

Listserv List Management – Manage Subscribers

Please note that ListServ is behind the university firewall, so you will need to be on-campus connected to the secure wifi 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 below page:

<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.

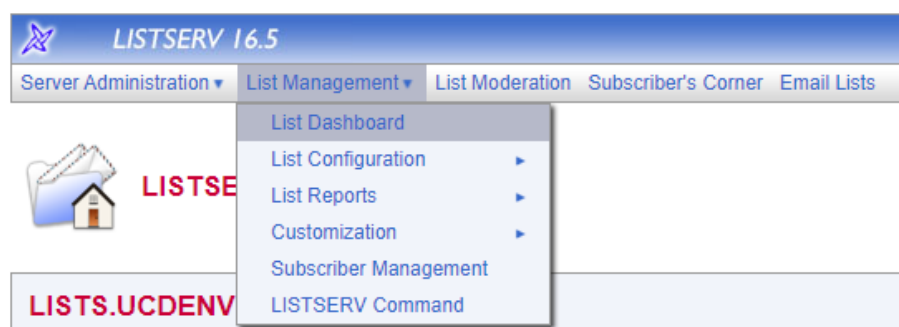


Login Required

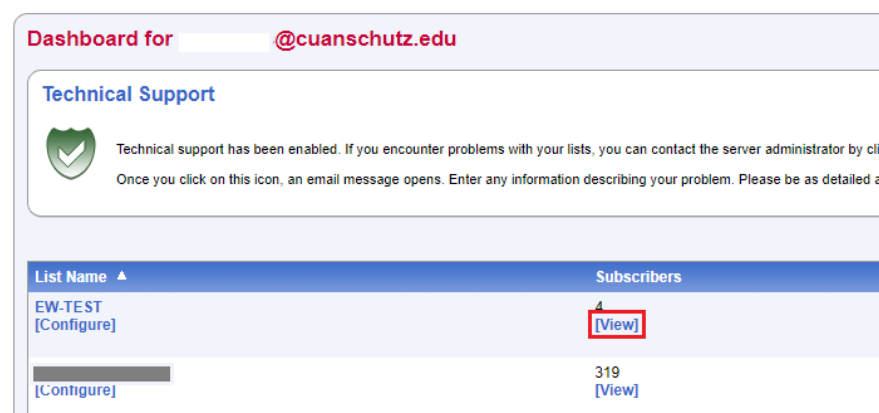
The image shows a 'Login Required' dialog box. It has a blue header with the text 'Login Required'. Below the header, there is a message: 'Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.' Below the message, there are two input fields: 'Email Address:' and 'Password:'. Below the input fields, there are two buttons: 'Log In' and 'Change Password'.

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. Click on **[View]** below the subscribers column to view all subscribers.



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

Report Format

Report Format:

Search Options

Search for Subscribers:

Subscriber Management

Add Subscriber:

EW-TEST (4 Subscribers)		
Check All Uncheck All		
	Subscriber Names ▲	Mail Style
<input type="checkbox"/>	████████@CUANSCHUTZ.EDU No Name Available	Regular
<input type="checkbox"/>	████████@LIVE.COM No Name Available	Regular
<input type="checkbox"/>	████████@CUANSCHUTZ.EDU No Name Available	Regular
<input type="checkbox"/>	████████@GMAIL.COM No Name Available	Regular

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.

EW-TEST (4 Subscribers) Submit

Check All | Uncheck All

Subscriber Names	Mail Style	Mail Status	Restrictions	Subscription Date
<input checked="" type="checkbox"/> [redacted]@CUANSCHUTZ.EDU No Name Available	Regular	Mail	Post	29 Aug 2022
<input type="checkbox"/> [redacted]@UIVE.COM No Name Available	Regular	Mail	Post	17 Jun 2022
<input type="checkbox"/> [redacted]@CUANSCHUTZ.EDU No Name Available	Regular	Mail	Post	13 Dec 2022
<input type="checkbox"/> [redacted]@GMAIL.COM No Name Available	Regular	Mail	Post	20 Apr 2022

Subscribers per Page: 50 Send email notification of changes ☐

Delete Selected Subscribers Submit

You can also manage subscribers on the lists you own by clicking **List Management** and then select **Subscriber Management**.

