



# Listserv List Management

## Manage Subscribers

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### Manage Subscribers

Please note that Listserv is behind the University firewall, so you will need to be on-campus connected to the secure Wi-Fi or ethernet, on the VPN via GlobalProtect, or using a desktop session via VMWare at remote.ucdenver.edu, in order to access the Listserv interface. More information about the VPN and VMWare connections can be found at the page below:

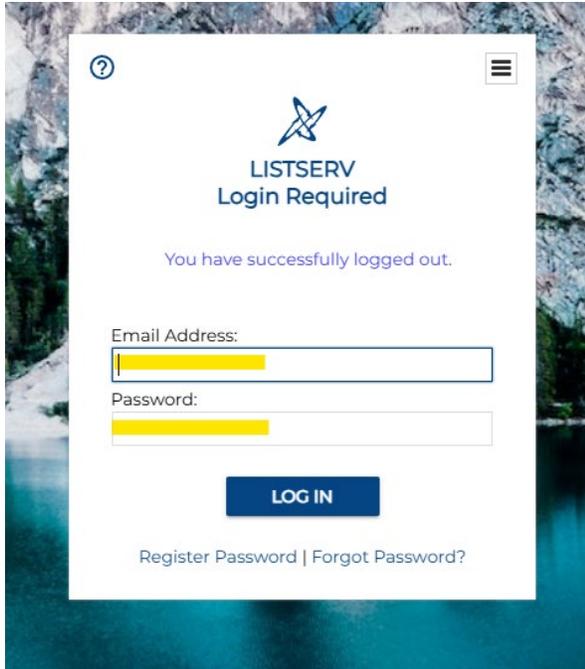
<https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/remote-access-vpn>

Once connected to the VPN you will access the Listserv website by navigating to

<https://lists.ucdenver.edu>

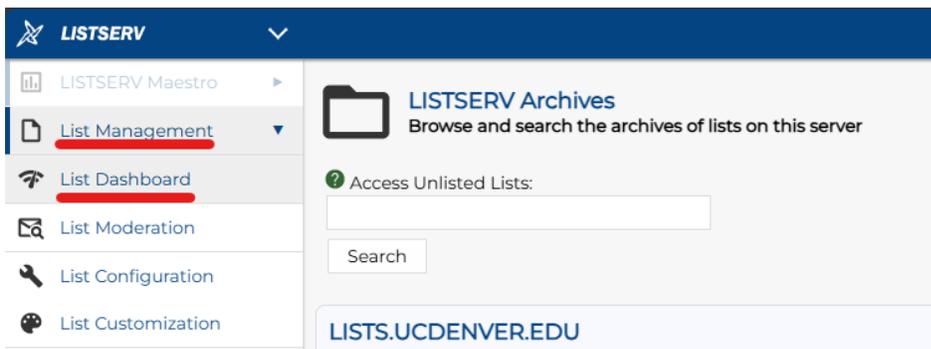
Then click “Log In” in the upper right corner.

You will use your university **email address** and password to log in.



## View, Add, and Remove Subscribers

To view the subscribers on the lists you own, click **List Management** and then select **List Dashboard**.



Here you will see all the Lists you are an Owner of. On the list dashboard next to the list, click on the number under Subscribers.



List Name      Subscribers

EW-TESTLIST      5

Here you can view and search all subscribers on the list. You can also add a new single subscriber directly.

**Subscriber Reports**  
View, add and delete subscribers and change subscription settings

**Add Subscriber: (Bulk Operations)**  
nancy@xyz.com Nancy Travis      Add Subscriber

Send Email Notification

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**EW-TESTLIST@LISTS.UCDENVER.EDU (5 Subscribers)**

Report Format: Table      Update

Check All | Uncheck All  
Customize Report

Subscribers	Mail Style
<input type="checkbox"/> [redacted]@CUANSCHUTZ.EDU	Regular
<input type="checkbox"/> ew-testbox@UCDENVER.EDU No Name Available	Regular
<input type="checkbox"/> [redacted]@GMAIL.COM No Name Available	Regular
<input type="checkbox"/> santa.claus@CUANSCHUTZ.EDU Santa Claus	Regular
<input type="checkbox"/> [redacted]@CUANSCHUTZ.EDU	Regular

Lines per Page: 50      Update

Delete Subscribers

You can remove a subscriber by selecting the check box next to their address and then click Delete Selected Subscribers. Then hit the submit button.



You can also manage subscribers on the lists you own by clicking **Subscriber Management** underneath **List Management** on the left menu.

Here you can select a list from the drop-down menu and then add a new subscriber email address. You can choose whether to notify the user or not.



 **Subscription Management**  
Add, delete or change subscriptions

 Search for Subscribers (EW-TESTLIST):

henry@somewhere.com  
Henry Brown

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**EW-TESTLIST@LISTS.UCDENVER.EDU**

Email Address and Name:

henry@somewhere.com Henry Brown  
Henry Brown <henry@somewhere.com>

Notification:

Send Email Notification  
 Do Not Notify the User

If you search for a subscriber you can delete them or modify their settings.



