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:

   ![List Management](https://listserv.uga.edu)

   **List Management**  **Subscriber's Corner**  **Email Lists**

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

   This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find that some of the lists have been configured with an HTML description, you can get more information.
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 “username@email.com” format. Click Add to to complete:

![Add New Subscriber]

Name or Address:
- henry@somewhere.com
- Henry Brown

Email Address and Name:
- g_stallone@uga.edu Sylvester Stallone
  - henry@somewhere.com Henry Brown

Send Email Notification
- Do Not Notify the User

Add to GGYUGRD-L
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:

![Member Removal Screen](image)

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":

![Subscription Options Screen](image)
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

Related articles

Content by label

There is no content with the specified labels