LISTSERV 16.5

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

List Management (EW-TEST)

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

Select List:
EW-TEST (unlisted)

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.

Subscriber Management (EW-TEST)

Select List:
EW-TEST (unlisted)

Single Subscriber **Bulk Operations**

EW-TEST

Examine or Delete Subscription

Name or Address:

henry@somewhere.com
Henry Brown
s*lvia

Search in EW-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 EW-TEST Clear

You can also search for a subscriber delete them or modify their settings.

Single Subscriber **Bulk Operations**

EW-TEST

Examine or Delete Subscription

Name or Address:

henry@somewhere.com
Henry Brown
s*lvia

View or Set Subscription Options

Notification Options:

☒ Send Email Notification
☐ Do Not Notify the User

Name:

Email Address:

Subscribed Since: 13 Dec 2022

Subscription Type

☒ Regular [NODIGEST]
☐ Digest (traditional) [NOMIME DIGEST]
☐ Digest (MIME format) [NOHTML MIME DIGEST]
☐ Digest (HTML format) [HTML DIGEST]
☐ Index (traditional) [NOHTML INDEX]
☐ Index (HTML format) [HTML INDEX]

Mail Header Style

☒ Normal LISTSERV-style header [FULLHDR]
☐ LISTSERV-style, with list name in subject [SUBJECTHDR]
☐ "Dual" (second header in mail body) [DUALHDR]
☐ sendmail-style [IETFHDR]
☐ Normal LISTSERV-style (RFC 822 Compliant) [FULL822]

Acknowledgements

☐ No acknowledgements [NOACK NOREPRO]
☒ Short message confirming receipt [ACK NOREPRO]
☐ Receive copy of own postings [NOACK REPRO]

Miscellaneous

☐ Mail delivery disabled temporarily [NOMAIL]
☐ Address concealed from REVIEW listing [CONCEAL]
☐ User is exempt from renewal/probing [NORENEW]
☐ User may bypass moderation [EDITOR]
☐ All postings sent to list owner for review [REVIEW]
☐ User may not post to list [NOPOST]

Bulk Adding subscribers

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



Subscriber Management (EW-TEST)

Select List:
EW-TEST (unlisted) ▼
[2-AMC] [AMC-AURL] [AURL-BUS.] [BUS-CARE] [CARE-CLAS] [CLAS-CR] [CSM-CSPH] [CSPH-CUN] [CUO-DC-W] [DC-W-D

Single Subscriber Bulk Operations

EW-TEST

Examine or Delete Subscription

Name or Address:
henry@somewhere.com
Henry Brown
s*lvia

Search in EW-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 EW-TEST Clear

Select the list from the drop-down menu. Next you can choose from one of the 4 functions. Then you will select **Choose File** to import a file you create with the list of addresses and then hit **Import**. Instructions for creating the file are listed below.

Select List:
EW-TEST (unlisted) ▼
[2-AMC] [AMC-AURL] [AURL-BUS.] [BUS-CARE] [CARE-CLAS] [CLAS-CR] [CSM-CSPH] [CSPH-CUN] [CUO-DC-W] [DC-W-DOM_] [DOM_-e] [E-FH] [FI-HE] [HI-INTS] [INTS-MATH] [MATH-OFF] [OFF-PATH] [P

Single Subscriber Bulk Operations

EW-TEST

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

Function:

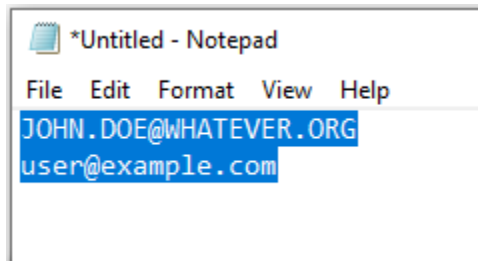
- ☒ Add the imported addresses to EW-TEST; do not remove any subscribers.
- ☐ Remove all subscribers from EW-TEST, and add the imported addresses (to remove all subscribers, select this option and omit the input file).
- ☐ Remove the imported addresses from EW-TEST; do not add any subscribers.
- ☐ Remove the imported addresses from all lists.

Input File: Choose File no file chosen Import

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

Format of the bulk operations import file

The format of the input file for bulk operations is a **TEXT** 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.

