

Managing Owners and Editors on Listserv Lists

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Owners of the list are the ones that will manage the settings of the list including adding and removing Editors, senders, and subscriber management.

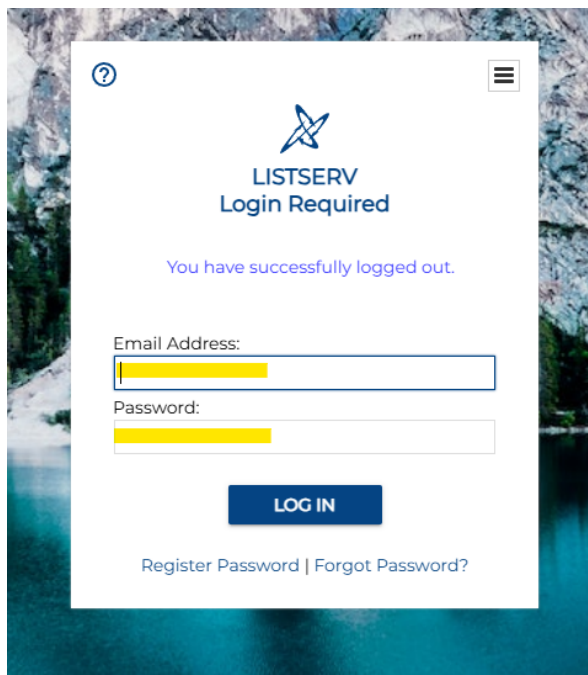
Editors are added to be approved senders or moderators of the list. They do not have the ability to make changes to the list settings.

Below are instructions on how to manage the Owners and Editors of a list:

Log into the GlobalProtect VPN.

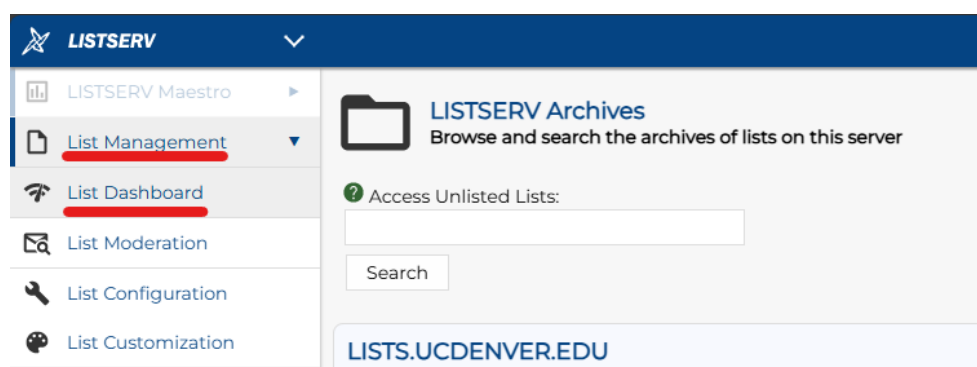
In your browser navigate to <https://lists.ucdenver.edu>

Log in with your university email address and password.







The screenshot shows a web interface for Listserv login. At the top, there is a blue star logo and the text "LISTSERV Login Required". Below this, a message in blue text says "You have successfully logged out." The login form consists of two input fields: "Email Address:" and "Password:", both with yellow placeholder text. Below the fields is a blue "LOG IN" button. At the bottom, there are links for "Register Password" and "Forgot Password?".

