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:

   ![List Management]

   This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find links which have been configured with an HTML description, you can get more information.
4. Choose your departmental listserv from the drop down menu:
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:

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@somewher.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**

<table>
<thead>
<tr>
<th>Notification Options:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Email Notification</td>
<td></td>
</tr>
<tr>
<td>Do Not Notify the User</td>
<td></td>
</tr>
</tbody>
</table>

**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 list name 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!

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**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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