Departmental Listservs (Add/Remove Members)

This instructional guide will walk you through the process of adding and removing members from departmental listservs.

Step-by-step guide

1. First, open a web browser and navigate to https://listserv.uga.edu
2. Log in:

   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: jdenver@uga.edu
   Password: *************
   Log In | Change Password

3. Navigate to List Management, then click Subscriber Management:
4. Choose your departmental listserv from the drop down menu:

**Subscriber Management**

Select List:

- CHEM-FAC-TEN-FULL UGA - Chemistry
- CHEM-FAC-TENURED UGA - Chemistry
- CHEM-FAC-UNTENURED UGA - Chemistry
- CHEM-FAC-VOTING UGA - Chemistry
- CHEM-FACULTY UGA - Chemistry
- CHEM-GRAD-STUDENT UGA - Chemistry
- CHEM-GRAD-STUDENT-YR1 UGA - Chemistry
- CHEM-LISTS UGA - Chemistry
- CHEM-NMRUSERS Chemistry - NMR Users
- CHEM-POSTDOC UGA - Chemistry
- CHEM-STAFF UGA - Chemistry
- CHEM-UGRAD UGA - Chemistry Undergrads
- CHEM-UGRAD-ACS UGA - Chemistry
- CHEM-UGRAD-BS UGA - Chemistry
- CHEMISTRY UGA - Chemistry
- GGYALUM-L GGY ALUMNI
- GGYFAC-L Geography Faculty
- GGYGRD-L Geography Graduate Students
- GGYSTF-L Geography Staff
- GGYUGRD-L Geography Under Graduates
5. We'll start by adding a member. Enter member's information into the "Add New Subscriber" field. I typically use the "email@email.com username" format. Click Add to complete.
6. Now, we'll go over member removal. In the "Examine or Delete Subscription" field, you'll simply need to search for the member's email address:

**GGYUGRD-L**

### Examine or Delete Subscription

**Name or Address:**

- s_stallone@uga.edu
- henry@somewhere.com
- Henry Brown
- s*Ivia

[Search in GGYUGRD-L] [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 GGYUGRD-L] [Clear]
7. Leave settings at their defaults, and choose to send an email notification, or delete without notification. Then select "Delete". You can also select "Delete from all Lists".

View or Set Subscription Options

Notification Options:
- Send Email Notification
- Do Not Notify the User

Name: Sylvester Stallone
Email Address: s_stallone@uga.edu
Subscribed Since: 21 Sep 2016

Subscription Type:
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

Mail Header Style:
- Normal LISTSERV-style header
- LISTSERV-style, with listname in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

Acknowledgements:
- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings

Miscellaneous:
- Mail delivery disabled temporarily
- Address concealed from REVIEW listing
- 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 Delete New Search Delete From All Lists

8. That's it, you're all set!

Subscriber Management (GGYUGRD-L)

s_stallone@uga.edu has been removed from the GGYUGRD-L list. No notification has been sent.

Select List:
GGYUGRD-L Geography Under Graduates

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