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:
   
   ![The University of Georgia]
   
   This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find a series of subdirectories. Each of these locations have been configured with an HTML description, you can get more information about them.
4. Choose your departmental listserv from the drop down menu:

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- 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:

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

[Image of Subscriber Management interface]
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:

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".

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".
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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