe?OK=9617DADF&L=\[REDACTED\]](http://lists.ucdenver.edu/scripts/wa.exe?OK=9617DADF&L=[REDACTED])

Please let the OIT service desk (UCD-OIT-Helpdesk@ucdenver.edu) know if you have any questions.