## Subscription Management

Add, delete or change subscriptions

**EW-TESTLIST@LISTS.UCDENVER.EDU**

Notification:

- Send Email Notification
- Do Not Notify the User

Name:

No Name Available

Email Address:

ew-testbox@ucdenver.edu

Subscribed Since: 15 Jan 2025

Subscription Type:

- Regular
- Digest (Traditional)
- Digest (HTML Format)
- Index (Traditional)
- Index (HTML Format)

Mail Header Style:

- Normal
- Normal (List Name in Subject Line)

Acknowledgements:

- No Acknowledgements
- Short Message Confirming Receipt
- Receive Copy of Own Postings

Miscellaneous:

- Mail Delivery Disabled Temporarily
- User is Exempt from Renewal/Probing
- User May Bypass Moderation
- All Postings Sent to List Owner for Review
- User May Not Post to List

Update Settings

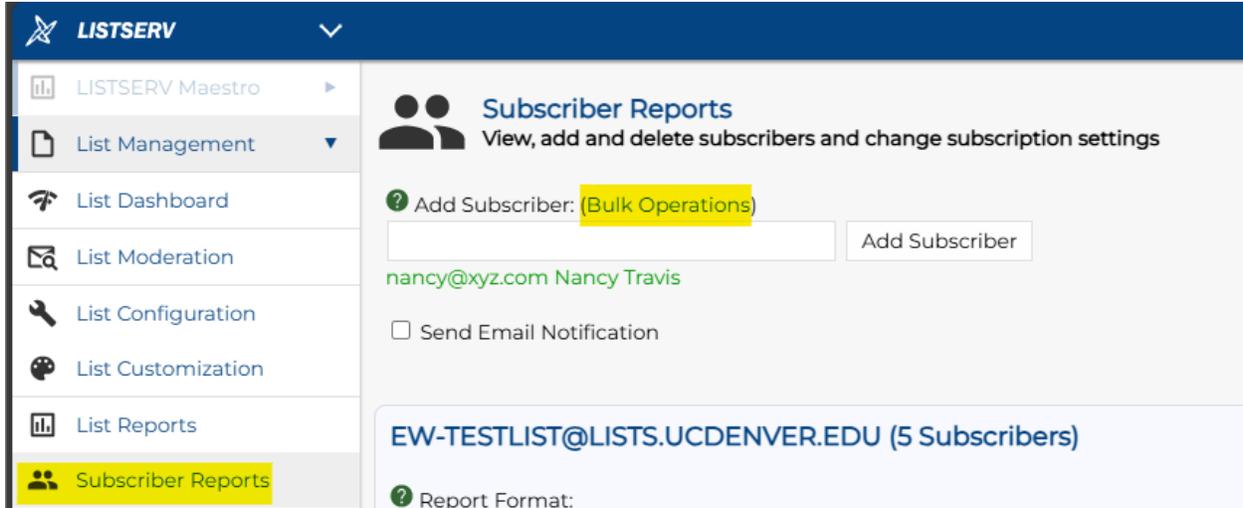
Delete

Delete From All Lists

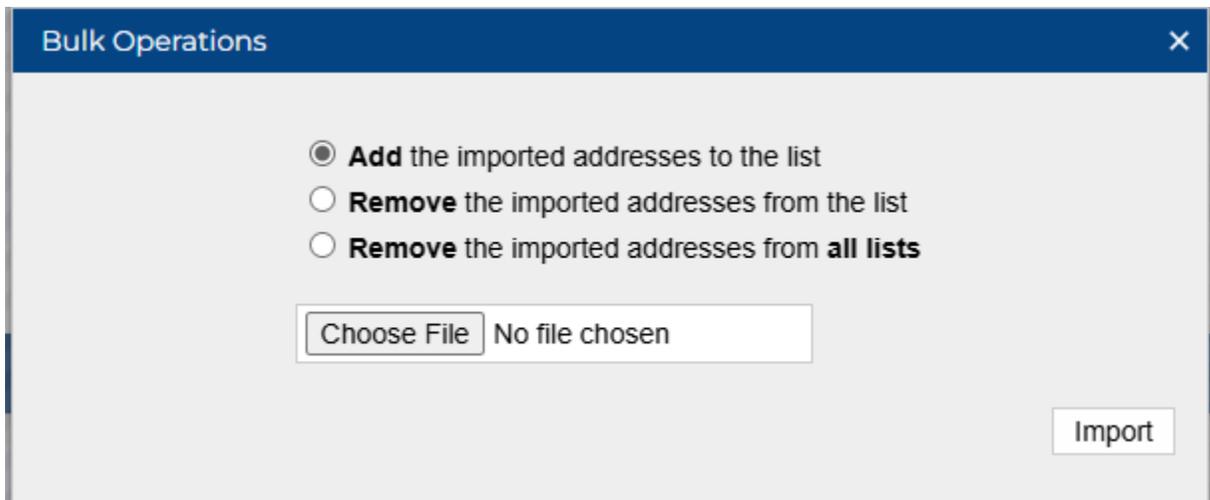


## Bulk Adding Subscribers

You can add a list of subscribers by using the **Bulk Operations** on the **Subscriber Reports** page.



In the box that pops up you will select **Choose File** to import a file you create with the list of addresses and then hit **Import**. You can also remove users in bulk as well. Be careful when using bulk operations because it is possible to delete all the subscribers inadvertently.

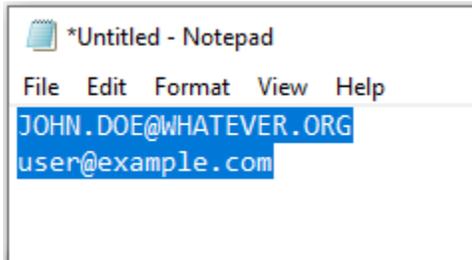


Instructions for creating the file are listed below.



## Format of the Bulk Operations Import File

The format of the input file for bulk operations is a **TXT** or **CSV** file with one address per line. Be sure not to include any spaces at the end of the address or any special characters. Using Notepad, you can paste the addresses with one address per line like the screenshot below. Then save as a .TXT file.



You can also use Excel to put all addresses into one column. Then save the file as a .CSV file.

