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: idenver@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 dropdown menu]

- 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 to complete:

![Add New Subscriber form]

- **GGYUGRD-L**
- **Examine or Delete Subscription**
- **Add New Subscriber**

- Email Address and Name: s_stallone@uga.edu Sylvester Stallone
  - henry@somewhere.com Henry Brown
  - Send Email Notification
  - Do Not Notify the User

- Add to GGYUGRD-L | Clear
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:

![Image of the membership management interface]

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":

![Image of the membership management interface]
8. That's it, you're all set!

Related articles

Content by label

There is no content with the specified labels