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



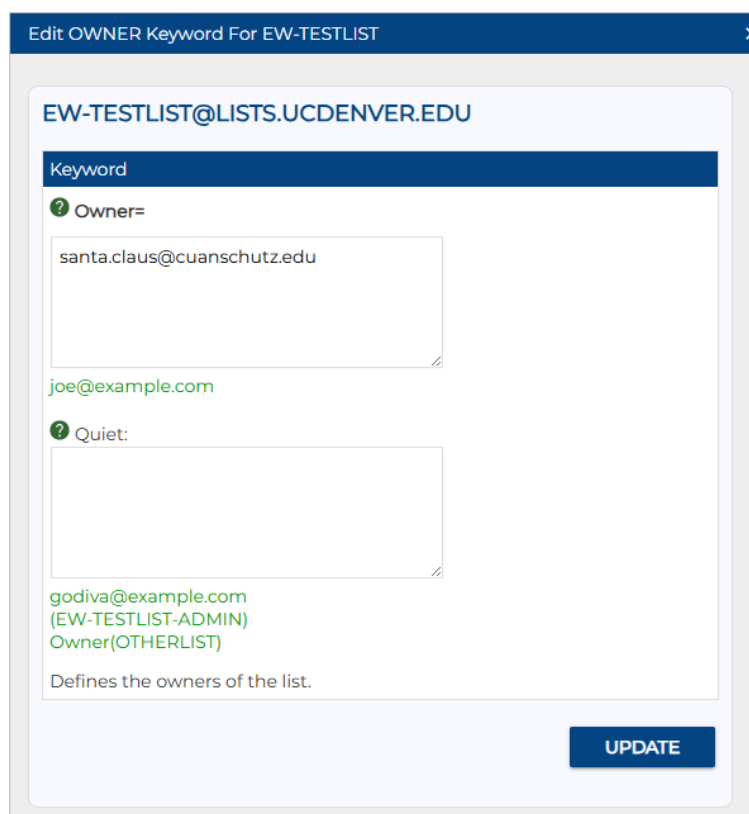
Adding and Removing Owners

To change Ownership of the list, click on the value under the Owner list you want to manage owners and/or editors on.

| Customize Report | | |
|---|--|---|
| List Name | Subscribers | Owner |
|  |  |  |
|  EW-TESTLIST | 5 | <u>santa.claus@CUANSCHUTZ.EDU</u> |

In the **Owner=** box you can add additional owners. Here you will enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line. Quiet Owners have list administration privileges but do not receive administrative messages. Once done adding Owners, click the **Update** button.

*****Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as owners of a list.**



Edit OWNER Keyword For EW-TESTLIST

EW-TESTLIST@LISTS.UCDENVER.EDU

Keyword

? Owner=

santa.claus@cuanschutz.edu

joe@example.com

? Quiet:

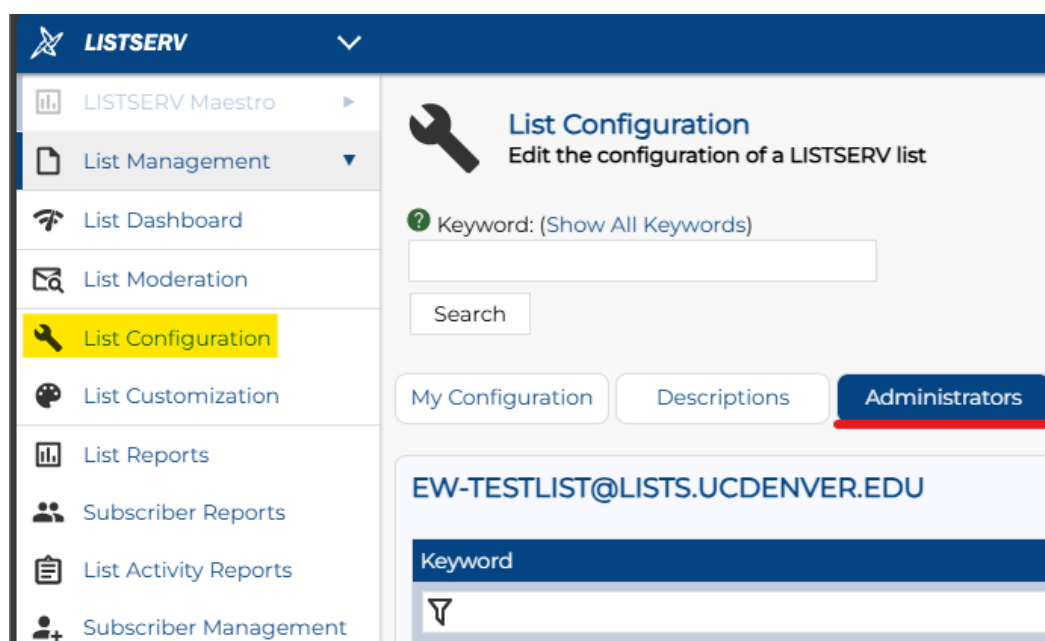
godiva@example.com
(EW-TESTLIST-ADMIN)
Owner(OTHERLIST)

Defines the owners of the list.

UPDATE

Adding and Removing Editors

To add and remove Editors, go to **List Configuration** under **List Management** in the left menu. Then go to **Administrators**.

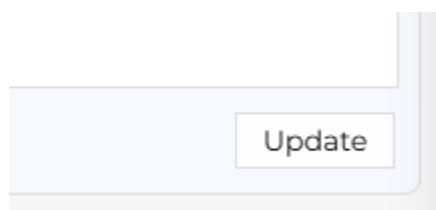


Scroll down to the **Editor=** section. Here you will enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line.

*****Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as editors of a list.**



Once you are done adding and removing editors, click the Update button at the bottom right of the page.



You will get confirmation at the top of the page that the list header was successfully updated.



List Configuration

Edit the configuration of a LISTSERV list

The header of the EW-TESTLIST list has been successfully replaced.